



## STANLEY BAY SCHOOL

### Board of Trustees Minutes

Thursday 11 August 2022

6pm in Rm 9

#### Key Action Points

Item	Action	Responsible	By
Board Comms	Jonathan to draft a piece for the next news bulletin.	Jonathan	Sunday 22nd August
Induction Pack	Helen and Lucy to collate.	Helen and Lucy	Sent out 1 week prior to induction date

**1.1 Present:** Lucy Naylor (Principal), Helen Vykopal (Presiding Member), Jonathan Marshall, Eddie Christian, Kate Maiava, Monty Duncan and Scott Boniface (Staff Trustee).

**In attendance:** Janie Stone (Minutes Secretary).

**1.2 Apologies:** Nil.

#### Minutes of the Previous Meetings - 30 June 2022

The minutes were approved as a true and accurate email record before the meeting by the outgoing board.

**Unanimous.**

#### 1.3 Introduction and Welcome

The incoming board were welcomed with a karakia, mihi and pepeha.

#### 1.4 Meeting Management

The board meeting protocols were briefly explained, including general housekeeping, use of google docs, the structure of meetings, NSTA induction, evaluations etc.

#### 1.5 Election of the Presiding Member

The Principal nominated Helen Vykopal as Presiding Member.

**Unanimous.**

#### 1.6 Co-option of Anthony James

The Presiding Member nominated that the board co-opt Anthony (AJ) James to the board to continue his work on property.

The board discussed AJ's wealth of knowledge regarding school property and invaluable assistance to the school.

**Seconded: Kate Maiava**

**Unanimous**

**1.7 Induction**

The Presiding Member explained the induction process for the new board; this will commence with a half day off-site meeting, date proposed: Saturday 3 September at Level One HQ in Devonport, time TBC. This will be followed by NZSTA workshops/webinars.

**1.8 Board Code of Conduct**

The board code of conduct was discussed and signed by all board members.

**3.1 Acknowledgement of Achievements**

Presented by the Presiding Member and Principal.

**Board Communications**

The new board would like to start the commencement of their term by communicating to our school community of their election in the next school news bulletin.

**Action: Jonathan Marshall**

Meeting closed 8pm

**Date of next meeting**

22 September 2022

Helen Vykopal

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Presiding Member

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Date