

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Tuesday 16 November 2016

6.30pm On Site, Tech-room

1. PRESENT

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

Apologies: Moana Cook

In attendance: Trudy Ferguson (Minute Secretary)

AG welcomed everyone to the meeting.

Declaration of Conflict of Interest - Nil

2. In Committee

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7.00pm. The Board came out of "In Committee" at 6.53pm and resumed scheduled agenda.

Minutes of October Meeting:

AM Schooldox. To be amended:

Agreed by the Board that we will hand schooldox over to Anand to manage the school procedures in line with the Board Policy Folder which the Board will create. Date for handover to be confirmed.

Added Page 3 managing serious injury

Amended sentence:

"Preserve the site where practical until authorities arrive"

Moved that the Minutes of October be accepted with the amendments noted above.

Seconded: CE Carried

3. Monitoring

AM presented his report.

3.1 Principal Report

Zoning/Roll

Roll 667 (reduced as children moving out of Auckland)

Headstart/Foundation Class Programme

Five year olds enter a Head Start/Foundation class where they get 3 visits before they actually start, going very well.

Deborah's Accelerated Reading Groups

This reading group is excelling. Deborah has been working with 5 small groups. Plan for next year is to move it up to the Senior School.

ICAS Results

Students have done very well.

International Students

James and AM have met with International Students. Proposed dates are provided. Have put out information for Homestays in the newsletters.

Moved by AM that the Board approves the request to have international students at our school as per the conditions set out in International Students Policy.

Seconded: AD; Carried

Personnel

Associate Principal

Congratulations to Cheryl McElroy

Staff Appraisals

Are in process now.

Health and Safety

No stand downs.

General

Jump Jam team came first in National Championship.

Will perform for end of year assembly. All BOT invited.

Travel Wise

Won a gold award Award Certificate

2017 Draft Budget

A big thankyou to Marilyn for all her work in preparation for the 2017 draft budget.

Pool Benches and Planter Box

Thankyou for AG for all the work in relation to this.

Andy McLarin

Runner up at Primary/Intermediate school section for NZs most inspiring Teacher Campaign.

Sound System

Thanks to fundraising team for fundraising for the payment for a new sound system.

Baby Boy

Congratulations to Vardhana, Jilesh Risha and family on the arrival of baby boy.

Trophies

Discussion took place regarding the trophies to present to our school for our end of year prize-giving.

Junior School will receive awards, a Certificate and a Book.

End of Year Prize Giving Assembly

Will be held on 13 December (Junior 9.30am – Senior 11.30am)

Year 8 Graduation

15 December 2016.

School Closes

Term break on 16 December at 2.00pm

We re-open for students on 1st February 2017. Teacher only days for 2017 will be 25th January for senior staff and 26, 27 January for all staff.

Special Learnings Evening

Four or five families. Children of special needs and our communication that was lacking in terms of identifying what we are doing. Identified but not knowing what to do. Go to doctor, doctor gives an appointment, then if they don't fit into anything then we just have to look at accommodating them as best we can, plus additional support. They were happy with what we are doing. Forming a reference group that we can learn from.

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

Seconded: AG; Carried

Finance

Budget 2017

Board welcomed Marilyn Logan to present the Budget 2017 and answered any queries the Board presented in relation to the same.

A discussion took place on why the Board didn't wish to make adjustments along the way. Marilyn pointed out that most schools, adjust along the way, i.e. if they get a furniture grant – they would have done a budget adjustment.

It was suggested to advise the Fundraising Committee of the budgeted expectation.

Hall usage discussion took place on renting the hall out to casuals etc for extra income. Marilyn advised the Board the implications of this in terms of managing it.

8.30am Monday Finance Committee confirmed (21 November) to answer any further queries on the 2017 Budget. Marilyn requested any queries to be provided by email before the meeting so they can be addressed expeditiously at the Finance Committee Meeting.

Budget to be approved at the next meeting.

Roll

Budget shows 686 which is what the Ministry is giving us.

Finance

October Accounts. Very strong financial position.

CM requested expenditure \$12,000.00 to buy books so that by the time January comes around, bookshelves are topped up. CM also presented an example of how dated some of the books we have are.

Moved by JM that the request for additional funding of \$12,000.00 for books be confirmed.

Seconded: DP; Carried

It was noted that Sharon (the librarian) needs to project what we need and what the needs are for the library

AD queried why one parent was single out to receive flowers James organised, and a lunch that some Board members had with the out-going Board members. AD thought that it was inappropriate for the expenditure of this money and a discussion took place regarding this.

Moved by JM that the finance report be accepted

Seconded SW Carried

Oaklyn MOU

No written report presented. Issues with sliding door that was addressed and a bit of joinery, emergency doors etc.

Hazard Management – Assurance

AD updated the Board about the new Hazard Management form in place and working well. Everything is well documented.

Lockdown drill went well, was very successful and highlighted areas that have needed to be address and most of these have been now rectified.

Another meeting will take place before the end of the year, date to be advised.

Fundraising Strategic Plan Update – Report

There was a lack of communication and so therefore SW did not attend meeting. He will update the Board next meeting.

Sun Protection Review – B.P.S.

AD suggested that the school hats be embroidered.

Grant Process – Report

A discussion took place regarding the Grants and these applications will be lodged shortly.

Strategic Discussions and Decisions

Annual Planning/Strategic Plan – Draft 2017

AM had already asked for feedback prior to the meeting. Page 2 is awaiting for the data to come in. Should be ready for next Board meeting on 15 December 2016. SW suggested that change tracking turned on, to make changes visible to the other Board Members. On 15 December 2016, the time is to be brought forward to an earlier time of 5.30pm.

Annual Plan will be signed off at next meeting.

Meeting Plan 2017

5YA - four dates that they proposed for the 5YA(10YA) to go in if we want to spend it in the first year. Term 4 2016, 30 June 2017, 30 September 2017, December 2017. AM to check who owns the building Science Building Room 16.

Staff Appreciation

The question was raised as to what the Board is happy to provide to the staff for the end of term function, 16 December 2016. AM to check with Moana to see if its been organised already. Feedback is that there needs to be a lot of variety in relation to the style of food.

Coffee machine was discussed as a proposal for a Christmas Gift. JM will get quotes from the same as they got in the office and we need to get an estimate on per month consumables. More forks and knives and plates should be bought for the staffroom

The Board set a budget of \$40.00 per person for the meal and agreed that coffee machine be purchased as a gift to the staff.

Lockdown

Harrison Tew appointment.

Moved that the cost of \$3,500.00 plus GST for the development and implementation of the plan for the school be approved together with ongoing cost for the secure online access of \$15 month plus GST.

Seconded CM Carried

Correspondences :

Hayley Pregnancy

Nicole and Jo resignations

Matters Arising

Nil

Action from Previous Meeting

Nil

Board Meeting concluded 9.25pm, **Next Board Meeting** is Thursday 15 December 2016, 5.30pm 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>
Science Building Room 16	AM to check who owns the building Science Building Room 16.	AM
Xmas staff function	AM to check with Moana to see if its been organised already.	AM
Next Meeting 15 December 2016	Last meeting to be changed to <u>5.30pm</u> AM to advise Marilyn for planning purposes	AM – ML
Coffee Machine	JM will get quotes from the same firm as they got in the office.	JM
Forks, Knives and Forks, Plates etc	Agreed that more of these should be purchased for the staff room	ML
Finance Meeting	8.30am Monday Finance Committee confirmed (21 November) – please email queries prior to meeting	Finance committee