

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Tuesday 30 August 2016

6.30pm 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.

2. In Committee

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 6.31pm. The Board came out of "In Committee" at 7.47pm and resumed scheduled agenda.

3. Monitoring

3.1 Principal Report

Anand presented his report.

Zoning/Roll:

Current roll is 644 expected to jump to 670 by the end of the year

Glenavon Visit

Visit to Glenavon took place recently and Anand explained briefly the knowledge he gained from this visit.

ICAS Results

Great results and Anand went through this in further detail – in particular three distinctions in writing and in spelling, four distinctions.

ERO Report

Report on website

Mathex Quiz Competition

Year 7 and Year 8 entered this competition – Year 7 - 80 out of 100, Year 8s not quite as successful, but all in all a great event.

The Science and Technology Competition (EPro8 Challenge)

In this competition students did extremely well – Year 5 and 6 team placed 2nd.

Writing PD

Phillip Simpson delivered writing PD for our school. The only cost was \$300.00 for a reliever. Next year we will invite him to teachers only day as it was extremely beneficial.

Maths PD years 1,2,3 and 4

Thank you to Jilesh and the Board for supporting the Maths PD which was much appreciated.

International Students

Will have it in place next year and the school will seek families from the school as homestays. Committee will visit homestays to check on housing etc.

James is the dedicated person in charge of international students and Veronica will also support him.

Funding Review meeting

AJ and Anand attended this.

Property

Classrooms – should be ready for end of week 8.

It is the plan to concrete the area around the Technology room so that the students can have a clear thoroughfare. Quote came in around 14,000.00. Jilesh and Shane looking into their contacts for other concrete options.

There will be a blessing coming up for when the buildings are done, however this will be at short notice, due to the uncertain timeframes of completion.

General

Thanks to Jilesh and Board for the e-motion for the Maths PD, thanks to Moana for grant for the band equipment - great job, Amelia for co-ordinating the prizes for fun run and Deborah to be thanked also.

The school will need to buy a large container to keep the music equipment in. Moana was also thanked for her input into the sound system.

Fun Run Fundraising

With any fundraising with a company you will never get more than a 50% return. A discussion took place regarding the final money raised after the costing and tax etc.

Quotes for furniture for the New Classrooms

Cheryl provided quotes for the BOT's perusal. They have identified Sebel as the company that they would like to get their furniture from. Their furniture is more hardwearing, better design and better guarantee (10 year guarantee) than the other companies. Cheryl liked the colour scheme - neutral with a coloured edge and the fact that the tables are adjustable and chairs comfortable.

Funding allocated to furniture will give us a bit of surplus to use and we will then check which classrooms will need a revamp as some classes are outdated.

Cheryl bought in the furniture to show the BOT and explained the positive aspects of the chairs and tables.

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

Seconded: Jiliesh ; Carried

Finance

Tracking well with finance, Jiliesh went through the finance report presented briefly. BOT members will be attending a workshop run by Leading Edge, this coming Monday 5 September.

Term investments – Leading Edge Kerry Deane

Leading Edge has a POA to invest on our behalf. It is time to look at the whole financial services package we have with Leading Edge. Leading Edge is downsizing and we need to look at this and see if there are any other companies we can go with.

Currently we have approximately \$500,000.00 invested in term deposit and Dilip will look into Section 78 of the Act to see which are the approved financial institutions authorised to hold onto the school's investments. DP will also talk to Marilyn re POA given to Leading Edge.

Seconded: Shane; Carried

Fundraising

Shane presented the report.

Liquor licence – Deborah Woolford is appointed with the responsibility of managing this licence.

Fundraising Committee is looking at how things they fundraise for are required. They would also prefer to delegate responsibility for the investigation, scoping and purchasing of items back to the Board. SW tabled a proposal that a separate Acquisition subcommittee be formed and presented the details.

It was agreed that Moana will join fundraising committee.

Moved by Shane that a separate subcommittee be formed for acquisitions.

Seconded: Jiliesh; Carried

ICT Subcommittee Report

Chrome Book audit was successful. Cows look great, the school needs more. It was noted that we were missing three devices and they haven't been recovered and a discussion took place regarding this.

It was noted that the school could benefit again from having a part time ICT person in the school and a discussion took place on what sort of person would suit this role.

ICT subcommittee should meet every three weeks.

Moved by Shane that the report as presented be accepted.

Seconded: AJ; Carried

3.5 Risk Management

Review all policies Performance Management – All board members to go into it and review

Anand advised that the Schooldocs has not been updated and lots of policies are not added into Schooldocs, which she is now working on.

BOT agreed that we still need folders as well as Schooldocs and that the lockdown policy should be added to the existing folder in classrooms.

Changing anything is okay but it will cost \$20.00 a page to add a new policy.

It was identified that some health and safety issues are not being documented correctly. Alex and Amelia investigating a simpler format for documenting issues.– forms should be filled out, signed off and dated and timed.

Amelia to send an email to the BOT with information and what the BOT is required to do on Schooldocs.

Food health and safety – Approved for up to 20 food fundraises in a year for one particular activity.

Dealing with the Media

For any media queries do not comment, direct it to the Chair and say *“I don’t know the answer, I’ll get back to you.”*

CORRESPONDENCE

- Maxine Room 29 teacher - Resigning. Last term
- NZSTA Memo
- Voting papers

Moved AJ that the July Minutes be approved as presented with the amendment of next meeting to commence 6.30pm, not 10.35pm

Seconded Shane Carried

Other Matters

- It was also noted that Hayley, teacher from Room 8 expecting a baby – may apply for leave next year.
- Quorum is half of the Board so which is 5 Board members.
- It is noted that we do not have a Board Secretary and Marilyn Logan is not the Board Secretary.
- All BOT members to be reminded to keep an estimate of their hours and send these Shane.
- BOT went through the Action Sheet to check whether all things from past meetings had been actioned.

Online Banking

A question was raised whether Gloria been removed – Anand to check.

Board Planning

18 month Board planning due in June and will be scheduled for next meeting.

Board Meeting concluded 9.17 pm, **Next Board Meeting** is Tuesday 20 September 2016, 6.30pm at Green Bay School staff room.

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AJ Grobler

Board Chairperson

ACTION SHEET

<i>Action</i>	<i>Details</i>	<i>Responsibility</i>
Senior Leadership Position Vacancy	Interviews commence 22 October 2016 and all BOT welcome to attend if available	Any BOT welcome, however AJ, MC, SW designated
Kotuitui Network	13 September (Tuesday Greenbay Auditorium at 6-6.30	All BOT
NZEI paid union meetings	12 September at 2.00pm	Any BOT available
BOT and Staff get together	Quotes for catering	AD
	23 September (Friday) 2.30pm Greenbay school	All BOT
Presentation to past Board members	Gifts and card to be organised	AD and MC
	Monday 19 September , this date will be confirmed by AM.	AM to confirm date
Website	All BOT members to do a short note about themselves and provide it to Marilyn.	All BOT
Area to be concreted	To look into their contacts for possible concrete quotes	JM and SW
Leading Edge Training	Monday 5 September	All BOT
Term Investments	Research Act to see which institutions we can invest with and check POA with Marilyn	DP
Schooldocs	Amelia to send an email to the BOT with information and what the BOT is required to do on Schooldocs.	AD and BOT
	Lockdown policy – organise adding to all existing classroom folders	AD
Online Banking	Check if Gloria has been removed from on-line banking	AM
Board Planning Meeting	To be Scheduled for next meeting.	AJ