

## GREEN BAY PRIMARY SCHOOL

### Board Meeting Minutes

21<sup>st</sup> March 2017

6.20 pm on Site, Tech-room

#### 1. PRESENT

AJ Grobler (Chair), (Staff Trustee) Moana Cook, Amelia Day, Dilip Patel, Shane Woodward, (Parent Elect)

Anand Muthoo (Principal), Cheryl McElroy (Staff Rep) from 7.54 pm

**Apologies:** Nil

**In attendance:** Marilyn Logan (Minute Secretary) Micheal O'Brian (NZSTA)

AJ 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 6.25pm. The Board came out of "In Committee" at 8.15 pm and resumed scheduled agenda.*

#### 3. Monitoring

Principal Report taken as read

Roll: 626, 2 long term foreign fee paying students. 11 new enrolments for term one and 12 for term two, all in zone.

Currently advertising for a new entrance teacher, but having a very poor response for applicants.

Curriculum: We have been accepted into ALL (Accelerated Learning in Literature) for another three years, this will give our students significant success, as previous years. Cheryl and Deborah will lead the ALiM (Accelerated Learning in Maths) team and be supported by Natalie for Year 2 and Lorraine for year 3.

Talent Development Friday will be run during term 2 & 3, with the Band and Choir as an option.

Maori Consultation meeting will be held on 29<sup>th</sup> March at 6pm please attend if you can.

#### Finance

Finance meeting was held on the 13<sup>th</sup> March, chaired for the first time by Dilip where the draft annual report was discussed. Cheryl is to present a proposal to the finance committee for more resources that the school required, that have not been budgeted. If the finance team agrees then Dilip can put forward an e-motion to the rest of the Board. Finance committee is also to do a rent review for hall tenants.

## **Property**

Commencement of the Air conditioners insulation to begin on the morning of the 28<sup>th</sup> March, a 50% deposit needs to be paid before insulation begins.

## **Health and Safety**

Stand downs –There were two this month.

Harrison Tew – Training of Management team has started.

A new duty is being created for the safety of our children regarding the issues of the traffic and the safety of our children.

Policies and procedures need to be check to see if they are been followed and are sufficient for trips that have parent helpers as transport. Driver's licences, car registration and WOF must be checked to ensure that they are current.

## **General**

Meet the teacher evening was postponed due to the weather, but feedback from teachers that it was a great success, one of the best. Senior team felt that this needed to be done earlier in week one or two, with a supervised area for children.

**International Student Assurance-** tabled as read and assurance given

**Recognition of Cultural Review** – School Docs

**Separated parents Guardianship Day to Day Care and Guardianship Assurance** – School Docs

## **Review Chrome Book Trial**

There is no evidence with in our data for 2016 that these Chrome books increased our results. To keep in line with the high school, introduction of BYOD (bring your device) for year 8 is being looked at.

**10YPP Assurance – Report** – The 10 year property plan is due for review this year, so this will change.

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 MC Carried**

## **Strategic Discussions and Decisions**

### **10PP and 5YA Consultant Service**

AJ spoke to his report. The Property committee has met with four consultants and are in the process of selecting the service provider. A review of the 10YPP and 5YA needs to be finalised by 21<sup>st</sup> June 2017. AM to arrange short presentations from service providers for the Board.

**Moved** by **AG** that his report be accepted

**Seconded SW Carried**

**5. Administration matters**

5.1 Confirmation of Minutes of previous meeting-

**Moved** by **AG** that the Minutes of February be accepted but noted that the marketing trip to China / Korea has now been cancelled.

**Seconded: SW Carried**

5.2 Matters arising Board hours each month to be given to AG at each meeting.

Micheal explained to the Board that their hours are required by the Auditors, and recorded as Full Time Equivalents. Hours that are spent on Board only business are to be recorded and given to AJ each meeting.

5.3 Actions from Previous meeting action sheet

Nil

5.4 Correspondence – as listed

9.13pm meeting closed – Next meeting **to be confirmed**

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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- Completed
Pool Key Register	Key allocation list to be made available.	AG
10YPP Consultant Service	Short presentation of what will happen in the 10YPP	Anand- Completed
Board members hours	To collate each month and report these hours to AJ	BOT – Moana will send through