

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes Tuesday 23rd March 2016 6.30pm On Site, Tech-room

1. PRESENT

Gloria Crann (Chair), Anand Muthoo (Principal), Moana Cook, Shane Woodward, Steve Mellor (Parent Elect) James Mawson (Staff Rep)

Apologies: Jilesh Mistry

In Attendance: Trudy Ferguson (Minute Secretary)

2. IN COMMITTEE;

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee at 6.35pm

The Board came out of "In Committee" at 7.46pm and resumed scheduled agenda.

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee at 9.18pm

The Board came out of "In Committee" at 9.21pm and resumed scheduled agenda.

3. MONITORING

Principals Report

Anand went through his report in further detail and answered any queries.

Roll – dropped.

Foreign fee payment – all complete

School closed Friday 25 until Tuesday 29 March.

Powhiri - Welcomed all families on 7 March

Powhiri 4th April (All Board members welcome)

Curriculum

Assessments

Anand went through the results for the Literacy, Writing, Reading, Maths. It was identified that there are some real learning issues currently showing from the data presented.

249 of the students are of concern. We are identifying the priority learners, goal for the year to achieve the learning for all lines.

Senior management working with James to set up programmes.

View to work through, giving us a Senco – will report back in the following month.

Shane queried if we could take out some of the “*non-achieving*” students who will not meet the criterias and then present data after that, as it may give the Board a more realistic view of the data. This could be done for “in-house” statistic analysing but not for the Ministry.

Maori Consultation Meetings

Anand presented the suggested ideas for 2016 based on feedback from initial meeting as to the progress.

Moana commented that she felt that she is disconnected from their heritage – they are urbanised and she felt that the questions asked that you are having your cultural needs met where not so relevant to her and some others.

Professional Development – Term 1 2016

Course taking place for Beginning teachers

Ero Visit 2016

Anand went through the upcoming visit and the expectations and implications for everyone.

Moana Cook expressed an interest in meeting with ERO as well

Reporting to Parents

Positive feedback received from all the parents and they are aligned and agreeable to the way the school/principal is tracking now.

PERSONNEL

Advertising for a new entrance teacher on a fixed term for terms 2, 3 and 4 due to roll growth.

FINANCE

Finance and draft annual report in Board folder

PROPERTY

Building for four new classrooms have been delayed.

HEALTH AND SAFETY

1 standdown in house - Diane, Alex, Cheryl attended course on control and no restraint.

Vulnerable Childrens Act – PD being organised for term 2

GENERAL

Uniforms will be there by next week.

Board invited to Assemblies – Mondays at 2.00pm – Powhiri for ERP 4th April at 9.30am.

Parents seem happy with Anand and there is a settled and happy tone with the students and parents.

Motion; Anand moved that his report be accepted. **Second;** Shane Woodward;
Unanimously

FINANCE

Queries were raised on some of the 2015 final reports. A discussion took place and answered to the best of the Board's ability on some of the queries that were raised.

The queries were as follows:

- Page 14 Employee benefits. Meeting needs to take place between finance team and report back at next meeting.
- Page 8 of the current budget – bank fees seemed a lot. queried whether we could negotiate with

HAZARD MANAGEMENT/POOL REVIEW

Swimming Pool -Signs have been followed and been placed in the prominent areas.

Every class has a relievers folder and there is a list of medications for students on there.

It was noted that the Board should also be aware of any hazards and if we see something that could be a potential liability, its our responsibility to do something about it.

Diane, Jo, Murray are Health and Safety Rep for the school.

Policies are presented and Staff and Parents also need to be encouraged to look and reply to any policies.

FUNDRAISING

Persisting with attempts to put stuff onto a calendar. Events semi planned and some will be put on paper for next term. These will be presented to the Board in due course.

PD REQUIREMENTS

Moana would like some training from Leading Edge. Jilesh has also offered training, so it was suggested that both could be taken to get a perspective from both. If Marilyn could enquire re this training it would be greatly appreciated.

DIGITAL AND CYBER SAFE ASSURANCE

BOT newsletter – suggested that this be done at end of Term 2.

ERO

Process and informal chat on Monday and a discussion took place regarding this.

4. STRATEGIC DISCUSSIONS AND DECISIONS

Board Elections

It was agreed Board Elections take place on 13 May - 10 June finish inclusive. – election dated being 3 June

Pastoral Care code of practice for international students

Will be hand into the Ministry in June

Hours of Board Members

It is requested that the BOT members take note of how many hours that they are spending in preparation, at Board meetings and after, so that the Ministry can get a clear definition of how long the Board is spending as a Board Member. It is requested that this data be sent to Shane and he can collate into a spreadsheet.

Etap

James to schedule some time early Term 2 to take us through recording an incident etc. to record health and safety.

Funding (Moana) Student Achievement

Moana went through some of the funding that she is currently looking into and went into the points of these and details of these. The Board was extremely grateful for her progress.

Property Report

Gloria went through the Report in general and answered any queries pertinent to the report. They also need to submit a Health and Safety Report.

5. ADMINISTRATION MATTERS

Confirmation of last minutes

Motion: Gloria moved that the previous Board minutes to be accepted as correct.

Seconded Steve Mellow **Carried**

Finance Policy Review as at 21 March 2016

Still needs to be ratified and will be moved next meeting. Just waiting for this date mentioned to be finalised and it can then be brought to the next meeting for ratification.

Correspondence

Tabled as listed and accepted.

The Chair thanked the Board for their continued support.

*Board Meeting concluded 9.30 pm, **Next Board Meeting** is Wednesday 13 April 2016, 6.30pm at Green Bay School staff room.*

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Gloria Crann

Board Chairperson

ACTION SHEET

Marilyn/Moana other BOT members	Training from Leading Edge. and/or Jilesh	Next term
James/Steve/Shane	To schedule some time early Term 2 to take through recording an incident etc. to record health and safety.	Term 2
All BOT members	All Board members to collate a note of their time spent and give to Shane to collate into a spreadsheet.	Ongoing
Moana	To check on costings for Bark for playground	Next term
Anand	Negotiate for Diana to stay and Debra and Jane to upskill the reading abilities of the children (reading recovery) programme.	As soon as possible