

**GREEN BAY PRIMARY SCHOOL**

**Board Meeting Minutes**

**22 February 2017**

**6.30pm on Site, Tech-room**

**1. PRESENT**

AJ Grobler (Chair), Anand Muthoo (Principal), Cheryl McElroy (Staff Trustee) Moana Cook, Amelia Day, Jilesh Mistry, Dilip Patel, Shane Woodward, (Parent Elect)

**Apologies:** Nil

**In attendance:** Trudy Ferguson (Minute Secretary)

MC welcomed everyone to the meeting. MC began chairing in the absence of the appointment of a Chair

Declaration of Conflict of Interest – Nil

**Board Chair Nominations**

AG nominated himself. MC nominated AG.

Everyone in agreeance that AG be appointed as Chair.

**Moved** by MC that AG be appointed as Chairperson for 2017.

**Seconded: DP Carried**

**AG** welcomed everyone to the meeting.

**2. In Committee**

*In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 6.36pm. The Board came out of "In Committee" at 7.26pm and resumed scheduled agenda.*

**3. Monitoring**

Principal Report

Roll: 639 excluding international students; possibly 700 by end of year – suggestion of adding another 3 classrooms.

Curriculum Matters: Kotuitui meeting first meeting held on Friday 17 February 2017.

Assessments: On track

Senior Staff: Call back day held

TOD: lots of PD held

ALL: (accelerated Learning and Maths)

Language Teachers: Korean language teacher secured: Veronica covering Mandarin

Special Friday Programme: Continuing with the Talent Development programme.

Maori/Pacifica/Asian Community Consultation Meetings: 45 students on list

PD: school wide and on a needs basis this year

Incredible years – two teachers funded on this

PLGS – James co-ordinating that

International Students: Thanks to home stay families. Thanks to AG for representing the school on 14 February. International students plus six home stay students represented Green Bay School with Korean students in a Korean drumming performance at the Browns Bay RSA.

**Moved** that the marketing trip to China for AM, James, AG be approved for this 7 day trip total cost of \$10,800.00

**Seconded:** DP Carried

End of May and June we have the opportunity to send 10 children to China – cost per student \$2,800.00 for each child, however now reduced to \$2,500.00. AM will put it in the newsletter and will be available on a first in first served basis.

**Moved** by **AM** that 2 staff and 10 children go to China for 28 May to 11 June 2017

**Seconded:** AG Carried

## **Charter**

All reports due 1 March 2017.

## **Reporting to Parents**

Meet the teacher evening postponed to 28 February 6.00pm.

Mid-Year reports are currently being review by senior staff and management.

## **Personnel**

Fully Staffed for Term 1 2017

## **Finance**

Cheryl added as a signatory.

**Moved** by **AM** that Cheryl is added as a signature to our Cheque Account and Fastnet, and approved a credit card with a limit of \$1,000.00.

**Seconded:** AD Carried

## **Property**

New classrooms completed - AM took the Board on a walk around.

## **Health and Safety**

Stand downs – Nil

Harrison Tew – Training of Management team to start soon.

## **Legislative requirements**

School closes 15 December 2017

## **General**

Powhiri for new staff 3 February 2017

Kaumatua Matua Bill is our representative for all our Powhiri's.

Milk for School programmes started in Week 2

Unit Holders confirmed for 2017.

Larissa a Landscape Architect and is willing to landscape and design with a view to longer term, planning. She will do a presentation to the Board.

Board invited to the events:

Assemblies – Monday 2.00pm

Consultation Meetings TBA

Community Engagement Meeting TBA

Meet teacher 28 February

Thanks to Board for hosting drinks and meals.

Thanks for the Board for the continued support and community looking forward to working together all year.

**Moved** by **AM** that the Principal's Report be accepted

**Seconded CM Carried**

## **Security Issues**

Many burglaries in nearby schools, windows broken doors kicked in etc. Police aware and involved at the moment, AM noted the need to be security conscious and the staff is very aware of this.

3.2-3.6 Policies Finance – Policy/Procedure Review Assurance

No issues however SW noted that the PC policy should be noted to say that any device owned by the school may be searched at any time, SW to research and clarify. Alex to look at cyber policy also.

3.7 Swimming Pool Use – Report

AG reported on cost effectiveness.

Automatic vacuum cleaner was suggested as part of the costs.

AD asked if a contact list could be made so that they could have a name of whom the keys belongs to. Morning tea approved to be provided to the pool committee to say thank you.

### 3.8 Grants Targets for 2017

Quote for tiger turf received

Junior playground almost finished, need to do bridge, then obtain WOF and then the senior playground will have work done on it. Once 5YA done then we can look at funding.

Sandpit is a priority and a discussion took place regarding this.

AD will bring quotes and AM, AD and DM will make decision re air-conditioning.

## **Strategic Discussions and Decisions**

### 4.1 Approval of Delegations

All satisfactory.

**Moved** by **AG** that the staff delegations be approved

**Seconded AD Carried**

### 4.2 Board Expectations 2017

DP and CM on finance and monthly meetings were agreed.

Alex is taking over the ICT.

BOT to look at NAGS and make sure we are not deleting any functions/tasks that we are required to and reconfirm and ratify responsibilities at the next meeting.

### 4.3 Update Charter – Report to Ministry

Charter will go to the Ministry 1 March 2017

## **5. Administration matters**

### 5.1 Confirmation of Minutes of previous meeting

**Moved** by **AG** that the Minutes of December be accepted with the amendments that JP was written instead of AD going to get the movie tickets. Nevertheless, AD didn't get movie tickets in the end.

**Seconded: CM Carried**

### 5.2 Matters arising

Nil

### 5.3 Actions from Previous meeting action sheet

Nil

### 5.4 Correspondence – as listed

9.35pm meeting closed – Next meeting **Tuesday March 21 2017**

.....

AJ Grobler

**Board Chairperson**

### **ACTION SHEET**

<i>Action</i>	<i>Details</i>	<i>Responsibility</i>
Responsibilities	BOT to look at NAGS and make sure we are not deleted any functions/tasks that we are required to and reconfirm and ratify responsibilities at the next meeting.	BOT
Pool Key Register	Key allocation list to be made available.	AG