

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Tuesday 19 October 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 6.33pm. The Board came out of "In Committee" at 6.53pm and resumed scheduled agenda.

3. Harrison Tew

Harrison Tew attended the school and spoke about the implementation, training and on-going service they can provide to the school in relation to emergencies.

The concept is that in the case of an emergency, people would be taken to one central point, senior leadership to give direction. It is imperative that in an emergency everyone has to do the same and consistent, calm approach and have the knowledge and training to follow the processes put in place.

Harrison Tew have looked at what systems we have in place and had a look at the plan for the school. They will develop a plan, train the staff and then have an ongoing relationship with the school, updating the folder if legislation changes, or floor plans change, procedures change. The ongoing process would be in companion with Police, New Zealand Fire Service in relation to communications, and floor plan etc.

We will receive a quote in relation to this and may be ratified at the next Board meeting.

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7.17pm. The Board came out of "In Committee" at 7.42pm and resumed scheduled agenda.

3. Monitoring

3.1 Principal Report

AM presented his report.

Zoning/Roll:

667 is the current role and a discussion took place regarding the movement of the roll in the next few months and next year. We have 25 classes to start off, Ministry allocation is 32.

It was suggested that we relook at what our Policy in relation to zoning guidelines are.

Visa Issue

One student who attends the school had an issue with their Visa which expired after the child's visa, and this has been worked through satisfactorily.

Writing Moderation

Full staff meeting today on Writing Moderation.

International Students

Letter will be sent to all families to see if they want to be homestays, usually 3 weeks (intermediate school only).

Homevisits – The school will employ someone to do the homevisits to ensure the environment and home meets all requirements.

End of Year Reports

These are scheduled to go out in week 10.

Structure

Looking at structure for next year.

Positions Available

Once appointments made BOT will be notified by email.

New Classrooms/Toilet Block

Cheryl to check about toilet paper holders and soap holders in the toilets.

Property Plan

AJ and AM attending property plan.

Health and Safety

Two stand-downs took place.

Hazard Register

Being updated regularly.

Appreciation

Big thank you from the staff for the function everyone appreciated it.

Thank you for BOT members who attended the short listed meeting for Associate Principal.

End of Year Function

16 December is the proposed end of year function date and this will be confirmed later.

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

Seconded: MC; Carried

Finance

Report presented showing a healthy working capital of almost \$500,000.00. Some of the grants that we have received have not been spent and

Whatever the surplus is we can carry that forward and if we allocate the funds for specific items that they are planned for.

It was noted that the 5YA due 2017

SW noted that the media has indicated that there may be some operational funding losses pending and AM will look into this if necessary.

Moved by JM that the report be presented.

Seconded: DP; Carried

Risk Management

Out of School excursions

It was identified that the Board needs to sign documents for out of school events as well. AM read the policy that will need to be signed.

Police Vetting is taking up to four months, it was decided it should be the procedure to get Police Vetting and follow the forms available.

As a general policy it was noted that parents should only have their own kid in the front seat and follow the required traffic regulations.

A discussion took place regarding the different forms available in relation to where you complete the drivers licence part, or attach it. The Schooldocs form is more comprehensive and driver's licence details should be noted.

Managing Serious Injury

It was noted that the current policies state the BOT need to preserve the site in the event of an accident. Proposed that it be changed to read the Principal and staff preserve the site where practical until authorities arrive.

It was also noted immediate first aid must be sought regardless of religious belief.

Asthma plan should be added onto Schooldocs (see note below however, should be physical folder)

Equal Employment Opportunities Policy - A suggestion was made to the BOT to read this before interviews.

Schooldocs

It was agreed by the BOT that we will move out of Schooldocs and provide a folder instead. AJ, AD and SW to review them by February.

Appointment Procedure

Informational – Will be next year Term 3

Health and Safety

Still be worked through - it will be a big process.

Hazard Form has been completed.

Strategic Plan Update

AM provided plan, if there are any suggestions please address directly to AM but in the meantime it will be presented again at a further date.

It appears that the baseline data being used in the annual plan conflicts with the report delivered last year. A discussion took place regarding why this occurred and it will be looked into.

Memorandum of Agreement for Community of Learning

AM presented the Memorandum of Agreement.

Moved by AM that the BOT sign the Memorandum of Agreement

Seconded: JM; Carried

Fundraising

Report presented at the next meeting.

Meeting Plan

Dates agreed of February 22, March 21, April 19, May 24, June 21, July 26, Aug 24, Sep 20, *Oct 25, Nov 22, Dec 13* (last three dates to be confirmed closer to time due to AG work and also BOT election)

5YA Property Planning - Need to find out where we need to do it and add that.

Delete word "draft" in meeting plan and to add that the Strategic Plan and data achievement needs to have a review in July. February – decide sub-committees.

BOT Chair elections take place on the 1st meeting of every year.

Teachers Only Days – AM explained these and what the structure of them is.

Moved AJ that the September Minutes be approved as presented

Seconded DP Carried

Hall Committee

A Hall Committee should be formed and to meet February

Architect going to come and have a look and give us advice on the hall options.

Other Business

Jump Jam – Cost approval sought from the Board for hireage of a van 3 day hire \$405.00 a day

Moved CM that the BOT approve the expenditure of \$405.00 for the hireage of a van

Seconded MC Carried

Board Meeting concluded 9.50 pm, **Next Board Meeting** is Tuesday 23 November 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>
Harrison Tew Emergency Plan	Look at quote and ratify if necessary	BOT members
Toilet Bays in New Block	Cheryl to check about toilet paper holders and soap holders in the toilets.	CM
Zoning	Check policy that we have in relation to Zoning	BOT members
Managing Serious Injury Policy	Change to read the Principal and staff preserve the site until authorities arrive rather than BOT	AM
Schooldoc	Asthma plan should be added onto Schooldoc.	BOT
Meeting Plan	5YA Property Planning – find out when this needs to be done and add to Plan	AM
Plan for Round the Block Run	BOT to look at the policy in place for this and plan of layout of support people along the run.	BOT