

# MINUTES

## 1. Attendance and Administration

### 1.1 Present

Andy Williams (Chairperson), Alison McAlpine (Limited Statutory Manager), Linda Tame (Principal), Richard Baker (Deputy Principal), Jack Balck (Student Trustee), Gareth Batten (Staff Trustee), Cherrie Chubb (Parent Trustee), Xanthe Rose (Student Trustee), Cynthia Sampson (Parent Trustee), Susie Struck (Parent Trustee) and Steph Hartill (BOT Secretary - Minutes).

#### 1.1.1 Welcome to New Student Trustee

- The BOT welcomed Xanthe Rose as the new Student Trustee.
- Xanthe to sign the BOT code of conduct.

### 1.2 Apologies

Beverley Purdie (Manawhenua Ki Mohua Trustee), Coralie Stopford (Deputy Principal), Vanessa Harwood (GBHS Home and School Committee Trustee) and Gareth Batten for arriving late at 6.38pm.

### 1.3 Declarations of Interest

- Xanthe Rose's interests to be updated.
- Jack Balck to be removed.

*The Board of Trustees moved to accept the Declarations of Interest with the above amendments.*

CC/VH  
Carried

### 1.4 Speaking Rights

*The Board of Trustees moved to give Richard, Jack and Steph speaking rights.*

AW/CS  
Carried

### 1.5 Annual Board Work Plan

- The plan is a continuous work in progress.

*The Board of Trustees moved to adopt the updated 2018 /2019 Annual Work Plan.*

AW/CS  
Carried

The BOT moved into a confidential session at 6.03pm.

## 2. In Committee PART A

### Schedule 2A Resolution to exclude the public

s 48(3), (4), (5), (6)

Schedule 2A: inserted, on 1 October 1991, by section 8 of the Local Government Official Information and Meetings Amendment Act 1991 (1991 No 54).

*Section 48, Local Government Official Information and Meetings Act 1987*

I move that the public be excluded from the following parts of this meeting – namely the Golden Bay High School Board of Trustees meeting on 24 September 2018.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. Items 2.1 to 2.6	Privacy	

\*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Good reason to withhold exists under section 7- Local Government Official Information and Meetings Act 1987

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—

- shall be available to any member of the public who is present; and
- shall form part of the minutes of the local authority.”

AW/LT  
Carried

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### 3. Health and Safety

#### 3.1 Health and Safety Report

- a) Discussion regarding why reviewing of the EOTC process is necessary.
- b) The Food Safety Plan was not included and will be emailed to the BOT.
- c) On page 3 a correction was noted that the bell "...could not be heard" not "...held".
- d) A student accident was not included in the incident report. Linda to investigate how accidents which bypass the Sick Bay can be included.
- e) Thanks to Gareth for providing the Health and Safety information regarding Student Work Experience.

*The Board of Trustees moved to adopt the Health and Safety Report.*

SS/CS  
Carried

#### 3.2 Occupancy Number Building Warrant of Fitness

- a) The Board agreed to remove this item from the agenda as it will become part of the fire rating school investigation. To become an item for the February 2019 Work plan.

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### 4. High Priority Special Items for this Meeting

#### 4.1 School Values Development

- a) Manawhenua Ki Mohua in the process of gifting a set of Māori values to the school.
- b) Linda tabled a document titled: "Ake Ake Kia Kaha."
- c) Linda is meeting with students and staff working on the values
- d) To be an agenda item for the October BOT meeting and then ready for consultation for the Community Hui.

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### 5. Principal's Report

- a) Linda provided a copy of the 2019 Next Steps for the Trustees.
- b) Linda discussed the sandpit concept for larger group collaborative learning opportunities with trials potentially beginning in 2019.
- c) Linda clarified the meaning of a common learning platform.

*The Board of Trustees moved to adopt the Principal's Report.*

LT/AW  
Carried

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### 6. Self Review

#### 6.1 Confirmation of Community Hui Date

- a) The Board confirmed the date to be Wednesday 14 November from 7-9pm. Venue yet to be decided.

