

**GREEN BAY PRIMARY SCHOOL**

**Board Meeting Minutes**

**Tuesday 23 June 2016**

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

**1. PRESENT**

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

**Apologies:** Nil

**In attendance:** Marilyn Logan (Minute Secretary)

**In attendance (before In Committee):** Deborah Woolford, Stephen Mellor (left at 6.55pm), James Mawson

**2.1 Election of Board Chairperson**

Anand welcomed the Board and guests to the meeting and explained that we needed to elect a Chairperson so that we could operate as a Board of Trustees.

Marilyn then called for nominations for a Chairperson. Nominations and votes were received including:

<b>Name:</b>	<b>Votes:</b>
A. Gloria	not valid
B. Shane	1
C. AJ Grobler	6
D. Jilesh Mistry	1

Shane requested that Gloria be opted on so that she could be a valid nominee for Chairperson. It was noted that we needed a Chairperson so we could then form a Board, pursuant to the Rules of the Board of Trustees. Therefore the nomination for Gloria was not a valid nomination due to not being on the current Board.

Marilyn then declared AJ as Chairperson pursuant to the votes received. AJ accepted the position of Chairperson and then chaired the meeting.

**2.2 Board Planning and Organisation**

Shane motioned that Gloria be co-opted back on to the Board. Moana seconded the motion. This motion was not ratified (5 against, 1 abstained).

The Board Plan was discussed and June's Hazard Management Review, Self-Review Mid-Year and BOT Newsletter, Report and Confirmation of 2017 Appraiser to be deferred to July's meeting.

Committees were formed

<b>Finance</b>	Jilesh (Chair) Anand Dilip
<b>Communication</b>	AJ (Chair) Anand Cheryl
<b>Fundraising</b>	Shane (Chair) Anand Amelia AJ
<b>Operations/IT</b>	Shane (Chair) Anand Cheryl
<b>Personnel</b>	AJ (Chair) Anand Shane Moana
<b>Strategy Property</b>	Dilip (Chair) Shane Anand AJ
<b>Health and Safety</b>	Amelia (Chair) Dilip AJ Anand
<b>Principal's Appraisal</b>	AJ (Chair) TBA as available whole Board
<b>Hearings</b>	Moana (Chair) Anand Dilip
<b>Grants</b>	Moana (Chair) Anand Amelia

### **Green Bay School Credit Cards**

Jilesh motioned that Marilyn Logan's Green Bay School credit card limit was increased to \$2,000.00 and that Alex Milich is also issued a Green Bay School credit card with a limit of \$1,000.00.

**Moved:** Jilesh moved that Marilyn Logan's Green Bay School credit card limit was increased to \$2,000.00 and that Alex Milich is also issued a Green Bay School credit card with a limit of \$1,000.00.

**Second; Shane; Carried**

### **3.1 Principal's Report**

Anand presented his report.

Shane queried what the Ministry with the growth numbers in relation to property planning and a discussion took place regarding this.

Anand explained the AVAILL programme which has been a great success at his previous school that had help raise student achievement.

International Assurance is now deferred to December which is a Ministry requirement.

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

**Second: Moana; Carried**

### **3.2 ICT Report**

Naomi advised that the previous order for purchasing four storage units had been cancelled due to previous order delays in China. Three new storage units have been purchased. The Board asked if the units brought would house all 130 chrome books. Naomi told the board a fourth unit still need to be purchased, which will then house all 130 chrome books. Purchase of the fourth unit will also be in the allocated budget set by the Board.

Some in-depth discussions took place regarding arrival of the units, student achievement and the 5-year roll out period of BYOD.

The Board thanked Naomi for her report.

### **3.3 Funding Report**

Moana presented her report and explained the process of how funding applications worked. Moana felt that she needed to work with the fundraising team to determine what could be funded by grants and what could be fundraised with the School.

Teachers need to be more specific about what is needed and these details should be set out in the annual plan and budget.

Resolution: That Green Bay Primary School has applied for a grant of \$11927.48 from The Trust Foundation, to be spent on Kapa Haka uniforms.

Jilesh queried how the fun run money was collected and recorded. Amelia explained how the fun run money was received and that we had to pay for prizes. We will not know until August what the total proceeds where after costs. Amelia explained how the sports uniforms where purchased retrospectively.

### **4.1 Confirmation of Minutes of previous Meeting**

It was motioned that these minutes were approved, subject to finding out authority of signing.

AJ **Moved** that the May Minutes be approved as presented.

**Carried**

### **4.2 Matters Arising**

Nil

### **4.3 Correspondence**

Tabled and accepted.

## 5. IN COMMITTEE

*In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 8.55pm The Board came out of "In Committee" at 9.45 pm.*

The Board then discussed presents for the previous Board members, and asked Marilyn to organize these keeping in mind that one of them, had been on the Board for a long time, they also discussed having a Board dinner for the previous Board and new Board, and presents would be presented to them then.

Anand invited the Board to a get together for the Thursday 30<sup>th</sup> June, to get to know one another.

The Chair thanked the Board for their support.

Board Meeting concluded 10.15pm, **Next Board Meeting** is Tuesday 26<sup>th</sup> July 2016, 6.30pm at Green Bay School staff room.

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AJ Grobler

**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 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 - <b>Done</b>
Staff Trustee position	Anand to put out a communication to the staff to arise interest amongst the Staff Trustee position.	ASAP- <b>Done</b>
Review Strategic for Maori	To be presented at next meeting.	Next meeting <b>Done</b>
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
<i>From previous meeting :</i>		
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 have reports to Marilyn on any outstanding issues on the meeting planner by Thursday by 10.30am before the Friday of Board Folder week	Board

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
<b>This meeting:</b>		
July meeting	Hazard Management Review, Self-Review, Mid-Year and BOT Newsletter, Report and Confirmation of 2017 Appraiser	BOT members
Visit of other School	To view other school initiative in digital classrooms	Naomi
Presents	Present for outgoing Board Members	Marilyn- on hold re Jiliesh
BOT Dinner	Dinner for outgoing Board members and New Board	Marilyn- on hold re Jiliesh
Signing of June BOT minutes		Marilyn – <b>Done</b>