

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Tuesday 18 May 2016

6.25pm On Site, Tech-room

1. PRESENT

Gloria Crann (Chair), Anand Muthoo (Principal), Shane Woodward, Stephen Mellor (Parent Elect)
James Mawson (Staff Trustee) Jilesh Mistry.

Apologies: Moana Cook AJ Grobler

In attendance: Trudy Ferguson (Minute Secretary)

In attendance (after In Committee): Rachel Bock, Dilip Patel, Amelia Day, Deborah, Woolford, Brad Guthrie, Tanja Ottaway Parkes, Rob Lynne, Marilyn Logan.

2. IN COMMITTEE

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 6.29pm The Board came out of "In Committee" at 7.02pm and resumed scheduled agenda.

7.04pm

In attendance from 7.04pm: Rachel Bock, Dilip Patel, Amelia Day, Deborah, Woolford, Brad Guthrie, Tanja Ottaway Parkes, Rob Lynne

Gloria introduced the Board and the responsibilities of the Board and explained some of the implications of the different positions, i.e. finance, property, health and safety, admin policy (law change mostly), staff, Operations and IT etc, Gloria mentioned also the accountability that is expected as a Board member and consistency and commitment to the Board.

Gloria detailed some statistics of the Board and also the time involved in taking on a Board position. It was noted that the Board was not running the school however it is their role to listening to Anand and support him looking at educational advancement for the school.

3. MONITORING

3.1 Principals Report (verbal report presented)

Role 611 which is a big jump – role at end of year expected to be 650 and this should be okay by way of capacity. The prediction in five years' time is 1000 for this school.

Curriculum

Meeting last Thursday and a maths night this Thursday. Priority learners identified are 5 per class in reading writing and maths. The expectation is to move the whole total up generally across all spectrums.

Reporting to the Board monthly in terms of how they are doing from well below to the standard. Putting in place of the standards. Deborah is reading recovery teacher Monday to Thursday and will hope to change the levels of the reading. Great feedback received from the teachers regarding the extra maths tutorial.

International Students

NZQA Enrol year 7 and 8. Thank you to James for all the work done as it took a long time. Policies and procedures in place. The Board now needs to look at the process and confirm these. Initially maximum of 20 students but short term (3 weeks). Each students give to the school \$300 per week, the homes give \$200 a week. Process will allow us to do more things for the students, social activities, and culture activities. The revenue achieved to go to the resources, hiring more staff. Implementation time would be 6 weeks, starting Term 3. Four classes arriving will give us more space to accommodate this. Buildings are coming in September.

A discussion took place regarding the housing and intake of these new students, coupled with the International Students.

Anand has been well briefed on what their needs are – I.e. learning English, socialising and culture needs.

Herald/Ministry

Year 9 2014, reports on what their writing and maths and reading are at the end of year 9. We need to be pro-active and move our students – specialist's programmes in place for these children, writing programme, reading, maths, booster maths, programmes to extend the students at the other spectrum. Special programme on a Friday for the trial but this is running well.

Personal Report

Next meeting to look at the policy for the complaints Process. Look at the procedure and adjust it.

The Board approved speaking rights to Marilyn Logan to discuss some of the financial matters.

Uniform

Feedback received from the Warehouse to provide some uniforms free of charge to children in need. Anand had a satisfactory meeting with them.

Motion; Anand moved that the Principal's report be accepted

Second; Shane Woodward; **Carried**

Annual Review process

Gloria went through the planning report and upcoming events from the plan.

Board needs to report to Marilyn on any outstanding issues on the planning report Thursday by 10.30pm

Annual Report

All the adjustments have been made. Change to the Board members. Gloria is to sign

We can now sign the annual accounts.

Finance Report

Jilesh noted the Annual accounts and again granted Marilyn Logan permission to speak.

Jilesh explained the implications of the finance report.

It was noted that the donations need to be represented to look like a donation not an invoice.

Pool expenses were discussed and the implications moving forward to keep an eye on the pool and if it is self-sufficient in terms of income versus expenditure.