#### 6.2 Policies

##### 6.2.1 Treaty of Waitangi Policy (consulted with Margie Little)

*Motion: The Board of Trustees moved to adopt the draft Treaty of Waitangi Policy.*

LT/AW  
Carried

##### 6.2.2 Timetable Policy (consulted with PPTA)

*Motion: The Board of Trustees moved to adopt the draft Timetable Policy.*

LT/AW  
Carried

#### 6.3 Final Versions Tabled

- Updated Policy Framework
- Equal Employment Opportunities Policy
- Harassment Policy
- Healthy Food and Nutrition Policy
- International Student Policy
- International Student Refund Policy
- Protected Disclosures Policy For Employees
- Surrender and Retention of Property, and Searches Policy and Guidelines
- Special Needs Education (including Gifted and Talented) and Inclusive Education Policy

- Trustee Remuneration and Expenses Policy
- Statement of Health Education

## 7. General Business

### 7.1 Senior Prizegiving (Tuesday 6 November 6.30pm)

- a) All Trustees are invited to attend the Senior Prizegiving Ceremony. Steph to email the BOT reminder.

### 7.2 December 2018 Board Meeting

- a) The BOT agreed to cancel the December meeting and instead hold a meeting in January.  
 b) The November will begin earlier and end with some catering.  
 c) Update the workplan for December items.  
 d) Dates for 2019 next meeting to be included in the next agenda.

### 7.3 5YA

- a) There is approximately \$400,000 remaining in the 5YA budget.

*Motion: The BOT moved to progress the Gym project for \$300K with the remainder 5YA allocation to be used for the emergency generator and alarm system projects.*

LT/CS  
Carried

## 8. Monitoring and Administration

### 8.1 Finance Report

#### 8.1.1 Minutes of Previous Meeting

*The Board of Trustees moved to adopt the Finance Committee Minutes held on 20 August 2018.*

LT/AW  
Carried

### 8.2 Staff Trustee

No Report.

### 8.3 Home and School Association

Written Report Tabled.

### 8.4 Māori Community Liaison

No Report.

### 8.5 Student Trustee

Verbal Report.

- a) The Board thanked Jack for his service and acknowledged his two terms.  
 b) Jack thanked the Board for their support.  
 c) Xanthe reported that Seniors had successful mock exams and were gearing up for the exams beginning in November.

### 8.6 Confirmation of Minutes of Previous Meetings

*The Board of Trustees moved to adopt the Meeting Minutes held on 27 August 2018.*

LT/AW  
Carried

### 8.7 Action List from Previous Meetings

- a) All actions have been addressed.

### 8.8 BOT Training and Administration

- a) No items.

### 8.9 Correspondence

*The Board of Trustees moved to accept the Correspondence.*

AW/SS  
Carried

- a) A thank you card from Helen Young was tabled thanking the BOT for supporting Te Reo through Te Ataarangi classes held weekly at Golden Bay High.

The BOT moved into a confidential session at 8.47pm.

## 9. In Committee PART B

### 8.1 Schedule 2A Resolution to exclude the public

s 48(3), (4), (5), (6)

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#### Section 48, Local Government Official Information and Meetings Act 1987

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1. Items 9.1 – 9.4	Privacy	

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(a) shall be available to any member of the public who is present; and

(b) shall form part of the minutes of the local authority.”

AW/LT  
Carried

The BOT moved out of the confidential session at 9.09 pm.

## 10. BOT Reflection on Minutes

- a) The BOT agreed that the current meeting structure worked well and allowed the priorities to be focused upon.

The meeting closed at 9.10pm.

**THESE MINUTES HAVE BEEN CONFIRMED AT THE GBHS BOT MEETING HELD ON 29 OCTOBER 2018.**

**SIGNED COPIES ARE AVAILABLE FROM THE SCHOOL OFFICE.**

## ACTION LIST

1. Xanthe Rose to sign the BOT Code of Conduct. (BOT Secretary / Student Trustee).
2. Declarations of Interest to be updated. (BOT Secretary).
3. Annual Work plan to be updated at every meeting with any amendments noted. (BOT Secretary / Principal).
4. Food Safety Plan to be emailed to BOT. (BOT Secretary).
5. Linda to investigate why a student accident was not recorded in the correct place. (Principal).
6. Occupancy Number: Building Warrant of Fitness, to be removed as item for Agenda and included on the Annual Work Plan for February 2019. (BOT Secretary).
7. School Values to be an agenda item for next BOT meeting. (BOT Secretary).
8. Policies to be updated and finals ready for the next BOT meeting. (BOT Secretary).
9. Venue for Community Hui to be confirmed at next meeting. (Chair and Principal).
10. Trustees to be sent email reminder regarding Senior Prizegiving function and ceremony. (BOT Secretary).
11. Annual Workplan to reflect cancelled December meeting. (Principal).
12. Meeting dates for 2019 to be an agenda item for the next meeting (BOT Secretary).