

**GREEN BAY PRIMARY SCHOOL**

**Board Meeting Minutes**

**Tuesday 20 September 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:** None

**In attendance:** None

AJ welcomed everyone to the meeting.

**1. Declaration of conflict of interest:**

AJ asked BOT members if they would like to declare any conflicts of interest. Jilesh informed the BOT that his wife had been contracted by the school for a period of 3 weeks to provide ICT support.

**2. In Committee**

*In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 6.34pm. The Board came out of "In Committee" at 7.20pm and resumed scheduled agenda.*

**3. Monitoring**

**3.1 Principal Report**

Anand presented his report.

**Zoning/Roll:**

Current roll is 651 – expected to be 670 by year end. For 2017, 21 out of zone students have applied, 5 of these are siblings. We will have 4 classes in the Intermediate next year.

BOT discussed roll growth in the school and shared concerns regarding how we can resource ourselves to cope with rapid roll growth. Jilesh suggested AJ and Anand draft a letter to the MOE regarding growth in our area.

**Curriculum (Nag 1):**

All initiatives are on track including Maths PD.

**Operations (Nag 2):**

Reporting to parents:

Reporting format will change. Reports will be sent home according to student anniversary dates so it is clearer for parents as assessments are made according to each child's anniversary date. Students will get 2 reports a year.

### **Personnel (Nag 3):**

We are now advertising the following positions:

- Associate Principal
- Senior Teacher
- Y0-6 Scale A Teacher positions
- Y7-8 Scale A Teacher position

### **Finance (Nag 4):**

See Finance report

### **Property (Nag 4):**

New classrooms will be ready this week and a blessing will take place on Friday morning Sept 23<sup>rd</sup> at 10am. Anand invited BOT members to attend if they are available.

### **Health and Safety (Nag 5):**

Health and Safety

Anand has met with Wade from Harrison Tew regarding Emergency Planning. It was suggested we collaborate with the High School in terms of planning for any emergencies. Cost to engage with this company would be \$3.5k. Anand will ask Wade to come to our next BOT meeting.

### **General Business:**

- Thank you to the BOT for attending PD on Sat 10<sup>th</sup> Sept with Chris France. Also thank you to Chris for the informative session.
- Thanks to those who attended the Kotuitui network meeting on 13 Sept
- Thanks to the BOT for end of term lunch for the staff and for a successful term.

### **The Principals report was moved by Anand**

**Seconded: Dilip; Carried**

### **3.2 Finance**

Jilesh spoke to the financial reports. The BOT discussed investment of school funds as spoken about at the last meeting (power of attorney to invest these funds is given to Leading Edge on the schools behalf). BOT agreed to keep the status quo and are happy with Leading Edge as our FSP (Financial Service Provider).

BOT looked at budget adjustments for the month. There is an amount of \$5,000 tagged as 'Play Money' which the school received as a grant in 2013. These funds need to be used. There are no specific conditions around the expenditure of this money (ie it can be used for play equipment or maintenance of play area), so Jilesh proposed that this money be moved to the maintenance budget

**I MOVE THAT THE REMAINDER OF THE PLAY MONEY GRANTED IN 2013 BY THE MOE BE UTILISED FOR MAINTENANCE AND UPKEEP OF THE PLAYGROUND. THE AMOUNT OF \$5,000 WILL BE MOVED TO THE MAINTENANCE BUDGET.**

**Seconded: AJ; Carried**

### **School Donations**

BOT discussed payments by parents of the school donation and how the office could follow up payments. Jilesh provided some information explaining our obligations in terms of what the BOT can and can not ask parents for. Jilesh and Dilip will discuss this issue with Marilyn at the next finance meeting.

### **General Business: (Finance)**

1. Amelia would like to know how much Green Bay Kids Own (After School care provider) pays to hire the hall. We need to account for the use of the new heat pumps by this group.
2. At the end of Term 2 this year, there was an incident involving a student (injury), which kept Marilyn tied up in the office. Subsequently, Marilyn left the school premises after a hectic day without releasing payment for relief staff. BOT funds were used to correct the error and then reimbursed straight away. The finance committee are satisfied that this was a genuine mistake. Processes have since been looked at and changed to ensure this does not happen again. Jilesh proposed the following:

**I MOVE THAT THE BOT RETROSPECTIVELY APPROVES BOT FUNDS USED TO PAY WAGES AND THESE FUNDS WERE REIMBURSED**

**Seconded: Dilip; Carried**

**The Finance report was moved by Jilesh**

**Seconded by Amelia; Carried**

### **3.3 Review Chrome Book trial period**

Cheryl sent out a review document to the teachers asking for feedback. Mostly feedback was positive, teachers were happy with the storage units, but printing seemed to be an issue. More detailed results will be sent through to the BOT by the next BOT meeting.

Shane asked what special needs students might have, Cheryl will discuss with James and teacher aides. Shane is available to assist with any ICT issues around printers and the network.

