

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Tuesday 13 April 2016

6.25pm On Site, Tech-room

1. PRESENT

Gloria Crann (Chair), Anand Muthoo (Principal), Moana Cook, Shane Woodward, Steve Mellor (Parent Elect) James Mawson (Staff Trustee) Jilesh Mistry , AJ Grober

Apologies: Nil

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 6.26pm The Board came out of "In Committee" at 7.02pm and resumed scheduled agenda.

7.02pm

Amelia Day and Deborah Woolford then joined as guests of the meeting.

3. MONITORING

3.1 Principals Report (verbal report presented)

Role 596 pupils

29 enrolments for Term 3 - 13 in zone 16 out of zone.

This term ends Friday 15 April recommences 2 May 2016.

Principals report taken as read with the following notations.

Personnel

New entrance position is in the process of being filled and should be finalised by tomorrow.

ERO

ERO visited 4 April 3.00pm and again on 7 April 2016. We expect to receive the draft report in about 6-8 weeks.

Motion: Anand moved that his report be accepted, Second; Jilesh, Carried; Unanimously.

3.2 ICT Survey Results

ICT survey results due November last year. ICT survey not being sent out because it varies from the status of the devices (i.e. BYO or not) and therefore they have decided not send it out for now, however still remains an option for later on in the year.

It was queried whether the C.O.W trollies arrived. The Board left provision for their purchase in last years budget to look after the investment of 100 chrome books. Anand has been asked to ensure their purchase by next Board meeting.

The Board also wanted further information on who had access to the Chromebook's and any intentions of a roll out period for whole school usage.

3.3 Sue Report/Annual Draft Sign Off

The Annual report and subsequent review of Finance Reporting needs to completed by the Finance Chair. The later will hold a meeting with parties to agree position moving into the next quarter. It was also request that the Finance Chair hold a training meeting for other Board Members to show them how to read all budget items. A time to be agreed.

The schools financial position remains strong for first quarter.

Motion; Gloria moved that the Annual Report 2015 Financial Statements be signed in acceptance. **Second; Jilesh Mistry; Carried; Unanimously**

3.4 Communications

Deferred to next term.

3.5 Operations Report

General commentary to be provided to Shane on the time that the devices on the trial have been used by the next meeting. This will give an indication on how it has effected children's learning.

4. STRATEGIC DISCUSSIONS AND DECISIONS

4.1 Election Strategies

Returning Officer ratified at last BOT meeting. Marilyn Logan has agreed to take only half the fee payable for her appointment of Returning Officer. It was then signed off by the Board.

There are three positions of the BOT up for election. On 18 May parents are invited to attend the next Board meeting and ask any questions that they may have.

It is an expectation the Board achieves a balance between male and female and ethnicities on the Board. It is required that specific relative commercial skills be found in siting members however, it is against Policy to advertise such outside of any media than is not controlled by the school.

James expressed that it would be great if someone else would like to fill the Staff Trustee position. Anand to put out a communication to feel for interest amongst the staff for James' position.

4.2 Board Chair Position

Deferred to next month

4.3 Review Strategic for Maori

Two action plans completed. Will be presented at next meeting by Anand.

5.0 ADMINISTRATION

5.1 Confirmation of Minutes of previous meeting - The addition of AJ Grobler needs to be added in as an apology.

A few other amendments to be made and will be amended and resubmitted at the next meeting for ratification.

5.2 MATTERS ARISING

FBT: Soccer Kit April 2016

Proposal for 30 sets of soccer strip. Gloria said that this is not a Board item and differed back to management to make the discussion. It is up to Management to work within their approved budget, however it was not to be taken from Fundraising budget because an agreed short, medium and long term goal had already been approved, and this proposal was not approved by the Board in the 2015/2016 budget.

A reminder too that, public must know what all fundraising monies are being directed towards prior to this type of expenditure. It was left to Anand if he was willing to spend his Principals contingency for this on off purchase.

Kapa Haka

Creative Projects quote provided for the Board's perusal. The quote is lower than what was budgeted for. Remaining funds can be used for storing all culture uniforms appropriately.

Music Band

Meeting with company next week to get some quotes on this. Moana will liaise with Anand on the completion of this. It will need to be stored somewhere and Anand to look into this.

Furniture for New Classrooms

Getting quotes - a direct supplier has been found. Gloria and Anand to liaise regarding this.

Emergency Response

Contacts up to date

Finance

A meeting needs to take place with approved Budget items to be tabled next Board meeting.

Finance meeting will be attended by Jilesh, Anand and Marilyn.

Staff Acknowledgement

Thank you for the commitment shown for term one and acknowledgement with ERO and the children.

Soccer Tournament

Soccer is late May - Andy will get in touch with Steve closer to the time with an exact date.

Correspondence

Tabled as listed and accepted.

The Chair thanked the Board for their continued support.

Board Meeting concluded 7.50 pm, **Next Board Meeting** is Wednesday 18 May 6.30pm at Green Bay School Tech Room.

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Gloria Crann

Board Chairperson

ACTION SHEET

<i>Actions from last meeting:</i>		
<i>Moana Cook/other BOT members</i>	<i>Training from Leading Edge and/or Jilesh</i>	<i>Next term</i>
<i>Board Members</i>	<i>To Collate a note of time spend and give to Shane in a Spreadsheet</i>	<i>Next term</i>
<i>Moana Cook</i>	<i>To check on costings for bark for playground</i>	<i>Next term</i>
<i>James Mawson</i>	<i>To schedule some time early Term 2 to take us through recording an incident re Health and Safety</i>	<i>Next term</i>
This Meeting:		
Security of devices	Anand to look into security of the devices.	By next meeting
Staff Trustee position	Anand to put out a communication to the staff to arise interest amongst the Staff Trustee position.	ASAP
Review Strategic for Maori	To be presented at next meeting.	Next meeting
Music Equipment	Moana will liaise with Anand on the completion of this. It will need to be stored somewhere and Anand to find suitable storage.	Next term
Furniture for new classroom	Getting quotes - a direct supplier has been found. Gloria and Anand to liaise regarding this.	ASAP