

MINUTES

1. Attendance and Administration

1.1. Present

Andy Williams (Chairperson), Cynthia Sampson (Deputy Chairperson), Linda Tame (Principal), Richard Baker (Deputy Principal), Gareth Batten (Staff Trustee), Cherrie Chubb (Parent Trustee), Vanessa Harwood (GBHS Home and School Committee Trustee), Xanthe Rose (Student Trustee), Coralie Stopford (Deputy Principal), Susi Struck (Parent Trustee) and Jude Edmondson (BOT Secretary - Minutes).

1.2. Apologies

Beverley Purdie (Manawhenua Ki Mohua Trustee).

1.3. Declarations of Interest

Jude Edmondson's nephew Bradley is on teaching staff.

The Board of Trustees moved to accept the Declarations of Interest.

LT/AW
Carried

1.4. Speaking Rights

The Board of Trustees moved to give Coralie, Richard and Jude speaking rights.

LT/AW
Carried

1.5. Proposed Change to Meeting Dates

The Board of Trustees moved to approve the May Finance Committee date of 13 May and the Board Meeting date of 20 May 2109.

LT/AW
Carried

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 18 February 2019.

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 7.45 pm.

At this time David Prebble joined the meeting as an observer.

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- 3. Health and Safety**
3.1. Health and Safety Report
The Board of Trustees moved to adopt the Health and Safety Report.
- LT/CC
Carried
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- 4. High Priority Special Items for this Meeting**
4.1. Property: Education Brief Process
The Project Brief Template was reviewed. Greg Jansen will be our supporting “Navigator”.
Linda’s draft process document was approved pending amendments.
Linda to run a 30 minute futures workshop at next BOT meeting.
- 4.2. 2018 Analysis of Variance and 2019 Strategic Targets, Action Plan and Charter**
4.2.1. Analysis of Variance and Charter
Documents reviewed and minor changes recommended.
BOT Secretary to submit documents following recommended amendments.
- LT/CS
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- 5. Principal’s Report**
The Board of Trustees moved to adopt the Principal’s Report.
- LT/AW
Carried
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- 6. Self Review**
6.1. 2019 Self Review Plan - tabled
6.2. Report back from Self Review Group
6.3. Policies
Motion: That the Board of Trustees approves the identified policies (with the addition of the Special Needs Education (Including Gifted and Talented) and Inclusive Education Policy) from the Policy Schedule to be posted on the Golden Bay High School website.
- LT/AW
Carried
- 6.4. Strategic Risks**
Agreed to remove Property and Finance, and add in Cyber security and International Students. Linda to bring update to March meeting.
- 6.5. Final Versions to Table:**
6.5.1. Delegations of Authority
6.5.2. BOT Work Plan
6.5.3. Updated Governance Manual Table of Contents
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- 7. General Business**
7.1. Trustee Elections 2019 Planning
To be discussed in depth in March meeting (election in June).
7.2. BOT Emails
This issue to be dealt with by incoming BOT.
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- 8. Monitoring and Administration**
Given this is a governance level meeting, it was decided that in future, instead of all Staff, Student, Home & School and Manawhenua Ki Mohua Trustees routinely submitting a report, BOT Secretary will email them one week prior to issuing agenda requesting any issues they wish to be highlighted (for approval by Chair).
- 8.1. -**
8.2. Staff Trustee Report
Impending teacher strike action. Mark Mackenzie is PPTA Branch Chair, supported by April Hay.
8.3. Home and School Association Report – nil.
8.4. Manawhenua Ki Mohua Report – nil.
8.5. Student Trustee Report – nil.
8.6. Confirmation of Minutes of Previous Meeting
The Board of Trustees moved to adopt the Meeting Minutes held on 28 January 2019 with corrections to 6.1.a
- AW/CS
Carried

8.7. Action List from Previous Meetings

All complete

8.8. BOT Training and Administration

8.8.1. Adaptive Governance Reading

Linda to email link to full document.

8.8.2. Futures Workshop

Linda to run a 30 minute futures workshop at next BOT meeting.

8.9. Correspondence

None requiring action

The Board of Trustees moved to accept the Correspondence.

AW
Carried

The BOT moved into a confidential session at 8.58 pm.

9. In Committee PART B

8.1 Schedule 2A Resolution to exclude the public

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

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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
1. Items 9.1 – 9.5	Privacy	

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

AW/LT
Carried

The BOT moved out of the confidential session at 9.15 pm.

The meeting closed at 9.15 pm.

Chairperson

Date

ACTION LIST

1. Update Declarations of Interest to reflect Jude Edmondson (BOT Secretary)
2. Update draft Education Brief Process document (Principal)
3. Submit revised Analysis of Variance and Charter documents to MOE (BOT Secretary)
4. Post Policies on GBHS website (BOT Secretary)
5. Update Strategic Risks and item March meeting (Principal/BOT Secretary)
6. Futures Workshop agenda item next meeting (Principal)
7. Email Trustees the link to Adaptive Governance Reading document (BOT Secretary)
8. Email Trustees requesting any agenda items (BOT Secretary/Chair)
9. 2019 Trustees Elections agenda item for next meeting (BOT Secretary)
10. BOT emails to be agenda item for incoming Board (BOT Secretary)

THESE MINUTES HAVE BEEN CONFIRMED AT THE GBHS BOT MEETING HELD ON 25 MARCH 2019.

SIGNED COPIES ARE AVAILABLE FROM THE SCHOOL OFFICE.