Discussed lease agreement and insurance regarding faults and damage. All of these issues are covered by insurance provided by the lease company.

**The Review Chrome Book report was moved by Cheryl**

**Seconded: Moana; Carried**

### **3.4 Hazard Management Assurance**

Amelia reported that the Health and Safety team met (Alex, Murray, Ashleigh, Nick and Amelia). Alex and Ashleigh are currently working on Health and Safety documentation for the school through SchoolDocs. Alex and Murray will look at Hazard management assurance. School lacks some documentation around accountability. Health and Safety team discussed some ways in which

required documentation could be completed. Amelia asked Anand to pass on to the Health and Safety team the importance of completing all required documentation. Amelia will develop forms. Moana will assist Amelia with templates.

### **3.5 Swimming Pool Assurance (BOT, Staff, Parents)**

AJ reported that all documentation concerning Swimming Pool assurance was available on SchoolDocs. Keys will be sold again from 28 Nov until 2 Dec for the summer.

### **3.6 Grant process report**

Moana presented the Grants report to the BOT. Marilyn will complete accountability documentation to the Trusts Community Foundation by mid October. Moana will write an acknowledgement for the newsletter in Term 4 and send through to Anand. Application is now in progress for a Basketball 4 way system and 2 x new Basketball towers. An application will be made to the Trillian Trust. Moana will work with fundraising team to look at grants for 2017 once budgets have been set by the BOT for 2017.

On behalf of the fundraising team, Amelia requested permission to purchase a new sound system for the hall. Quoted price is \$5984.25. Moana will arrange for installation. Fundraising team also requested permission to purchase tables for events.

### **MOVED THAT THE FUNDRAISING TEAM USE FUNDS TO PURCHASE A NEW PA SYSTEM FOR THE HALL AND TABLES FOR EVENTS**

**Seconded: Dilip; Carried**

Moana suggested the BOT looked at policy around purchases the fundraising team makes as it does not seem necessary to bring every request for purchases to the BOT.

### **The Grants report was moved by Moana**

**Seconded: Amelia Carried**

## **4. Strategic discussions and decisions**

### **4.1 Annual Planning**

Anand distributed a draft copy of the Annual Plan for 2016 which the BOT will work on until the end of the year. Anand asked the BOT to look at our goals for the next year and for BOT members to come back to the next meeting with comments.

### **4.2 BOT Newsletter**

AJ presented the draft newsletter to be sent out to parents on Friday. Shane suggested adding a link to the ERO report.

### **CORRESPONDENCE**

- NZSTA news

**Moved AJ** that the August Minutes be approved as presented with the amendment under FUNDRAISING that Moana will not join the fundraising team.

**Seconded: Moana; Carried**

**Other Matters**

- Moana suggested the BOT forms a 'Hall Committee' and start the process of looking at a new building. All BOT members would be indicated that they would like to be part of this process. AJ will set a time and put together an agenda to plan and move this forward.
- AJ went through the Action Sheet to check whether items from past meetings had been actioned.
- All BOT members please remember to keep an estimate of hours and send these to Shane (monthly).
- The BOT will look at the meeting plan for 2017 in October
- Jilesh to ask his neighbour to give us a quote for concreting (around new classrooms). BOT will ask Sheryl Squier (her husband is a concreter) to quote also.
- The BOT unanimously agreed to pay for 2 x tables for the teachers to join the quiz night on October 15<sup>th</sup>. Cost is \$320.00 to come from discretionary budget.

Board Meeting concluded 10.00pm; **Next Board Meeting** is Wednesday 19 October 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>
<b>Senior Leadership Position Vacancy</b>	Interviews commence <b>22 October 2016</b> and all BOT welcome to attend if available. Short listing process to be done <b>Oct 1<sup>st</sup></b> at School.	Any BOT welcome, however AJ, MC, SW designated Anand to keep BOT updated with progress
<b>BOT and Staff get together</b>	<b>23 September</b> (Friday) 2.30pm at school	
<b>Health and Safety</b>	Moana to share documentation with Amelia to help develop Hazard matrix and templates for accountability	AD and MC
<b>New PA System</b>	Moana to organise with KBB	MC
<b>Annual Plan</b>	All BOT members to come back with comments at <b>Oct meeting</b>	All
<b>Chrome Book review</b>	Cheryl to send through full report to BOT	CM
<b>Presentation to past Board members</b>	Gifts to be presented – Shane and Jilesh to arrange for Gloria and Steve, James – staff gathering end of term	AD and MC
<b>Website</b>	All BOT members to do a short note about themselves and provide it to Marilyn.	All BOT
<b>Area to be concreted</b>	To look into their contacts for possible concrete quotes	JM to ask neighbour. AJ please ask Sheryl Squier
<b>Hall Committee</b>	AJ to arrange time to meet to discuss	AJ to head, all BOT members to be involved