



MINUTES

1. Attendance and Administration

1.1. Welcome to new Board of Trustees

1.2. Signing of Code of Conduct

1.3. Present

Andy Williams (Parent Trustee), Cynthia Sampson (Parent Trustee), Linda Tame (Principal), Susi Struck (Parent Trustee), Xanthe Rose (Student Trustee), Gabby Hollis (Parent Trustee), Haydon Ward-Holmes (Manawhenua Ki Mohua Trustee, Dan Padial (potential Staff Trustee), Vanessa Harwood (GBHS Home and School Committee Trustee) and Jude Edmondson (BOT Secretary - Minutes).

1.4. Apologies

Brian Nesbit (Parent Trustee)

1.5. Election of Officers

Motion: That Andy Williams be elected as Board Chair

GH/HWH

Motion: That Cynthia Sampson be elected as Deputy Chair

VH/SS

1.6. Filling Staff Trustee Casual Vacancy

Motion: That Dan Padial be appointed as Staff Trustee if this is permitted.

LT/VH

BoT Secretary to investigate the rules around this.

1.7. Declarations of Interest

Board Secretary to email Trustees copy of current interests. New interests to be declared at next meeting

1.8. Speaking Rights

The Board of Trustees moved to give Jude speaking rights.

AW

The meeting moved into confidential business at 6.49 pm.

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 25 March 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 confidential business at 7.46 pm.

3. Health and Safety

3.1. Health and Safety Report

Hazards Identified – Principal to provide information on hazard elimination, minimisation, or isolation in table instead of time to remediate.

4. High Priority Special Items for this Meeting

None

5. Principal's Report

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

LT/AW
Carried

6. Self Review

6.1. Concern and Complaints policy

Motion: That the revised Concerns and Complaints Policy be adopted

AW

7. General Business

7.1. Committee makeup

Motion: That the following committees be made up of Trustees as detailed:

Finance: AW, CS, Principal

Student Discipline: Chair plus three available Trustees (excl. Principal)

Principal's Appraisal: All Trustees except Principal, Student Trustee, Staff Trustee

LT/VH

7.2. Review makeup of BoT

The possibility of holding a staggered election was considered and is to be put on agenda for discussion some time next year.

7.3. Previously approved motion noted:

That the BOT approve Cherie Chamberlain and Pete Mitchison's application to apply to the Lion Foundation for the funding for transport and accommodation costs relating to the U15 Netball trip to Christchurch; The A Netball Trip to Nelson; The Girls' Football Team to Wellington

7.4. BoT emails

All Trustees have been allocated personal BoT email accounts. These accounts must be used for ALL BoT correspondence. Two step verification has been applied for security.

7.5. Student Trustee Election – Returning Office

Motion: That Jude Edmondson is appointed Returning Officer for the Student Trustee BoT election (to be held in September)

LT/VH

7.6. June 01 MOE return – copy tabled/passed around for viewing

7.7. Documents to be inserted into Governance manuals

Alcohol and Other Drugs policy to be removed and replaced with Consumption of Alcohol policy. Revised Concerns and Complaints policy to be issued next meeting.

8. Monitoring and Administration

8.1. Confirmation of Minutes of Previous Meeting-

Motion: That the Board of Trustees adopts the Minutes of Meeting held on 20 May 2019.

SS/CS

8.2. Action List from Previous Meetings

All complete

8.3. Correspondence

Principal to speak with Simon Trotter requesting official statement re MOE selection of contractors

The BOT moved into confidential business at 8.30pm.

9. In Committee PART B

Schedule 2A Resolution to exclude the public

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

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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 25 March 2019.

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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 – 9.3	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:

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“(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)—

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

AW/LT
Carried

The BOT moved out of confidential business at 8.36 pm.

10. BOT Reflection on meeting

- No requirement for SLT to attend BoT meetings, so In Committee parts A and B of the agenda will in future be combined into one confidential session at the beginning of the meeting.
- Education Brief re Vision for Design, NCEA review and Internal Evaluation to be topics for discussion in Term 4.
- Vision for Design community consultation session to be held late July/early August (following manawhenua consultation).

The meeting closed at 8.54 pm.

THESE MINUTES HAVE BEEN CONFIRMED AT THE GBHS BOT MEETING HELD ON 26 AUGUST 2019.

SIGNED COPIES ARE AVAILABLE FROM THE SCHOOL OFFICE

ACTION LIST

1. Investigate rules around appointing Staff Trustee in present situation (BoT Secretary)
2. Email current Declaration of Interests to BoT member (BoT Secretary)
3. Include hazard elimination status in H&S report (Principal)
4. To table: Concerns and Complaints policy (BoT Secretary)
5. Staggered election topic to be added to agenda/work plan for May 2020 (BoT Secretary)
6. Request official MOE statement on selection of development project contractors (Principal)
7. Add Education Brief re Vision for Design, NCEA review and Internal Evaluation to workplan (Principal)