

## GREEN BAY PRIMARY SCHOOL

### Board Meeting Minutes

Tuesday 26 July 2016

6.32pm On Site, Tech-room

#### 1. PRESENT

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

**Apologies:** Nil

**In attendance:** Trudy Ferguson (Minute Secretary)

**AJ** welcomed everyone to the meeting.

AJ reminded everyone of the Code of Conduct and presented the Code of Conduct for perusal and consideration by each Board Member.

Jilesh explained and provided information regarding any conflict of interest, any member of the Board, spouse or family member has to declare and step down if they receive over \$25,000.00 from the school in any capacity (however the Ministry of Education can grant approval if necessary). If less than \$25,000.00 they are obligated to disclose this and seek approval from the Board. If a discussion takes place regarding this Board member, that Board member needs to step out so the Board can discuss.

#### 2. In- Committee

*In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 6.32pm. The Board came out of "In Committee" at 7.47pm and resumed scheduled agenda.*

James Mawson joined and Deborah Woolford 7.47pm

#### 3. Monitoring

##### 3.1 Principal Report

Anand presented his report.

##### **Zoning/Roll:**

Anand advised that the classrooms are not ready. They were meant to be ready end of April however pushed back to August, now pushed back to October.

We are full and cannot take any out of zone children. Within the Year 6 families 60+ indicated they will be staying. Anand's concern was that some families could dual enrol in another school, which could make the numbers incorrect at the end of the year.

In October we should be able to host another class. The In zones are worrying Anand and he is finding it difficult in terms of managing in-zones. Roll at the moment is 632 however the prediction is 660 by December.

Anand will keep us posted in relation to classrooms and enrolments.

## **Learning Conferences**

Learning conferences will start on Thursday.

## **Mid-Year data**

James and Cheryl presented the mid-year data. James went through the data as presented and answered questions afterwards. Some in-depth discussions took place regarding student achievement.

Discussions are taking place within the school regarding when the assessments take place. The later we go for the assessment, the better the results.

Targets for December - Maths 80% Reading 80%, English 75%.

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

**Second: Jilesh; Carried**

## **3.3 Finance Report**

Jilesh presented the report and verbally summarised the report.

Furniture quotes of new classrooms are coming through.

Grants have come through over and above budget and were not predicted in the original budget.

It was agreed that fundraising would not pay for Kapa Haka and would be paid for by the school.

All budget adjustments are approved except the Fundraising \$14,812.00, as more clarification is needed. The ICT budget is on hold pending directives from Anand and the Senior Leadership team with the ICT.

Deborah Woolford was granting speaking rights where she advised that the \$10,000.00 fun run money is not in yet.

**Moved** that the 30 June 2016 budget adjustment as tabled except for the ones highlighted be approved and that the finance report be accepted.

**Second: Shane; Carried**

## **School Sports Uniform**

\$3,200.00 needed for the school sports uniforms and will come out of the fundraising from the disco.

A discussion took place in relation to the fundraising committee, the objectives and the goals moving forward.

## **3.4 Property Reports**

Dilip Patel provided report.

All buildings signed off and warranty. Only issue is the two playgrounds are not signed off. This is being addressed and satisfactorily resolved.

Property team looking into getting quotes on replacing the matting with plastic bark. Some shackles and chains also broken.

We have still got some funds for the grant for the playground.

Old log section needs to be taken out, this will be diplomatically managed and in consultation with the staff and parents.

New classrooms being made and progressing nicely.

Science Room roof should be replaced by 2017 and the property team will get some advice in relation to Science Room.

School Fields – some improvements needed – property team obtaining a quote on getting the fields back in shape. A discussion took place regarding the drainage as well.

Pool area – looking for some development there. Quote for shading was \$496.00 and seating can be bought at Mitre 10. AG will get a quote for development. Removing the banana trees.

A discussion took place regarding the sand spit area. It was suggested that the existing sandpit can be changed for sand spit trays, rather than removed.

**Moved** by Jilesh that the old log system being looked

**Moved** the development of the pool area i.e. shading seating be underway.

**Moved** that the property report be accepted.

**Seconded Moana Carried**

### 3.5 Health and Safety Hazard Management report

Amelia presented where she is at with Risk Management. Amelia wants to look at this further in depth and will come back with some suggestions at next Board Meeting.

## **4. Strategic discussions and Decisions**

### 4.1 BOT Self Review Mid-Year

Need to look at dates for next Board meeting Next meeting 24 August 2016 proposal to move 30 August 2016, 20 September 2016, 19 October 2016, 24 November 2016, and 15 December 2016.

Review policy – a discussion took place regarding the review policy. AJ to contact School Docs to look into this further.

### 4.2 Committee Responsibilities

A discussion took place after the question was raised if it was necessary to have an ICT Section of the Board as we already have a full time ICT person at the school.

Everyone happy with their responsibilities as it stands.

4.2 BOT Professional Development

6 August 2016 and 5 September 6.30 – 9.00 and 10th September are dates.

**5 Administration matters**

5.1 Confirmation of Minutes of previous meeting

*In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 10.38pm. The Board came out of "In Committee" at 10.43pm and resumed scheduled agenda.*

**Quorum**

Minimum Quorum suggested to be 6 however needs to be ratified at the next meeting. Legal requirements are that we have just over half the Board which makes our, at present 5.

5.2 Matters Arising

To be addressed next week – Action points need to be addressed from previous minutes.

5.3 Correspondence

To be tabled next meeting as the meeting needed to be concluded at this point.

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

Seconded Jilesh **Carried**

Board Meeting concluded 10.45pm, **Next Board Meeting** is Tuesday 30 August 2016, 6.30 pm at Green Bay School staff room.

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AJ Grobler

**Board Chairperson**

## ACTION SHEET

<i>Actions from previous 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>
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
<b>June meeting</b>		
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	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
July meeting	Hazard Management Review, Self Review Mid Year and BOT newsletter, Report and Confirmation of 2017 Appraiser	BOT members
<b>This Meeting July:</b>		
Appointments Policy	Appointments Policy to be reviewed.	BOT members
Staff/BOT gathering	BOT to meet the teachers on a social basis i.e. a BBQ.	BOT members
Risk Management	Will come back with some suggestions at next Board Meeting regarding Risk Management	Amelia
Review Policies	AJ to contact SchoolDocs to look at policies and their status.	AJ