PE uniforms were done.

Moved that the annual report subject to the

Motion; Gloria moved that subject to the Chair and the Chair of Finance looking at the financials for 2016 the Financials be taken as correct and signed before 31st May 2016.

Second; Steve Mellor; **Carried**

3.2 ICT Survey Results

ICT survey results due November last year.

3.3 Report/Annual Draft Sign Off

Need to be signed by Jilesh

Motion; Gloria moved that the Annual Report 2015 be accepted.

Second; Jilesh Mistry; **Carried**

Health and Safety

The Board's responsibility is to make sure that the kids don't injure themselves. We need to make sure that we can do everything in our power to ensure that this does happen. If we see something and note that there is something that could be identified as an issue. If you take all reasonable steps then the Board is covered and the need to take action by making a note on the hazards register.

Send out the Health and Safety Policy – Anand to put this in the newsletter.

Vulnerable Children's Act 2014 – 1 July 2016 comes into force. Board to come up to speed with it.

Ratify at next meeting the Appointment Procedure

Health and Welfare Policy

Steve – look to at new laws under food – see how it affects the fundraising implications.

Employment Checklist

Clean Slate Act Ratify that next time

4.1 ICT assurance

Storage units ordered last term expected any time now.

Evidence of student advancement from the Computers are too early in terms of data, but the school has received positive feedback regarding trial.

Shane is keeping record of Board member's hours etc January to December (as noted in our BOT meeting previously).

Shane will update the policy on ICT and will bring it in for review for the next Board., Gloria will forward to Shane to upgrade.

Board Elections

Nominations received as follows:

Rob Lynn – Amelia Day – Deborah Woolford, Shane Woodward, Dilep Patel, Stephen Mellor, Kriss Rapana

Gong well so far and a number of elections received - Nominations close this Friday on 20th May 2016. These votes will be collated and then go to parents to vote.

Confirmation of Last Minutes

MOTION; Gloria moved that the minutes dated 13 April 2016 be approved.

Second; Jilesh Mistry; **Carried**

Matters Arising

- Anand Trans Tasman Principals Conference. Anand expressed an interest in attending.
- EOTC Guidelines are out.
- Resource called Avaiill which helps communicate and teach children to communicate safely.

Correspondence

Tabled as listed and accepted.

Auditor's General view and accountability

NZ School Trustees Association Memo to Board

Gloria re community meeting. Neighbours 55 and 57 Godley Road – declined the invitation.

Diane Wiechern – Associate Principal's resignation. The Board wishes her well wishes in her new role.

PB4L – School well systems around behaviour management. Four times per year. Moana, Alex and Suzanne and Anya – James leading it. The process is starting, and will update in the next meeting.

International Students

Students are interviewed twice weekly. House visits are twice yearly.

Motion; Shane moved that we ratify the International Student Policies

Second; Shane Woodward; **Carried**

The Chair thanked the Board for their continued support.

Board Meeting concluded 8.50pm, **Next Board Meeting** is Wednesday 15 June 2016, 6.30pm at Green Bay School staff room.

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Gloria Crann

Board Chairperson

ACTION SHEET

<i>Actions from previous two meetings:</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 costing's for bark for playground</i>	<i>Next term</i>
<i>James Mawson</i>	To schedule some time early Term 2 to take us through recording an incident re Health and Safety	<i>Next term</i>
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
This Meeting:		
Health and Safety Report	Steve – look at new laws under the food – see how it affects the fundraising implications.	Steve Mellor
Annual Review	Board needs to report to Marilyn on any outstanding issues on the planning report by Thursday by 10.30am	Marilyn

Complaints Process Policy	Need to look at the policy for the complaints Process. Look at the procedure and adjust it.	BOT meeting next month
Health and Safety Policy	Send out the Health and Safety Policy in the newsletter.	Anand
Policies to ratify	Employment Checklist and Appointment Procedure to be ratified next meeting	BOT members
ICT	Shane will update the policy on ICT and will bring it in for review for the next Board., Gloria will forward to Shane to upgrade.	Gloria