



## TE KURA O ŌHINETAHI | GOVERNORS BAY SCHOOL

# BOARD OF TRUSTEES MINUTES HELD IN THE STAFFROOM TE 19 PĒPUERE | FEBRUARY 2025

Meeting held in the Governors Bay School Classroom. Meeting commenced at 6.03pm

### 1. Administration

- a. Present: Sally-Ann Fitzhardinge, Ruth Renwick, Christine Murphy, Callum Arnold and Annie Collins.
- b. Apologies: Glen Naysmith
- c. Visitors: None
- d. Speaking rights
  - i. Rebecca Baynes - Finances

**Motion: That Rebecca Baynes be given speaking rights in relation to Agenda Item 2.f.**

**Moved: Sally-Ann Fitzhardinge**

- e. Declaration of Interest: No
- f. Confirmation of previous hui Minutes

**Motion: The minutes of the BOT meeting held on 6 December 2024 are to be passed.**

**Moved: Annie Collins**

**Seconded: Callum Arnold**

- g. Review and confirm any actions items - All action items from 2024 have been completed.
- h. Correspondence In: None

### 2. Decisions

- a. Appointment of Board Chairperson - As this is a triennial election year we do not need to appoint a Chairperson at the start of the year.
- b. Motions re Signed Statement of Responsibility

**Motion: The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2024 Annual Accounts on the Board's behalf when confirmation is received that the audit has been complete.**

**Moved: Ruth Renwick**

**Seconded: Annie Collins**

- c. Motion: Statement of Financial Position (also known as the balance sheet) and Statement of Cash Flow.

**Motion: The Board approves the 2024 budgeted Statement of Financial Position and the 2024 budgeted Statement of Cash Flows, which are both derived from the Board's approved 2024 operating and capital budget.**

**Moved: Sally-Ann Fitzhardinge**

**Seconded: Christine Murphy**

d. Additional Motions

**Motion: That the Board approves the inclusion of Ministry paid Teachers Salaries in the 2024 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2024 year and will include an income amount and an equivalent expenditure budget.**

**Moved: Sally-Ann Fitzhardinge**

**Seconded: Ruth Renwick**

**Motion: That the Board approves the inclusion of a budget for the use of land and Buildings equal to the Ministry of Education estimate of notional lease cost for 2024. The 2024 figure will include an income amount and an equivalent expenditure budget.**

**Moved: Christine Murphy**

**Seconded: Annie Collins**

e. School Donation for 2025.

- i. Voluntary Donation Letter - The donation price will stay the same as 2024 and Sally-Ann will adjust the wording of the letter.

f. Finance

- i. Profit and Loss Report
- ii. Finance Notes

**Motion: The monthly finance report for 31 December is received and payments within are approved by the Board.**

**Moved: Ruth Renwick**

**Seconded: Callum Arnold**

g. Health and Safety including Wellbeing, School Docs - A standing discussion item for each meeting. Confirmation on how school docs work at Governors Bay School.

h. Property

- i. Review upcoming/ongoing projects - Drainage and outdoor learning spaces discussion. Discussion about the bottom playground and ensuring it is safe to use once it is reopened. The spinning wheels have been removed - why? Remove the loose logs completely from the playground. Base bark may need to be upgraded. Approach the PTA to help with this.
- i. Communication - How do we communicate as a Board - To communicate through the Update.

### **3. Discussions/Reports/Presentations**

- a. Principals' Report - Taken as read.

b. Budget for 2025

i. Approve budget - The Board approves the draft 2025 budget however the final budget will be confirmed at the March meeting.

c. Board Succession - Talks around continuity for the Board going forward with elections this year. Possibility of co-opting a member before the elections. Going to shoulder tap some parents.

#### **4. Identify Agenda Items for the nex hui on Wednesday 26 March 2025**

a. School Docs Policy Review

b. Off the work plan.

#### **5. Administration**

a. Correspondence out - None

#### **6. Closure of Hui**

a. Resolution for extension of time not normally exceeding 30 minutes if needed - No

b. Preparation for next hui -

##### **Karakia Whakamutunga**

Kia hora te marino.

Kia whakapapa pounamu te moana.

Hei huarahi mā tatou i te rangi nei.

Aroha atu, aroha mai.

Tātou i a tātou katoa.

*May peace be widespread. May the sea be like greenstone; a pathway for all of us this day. Let us show respect for each other, for one another. Bind us all together.*

Hui Closed - 7.50pm

Public Excluded - No

Action Item	Responsible
Chrome Books for sale for parents.	Christine to follow up with Janan
Remove the logs bottom playground	Board
PTA meeting next week re bottom playground and topping up the bark.	Christine

School Donations Letter - to be updated	Sally-Ann Fitzhardinge
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