

MINUTES

1. Attendance and Administration

1.1 Present

Andy Williams (Chairperson), Alison McAlpine (Limited Statutory Manager), Linda Tame (Principal), Richard Baker (Deputy Principal), Cherrie Chubb (Parent Trustee), Vanessa Harwood (GBHS Home and School Committee Trustee), Beverley Purdie (Manawhenua Ki Mohua Trustee), Xanthe Rose (Student Trustee), Cynthia Sampson (Parent Trustee), Susie Struck (Parent Trustee) and Steph Hartill (BOT Secretary - Minutes).

1.2 Apologies

Gareth Batten (Staff Trustee) and Coralie Stopford (Deputy Principal).

1.3 Declarations of Interest

- a) No new declarations noted.

1.4 Speaking Rights

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

AW/CS
Carried

1.5 Annual Board Work Plan

- a) No longer an agenda item for future BOT meetings.

The BOT moved into a confidential session at 6.40pm.

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 29 October 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 2.4	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)—

- (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 7.30pm.

3. Health and Safety

3.1 Health and Safety Report

- a) The Food Safety Plan was tabled and available for BOT members to view.

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

SS/CS
Carried

4. High Priority Special Items for this Meeting

4.1 School Values Development

- a) Linda tabled a document titled: *"Ake Ake Kia Kaha"*. This focused on work to date on four values.
- b) Manawhenua Ki Mohua still in the process of gifting a set of Māori values to the school.
- c) Linda continuing work with students and staff, with feedback to be included for consultation at the Community Hui.

5. Principal's Report

- a) Discussion regarding the Kāhui Ako positions currently advertised.

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

LT/AW
Carried

6. Self Review

6.1 Confirmation of Community Hui Venue and Planning

- a) The Board confirmed the date to be Wednesday 14 November, 7-8.30pm in the library.
- b) The BOT agreed to advertise the Hui in the next two issues of GB Weekly, Goldie, website and on Facebook.
- c) The BOT agreed a Powerpoint of photos showcasing GHBS should be playing at the Hui.

6.2 Policies

No items.

- a) A note to be added to the Policy Schedule that the MOE's *Guidelines – Stand-Downs, Suspensions, Exclusion and Expulsion* is contained in the BOT Governance folders.

6.3 Final Versions Tabled

- Updated Policy Framework
- Treaty of Waitangi Policy
- Timetable Policy
- BOT Code of Conduct
- 2018 Self Review Plan

7. General Business

7.1 Confirmation of Special Meeting Motion

7.1.1 *Motion: That the Board of Trustees ask the Ministry of Education to lift the Statutory Intervention.*

LT/AW
Carried

7.2 2019 Meeting Dates

- a. The BOT moved to adopt the 2019 Meeting Dates.

LT/AW
Carried

7.3 Senior Prizegiving (Speeches)

- a) Changes this year include no external speaker and the national anthem to be sung in Māori and English. (Words will be included in the programme).

7.4 Hautū Tool Self Review

- a) Deferred to the March 2019 meeting.

7.5 BOT Email Addresses

- a) There was discussion regarding BOT members having Golden Bay High School Gmail addresses so as to have secure, 2-step verification communications.
- b) BOT members to consider this and include as an agenda item for next meeting.

8. Monitoring and Administration

8.1 Finance Report

8.1.1 Detailed Review of Budget Income and Expenditure

- a) This occurred at the Finance meeting.

- 8.1.2 Minutes of Previous Meeting**
The Board of Trustees moved to adopt the Finance Committee Minutes held on 17 September 2018. AW/CC
 Carried
- 8.1.3 Cyber Liability Insurance**
The Board of Trustees moved to adopt the Finance Committee's recommendation to include Cyber Liability coverage at the lowest premium rate quoted in the insurance from Crombie Lockwood. AW/CC
 Carried
- 8.1.4 Swimming Pool Insurance**
The Board of Trustees adopt the Finance Committee's recommendation to increase the Swimming Pool coverage to \$300K. AW/LT
 Carried
- 8.2 Staff Trustee**
 No Report.
- 8.3 Home and School Association**
 No Report.
- 8.4 Māori Community Liaison**
- Discussion regarding the curriculum commitments mentioned in the Treaty of Waitangi Policy.
 - A bilingual book is pending.
- 8.5 Student Trustee**
- Xanthe will attend the Spirit of Adventure in January 2019 for student trustee training.
 - Leadership meetings have been occurring between the Principal and students with a plan for a new committee to begin next year.
- 8.6 Confirmation of Minutes of Previous Meetings**
The Board of Trustees moved to adopt the Meeting Minutes held on 24 September 2018. AW/CS
 Carried
- 8.7 Action List from Previous Meetings**
- All actions have been addressed.
- 8.8 BOT Training and Administration**
- No items.
- 8.9 Correspondence**
The Board of Trustees moved to accept the Correspondence. AW/SS
 Carried
- A letter from the PPTA was tabled regarding a Paid Union Meeting on 15 November.
- 8.10 Farewell to Alison McAlpine**
- The BOT thanked Alison for all the work she carried out as Limited Statutory Manager. Alison thanked the BOT in return.

The BOT moved into a confidential session 9.03 at pm.

9. In Committee PART B

8.1 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).

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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

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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 9.02 pm.

The meeting closed at 9.15pm.

THESE MINUTES HAVE BEEN CONFIRMED AT THE GBHS BOT MEETING HELD ON 26 NOVEMBER 2018.

SIGNED COPIES ARE AVAILABLE FROM THE SCHOOL OFFICE.

ACTION LIST

1. Annual Work Plan no longer to be included as an agenda item. (BOT Secretary).
2. Powerpoint photos for Hui and BOT nametags to be organised. (BOT Secretary).
3. School Values to be included in Community Consultation Hui. (Principal).
4. Community Consultation Hui to be widely advertised. (Principal).
5. A note to be added to the Policy Schedule re MOE’s *Guidelines – Stand-Downs, Suspensions, Exclusion and Expulsion* contained in the BOT Governance folders. (BOT Secretary).
6. Hautū Tool Self Review to be put into workplan for March 2019. (Principal).
7. BOT member emails to be agenda item for next meeting. (BOT Secretary).
8. Crombie Lockwood to be informed of BOT decision regarding Insurance. (BOT Secretary).