

## **GREEN BAY PRIMARY SCHOOL**

### **Board Meeting Minutes**

**Wednesday 12 April 2017**

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

#### **1. PRESENT**

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

**Apologies:** Nil

**In attendance:** Peter Van Noort (Parent)

**AJ** welcomed everyone to the meeting.

The BOT heard presentations from the following consultants with regard to the 10YPP:

##### **1. Johan and Adri from Stellar Projects**

- Adri gave the BOT some background about the 10YPP: it is a planning tool for property and a way to set priorities for capital/cyclical maintenance, it is also a long term strategic approach to capital/cyclical maintenance for schools
- Capital funding creates or improves school assets
- There are priorities (P1-P4)
- Health and Safety falls under P1 planning for capital/cyclical works and is the most critical of the priorities
- BOT's must have 10YPP review every 5 years in line with the 5YA
- 10YPP must be submitted to the MOE before the 30/6 of the year in which the 5YA is being approved
- There are 6 steps in the process of 10YPP development
  - Condition assessment highlighting concerns and recommendations
  - Consultation with specialists to get reports (timeline 1.5 months)
  - 10YPP initiation meeting with the MOE (Present draft)
  - Develop 10YPP
  - Submit 10YPP
  - Update the condition assessment of 10YPP

Stellar Projects quoted fee \$10,860.00 excl GST. Adri and Johan left the meeting at 6.47.

##### **2. Nick Bradley from Building Property Management services**

- Nick spoke to the BOT about his industry experience, and experience of his colleague, Colin Turner
- Schools he has worked with include – Alfriston, Orewa North Primary, Dairy Flat School and Bruce McLaren Intermediate
- Nick pressed his commitment to the BOT and stressed that he always follows through
- Will support cyclical maintenance and provide auditable paperwork

##### **3. Nicola Coyle from Urban Solutions (Stephens and Turner Architects)**

- Follows 10YPP process as set out by MOE

- Condition assessment
- Make projects from 5YA funding of what has to be done
- Will coincide P2 and P3 projects to be more costs effective
- Working with Kaurilands, Woodlands Park, HSN Intermediate
- Looks at schools wish list, goes through each classroom/block and assesses need
- Recognises that each school is different

#### **4. Robert Palmer from Education Building Solutions**

- Vision – removing the physical barriers to learning
- Robert is a builder by trade and has sat on and chaired a school BOT
- Looks after 11 schools
- All meetings are free of charge
- Follows a similar process as others – condition assessment etc...
- Is available to start within 2 weeks

BOT discussed pros and cons of each 'candidate'. Shane is happy to look at reference projects. We need to engage one of these candidates by May 1<sup>st</sup>, Shane and Dilip will report back to the property committee by May 1<sup>st</sup> so a final decision can be made.

### **3. Monitoring**

#### **3.1 Principal Report**

Anand presented his report.

#### **Roll:**

Now at 637. No out of zones students were enrolled this month. Excluding out of zone enrolments, there will be 667 students enrolled by the end of 2017.

#### **Maori Consultation Meeting:**

Anand will be working with individual students this year. Wayne was introduced to families and his role in the COL explained. Parents asked how the school was providing for their children and all students to take part in Maori culture. It was a successful evening. Cheryl has followed up and found readers in Maori and stories relating to Maori mythology in our resource room.

#### **Goal Setting interviews:**

Was very successful with some positive feedback from parents.

#### **Personnel:**

Ms Kajal Meanger appointed in a fixed term position to start in Term 2 as a new entrant teacher.

#### **Health and Safety:**

First meeting with Harrison Tew has been held, next step will be staff training. Notices have gone home to parents regarding stranger danger. There will be a new duty point (Cheryl and Alex will do this) from next term out on the footpath at the front of the school.

Anand thanked the fundraising team for sponsorship of heat pumps. Term dates for 2018 have been discussed – Start Feb 17 2018, school will finish for 2017 on 20<sup>th</sup> Dec.

Anand wished everyone a Happy Easter and holiday break.

**Moved** by Anand that the Principal's report be accepted.

**Seconded: Dilip; Carried**

### 3.2 Finance Report

The Finance Committee met with Kerry Dean on Tuesday April 4<sup>th</sup>. Finance report is yet to be received and will be presented in May. Cheryl requested \$12,000.00 for the purchase of new readers for the resource room and reading recovery.

Moved that \$12,000.00 go towards the purchase of reading books for all students as well as books for the reading recovery programme

**Moved** Cheryl;

**Seconded Dilip; Carried**

### 3.4 Student attendance

Cheryl will retrieve these from School Docs - deferred

### 3.5 Health Education Curriculum Consultation

Consultation process will take place in Term 2

### 3.6 Medicines/Minor Moderate Injury or Illness Assurance

Cheryl will retrieve from School Docs – deferred

### 3.7 Fundraising report

Heat pumps have gone into the hall but not finished due to the weather. Disco was successful, approximately 250 children attended. Looking at separate event for Intermediates.

## **4. Strategic Discussions and Decisions**

### 4.1 10YPP

As discussed above.

### 4.2 Board Newsletter

Decided that we include something in the school newsletter – please update BOT members in school booklet.

### 4.3 BOT Succession Planning

AJ has indicated he will not be standing for the BOT in November, so we need to think about who will take the Chair position and work out a handover process. AJ suggested each committee chair write a report about what their role is which can be used to guide the next person who steps into the role. Include and document your own experiences.

#### 4.4 Other

AJ received a proposal from Tanja Ottaway Parkes. The proposal is for the school to engage with a Swim School (Swimsation) who will run classes and lessons to the public.

The BOT discussed the pros and cons of this proposal.

The school pool is a community pool and the BOT feels that the school and wider community will not benefit in engaging in this process (we would not be able to continue selling pool keys). AJ will contact Tanja to thank her for her time and for sending us this idea.

The casual vacancy has had 2 applicants show interest. Bot decided to invite potential applicants to the next BOT meeting. AJ will double check deadline for appointment.

### 5. Administration matters

#### 5.1 Confirmation of Minutes of previous meeting

**Moved** by AJ that the March Minutes be approved as presented.

**Seconded Moana; Carried**

#### 5.2 Matters Arising

Rent review to be discussed.

#### 5.3 Actions from previous minutes action sheet

All actions from March have been completed.

#### 5.4 Correspondence

As listed

#### 5.5 Board Time

Each BOT member please forward to Marilyn the hours you spent conducting BOT business this term.

### 6. In Committee

*In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 9.04pm. The Board came out of "In Committee" at 9.42pm.*

Board Meeting concluded 9.45pm.

**Next Board Meeting** is Wednesday 24 May 2017, 6.30pm in the Green Bay School staff room.

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AJ Grobler

**Board Chairperson**

**ACTION SHEET**

<i>Actions from previous meetings:</i>		
None		
<b>May meeting</b>		
Cheryl	<i>Please forward quotes to be attached to BOT April BOT minutes</i>	ASAP
Shane and Dilip	<i>Report back to the Property Committee regarding 10YPP candidates</i>	Before May 1st
All BOT members	<i>Please send your Board time records to Marilyn</i>	ASAP
AJ	<i>Check deadline for casual vacancy and invite potential applicants</i>	ASAP
All BOT members	<i>New PD – Community Complaints 23 May and Student achievement 13 June. Please enrol yourself via LM system.</i>	ASAP