

Governors Bay School –Te Kura o Ōhinetahi  
Board of Trustees Meeting Agenda  
Staffroom –11 November 2019, 6.00pm



Rebecca Baynes – recording minutes

Items	Led by:	Time:
<p><u>1. Administration</u></p> <p>1.1 Present</p> <p>1.2 Apologies</p> <p>1.3 Visitors</p> <p>1.4 Speaking rights</p> <ul style="list-style-type: none"> <li>Rebecca Baynes, Finances</li> </ul> <p>Motion: That Rebecca be given speaking rights in relation to Agenda Items 2.1 and 2.3</p> <p>1.5 Declaration of any Conflict of Interest</p> <p>1.6 Confirmation of previous Meeting Minutes</p> <p>Motion: The Minutes of the Board of Trustees Meeting held on 23 September 2019 are confirmed as true and correct.</p> <p>1.7 Correspondence in</p> <ul style="list-style-type: none"> <li>Letter from Rachel Kelly</li> </ul> <p>1.8 Action Items from last meeting</p>	<p>1.1 – 1.7 Chairperson</p>	<p>5 mins</p>
<p><u>2. Decisions/ Discussions</u></p> <p>2.1 Reviewing PTA request to sell alcohol at Banks Peninsula Fete next year as a fundraising initiative for the school.</p> <p>Motion: The BoT has/ has no objection to the school P.T.A. being associated with the sale of alcohol at the Banks Peninsula Fete in February 2020.</p> <p>2.2 Review Budget and Finance Expenditure Report - attached</p> <p>Motion: The monthly Finance Report for 31 October 2019 is received as attached and payments within are approved by the Board.</p> <p>2.3 Draft School Charter and Annual Plan 2020 –attached</p> <p>Motion: The BoT confirms the School Charter and Annual Plan for 2020</p> <p>2.4 Provisional Staffing and Draft Budget 2020– In Committee</p> <p>2.5 Policy and Procedures Review</p> <ul style="list-style-type: none"> <li>EOTC</li> <li>Sun Protection</li> </ul> <p><i>1. Please review online the Schooldoc policy/procedure before the meeting and message the Principal with any suggestions or changes using the chat icon:</i></p> <p><i>Username: governorsbay</i></p> <p><i>Password: Jetty</i></p> <p><i>2. If you are happy with the content please indicate with 'OK'. This confirms we have all been involved in the review process.</i></p>	<p>2.1 Principal/ Rebecca</p> <p>2.2 Chairperson</p> <p>2.3 Principal</p> <p>2.4 -2.5 Chairperson</p>	<p>30 mins</p>



<p>Motion: The BoT confirms the above policies / with the admendments as minuted.</p> <p>2.6 Approve Year 8 Wellington Camp Risk Management Planning Motion: The BoT is satisfied with the level of Risk Management Planning / with the amendments as minuted.</p>		
<p><u>3. Discussions/ Reports/ Presentations</u></p> <p>3.1 Building development progress</p>	3.1 Principal	10 mins
<p><b>Preparation for next meeting</b></p> <p><u>4. Identify Agenda Items for next meeting 16 December 2019</u></p> <ul style="list-style-type: none"> <li>• Student Progress and Analysis of Variance</li> <li>• Confirm Annual Plan 2020</li> <li>• Formal Principal Appraisal Review</li> <li>• International Students Attestation</li> <li>• Assurance on length of the school year 2019 and 2020</li> </ul>	4.1 Principal	5 mins
<p><u>5. Administration</u></p> <p>5.1 Correspondence Out</p>	5.1 Chairperson	5 min
<p><u>6. Meeting Closure</u></p> <p>6.1 Resolution for extension of time not normally exceeding 30 minutes if needed</p> <p>6.2 Meeting Closed</p>	6.1 - 6.3 Chairperson	5 min