



Minutes of the Board of Trustees meeting held in the  
staffroom on 17th August 2020– minutes recorded by Rebecca Baynes

Meeting opened at 6.00pm

**1. Administration**

- a. Present: Sally-Ann Fitzhardinge, Terry White, Liza Rossie and Meagan Kelly
- b. Apologies: Simon Collins
- c. Visitors: David Stemmer
- d. Speaking rights

- i. Rebecca Baynes for Finances

***Motion: That Rebecca Baynes be given speaking rights in relation to Agenda item 2.d and 3.c***

***Moved: Sally-Ann Fitzhardinge***

- ii. Dave Stemmer

***Motion: That Dave Stemmer be given speaking rights in relation to Agenda item 3.d***

***Moved: Sally Fitzhardinge***

- e. Declaration of Conflict of Interest: None
- f. Confirmation of the minutes from the meeting held on 29<sup>th</sup> June 2020

***Motion: The Minutes of the Board of Trustees Meeting held on 29th June 2020 be passed.***

***Moved: Sally-Ann Fitzhardinge***

- g. Correspondence In
  - i. MOE Zoning Request
  - ii. Ruth Stevens application to move to 0.8 – Completed
  - iii. Email from parent regarding the entrance gate.  
Simon Collins has acknowledged the parents email.

**2. Decisions**

- a. School response to Covid-19  
Meagan talked to the BoT around the Level 2 protocols for Covid 19 for Governors Bay School.

***Motion: The above protocols and procedures for Level 2 of Covid-19 have been reviewed and the BoT accepts that the proper steps and actions have been taken regarding the policy/procedures and they are up to date. Level 3 protocols will be circulated for the BoT to pass in the coming week.***

***Moved: Sally-Ann Fitzhardinge***

***Seconded: Terry White***

b. Policy Review

- i. Learning Support (BoT, Staff, Parents)  
Meagan to check who the Learning Support Co-Ordinator is for the school.
- ii. Appointment Procedure (BoT)
- iii. Child Protection (BoT, Staff)

***Motion: The above policies and procedures have been reviewed and the BoT accepts that proper steps and actions have been taken regarding the policy/procedures and they are up to date.***

***Moved: Sally-Ann Fitzhardinge***

***Seconded: Terry White***

c. Policy Assurance

- i. Appraisal of the Tumaki
- ii. Physical Restraint
- iii. Risk Management
- iv. Safety Management System
- v. International Students

***Motion: The BOT accepts that proper steps and actions have been taken regarding the above policy/procedures and they are up to date.***

***Moved: Terry White***

***Seconded: Liza Rossie***

d. Review Budget and Finances Expenditure Report

***Motion: The monthly Finance Report for 31<sup>st</sup> July 2020 is received and payments within are approved by the Board.***

***Moved: Liza Rossie***

***Seconded: Terry White***

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

- a. Building Progress Report - Update on completion date.  
19th November 2020 is the suggested completion date from HRS Construction.
- b. Hui with Mātauraka Mahaanui re redevelopment projects, signage, curriculum.  
Meagan talked to the BoT on how the group will work with the school on school projects.
- c. Projects for School Investment Package with the outcome of setting up a building committee.  
Terry White, Meagan Kelly and Rebecca Baynes to liaise with the MoE regarding the process for applying for the funds for the entrance way.

***Motion: Meagan and Terry along with Rebecca's help will form a committee to expedite the process of the entrance way.***

***Moved: Sally-Ann Fitzhardinge***

***Seconded: Liza Rossie***

- d. David Stemmer to give overview of role and product use – David presented to the Board his role in the school. He has been asked to keep the property tidy by previous staff by weeding, bark and sand cleanup, pruning plants around the school etc. He spends 2-3 hours a week generally on a Saturday. The BoT advised David that the school they do not want to use round up in the future. More discussion was held In Committee.

**In Committee**

***Motion: That the meeting move into Public Excluded session at 7.20pm under Section 48(1) of the Local Government and Official Information and Meetings Act 1987, for reasons of legal and professional privilege and to protect the privacy of natural persons.***

***Moved: Sally-Ann Fitzhardinge***

- e. Student Progress and Achievement Report
- f. MoE school zoning and confirm next steps
- g. School Caretaker/Gardener roles and responsibilities

***Motion: That the meeting resume in Public Session at 7.56pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.***

***Moved: Sally-Ann Fitzhardinge***

#### **4. Identify Agenda Items for the next hui on Te 21 Mahuri / September 2020**

- a. Monitoring Student Progress & Achievement
- b. Consultation process whānau Māori Update
- c. PTA Update
- d. Board Talk
- e. BOYD
- f. Zoning Consultation and Presentation

#### **5. Administration**

- a. Correspondence Out - None

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

- a. Resolution for extension of time not normally exceeding 30 minutes - No
- b. Preparations for next hui – see Action Table
- c. **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.*

- d. Hui Closed – 8.00pm

Public Excluded: Yes

<b>Action</b>	<b>Person</b>	<b>Completion Date</b>
Learning Support Co-Ordinator	Meagan	21 <sup>st</sup> September 2020
Re-establish Property Committee	BoT	21 <sup>st</sup> September 2020
Hui with Mātauraka Mahaanui	Meagan and Simon	21 <sup>st</sup> September 2020
Student Progress and Achievement Data Update	Meagan	21 <sup>st</sup> September 2020