

# MINUTES

## 1. Attendance and Administration

### 1.1 Present

Cynthia Sampson (Acting Chairperson), Linda Tame (Principal), Gareth Batten (Staff Trustee), Richard Baker (Deputy Principal) Cherrie Chubb (Parent Trustee), Xanthe Rose (Student Trustee), Coralie Stopford (Deputy Principal), Susie Struck (Parent Trustee) and Steph Hartill (BOT Secretary - Minutes).

### 1.2 Apologies

Andy Williams (Chairperson), Vanessa Harwood (GBHS Home and School Committee Trustee) and Beverley Purdie (Manawhenua Ki Mohua Trustee).

### 1.3 Declarations of Interest

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

SS/CS  
Carried

### 1.4 Speaking Rights

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

CS/LT  
Carried

### 1.5 Election of Chairperson

*The Board of Trustees moved to appoint Andy Williams as Chairperson.*

LT/CC  
Carried

### 1.6 Election of Deputy Chairperson

*The Board of Trustees moved to appoint Cynthia Sampson as Deputy Chairperson.*

SS/CC  
Carried

### 1.7 Election of the Sub-Committees and Meeting Structure

*The Board of Trustees moved to retain the committees as per the document with the exception of checking on the May meeting dates.*

SS/CC  
Carried

### 1.8 Delegations of Authority

Linda outlined two changes made to point 1 and point 5 to the Delegations of Authority document.  
*The Board of Trustees moved to adopt the Delegations of Authority.*

CS/CC  
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 28 January 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.”

CS/LT  
Carried

The BOT moved out of the confidential session at 7.26 pm.

---

### 3. Health and Safety

#### 3.1 Health and Safety Report

- a) Hazard registers are currently being carried out for each classroom.
- b) Full discussion regarding the pool to be an agenda item next meeting.

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

CC/GB  
Carried

---

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

None.

---

### 5. Principal's Report

- a) A whole school production may be proposed for 2020. This will depend of level of support and interest from the community.
- b) A discussion regarding what policies should go on the website to be a consideration for the self review working group.

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

LT/SS  
Carried

---

### 6. Self Review

#### 6.1 Consider 2018 Personnel Compliance Report

- a) No. 7 should be read as “strategy” not strategic.
- b) There are two No. 7s – to be corrected.

*The Board of Trustees moved to adopt the 2018 Personnel Compliance Report with the above corrections.* LT/SS  
Carried

#### 6.2 2019 ERO Self Audit Check

- a) A self-review working group was formed to examine an aspect in depth. Members are Linda, Cynthia and Susie.

#### 6.3 2019 Self Review Plan

- a) Student Achievement data to be included in Point 2.
- b) Another draft to be presented at the February meeting.

#### 6.4 Policies

No items.

#### 6.5 Final Versions Tabled

- Updated Policy Framework
- BOT Work Plan

---

### 7. General Business

#### 7.1 Trustee Elections 2019

*The Board of Trustees moved to appoint the new Board Secretary to be the Returning Officer for the 2019 Election.*

LT/CS  
Carried

---

### 8. Monitoring and Administration

#### 8.1 Finance Report

##### 8.1.1 School Van

The Board of Trustees moved to purchase a van from Toyota Bowater for \$45,000 including gst.

LT/CS  
Carried

### 8.1.2 Update on 2019 Budget

- a) This will be presented at the next BOT meeting.

### 8.2 Staff Trustee

- a) School started well today even though it was very hot weather.

### 8.3 Home and School Association

No report.

- a) The quiz netted approximately \$2,000.

### 8.4 Māori Community Liaison

No report

### 8.5 Student Trustee

- a) Xanthe reported on the "Hands on Science" programme at Otago University during the holidays.  
b) Xanthe is about to go on the Spirit of Adventure Student Trustee Sail.

### 8.6 Confirmation of Minutes of Previous Meetings

The Board of Trustees moved to adopt the Meeting Minutes held on 26 November 2018.

CS/LT  
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.

CS/LT  
Carried

The BOT moved into a confidential session 8.27 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).

#### *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 28 January 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 9.1 – 9.4	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

The BOT moved out of the confidential session at 8.59 pm.

---

The meeting closed at 8.59pm.

---

**Chairperson**

**Date**

---

**ACTION LIST**

1. Check on the May Meeting date in the Committees document. (BOT Secretary).
2. Pool to be an agenda item for next meeting. (BOT Secretary).
3. Health and Safety Policy to go on the website. (BOT Secretary).
4. BOT to decide what policies should be included on the website as an agenda item for next meeting. (BOT Secretary).
5. Self Review group for 2019 policies to be formed. (Chairperson / Principal).
6. 2019 Self Review Plan to be presented at February BOT meeting. (Principal).
7. BOT member emails to be agenda item for February 2019 meeting. (BOT Secretary).

**THESE MINUTES HAVE BEEN CONFIRMED AT THE GBHS BOT MEETING HELD ON 18 FEBRUARY 2019.**

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