

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Thursday 15th December 2016

5.30pm 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: In attendance: Marilyn Logan (Minute Secretary), Kerry Dean (LES) Deborah Woolford (Parent) James Mawson, and Alex Milich

AJ welcomed everyone to the meeting.

Declaration of Conflict of Interest – Nil

2.1 Finance

Kerry Dean from Leading Edge Services attended the Board meeting to explain and advise the Board on our Annual Budget. A decision took place about when budgets should be set, and why we set them in December. It is good practise that our budget is approved in December, this way Budget holders know what they can spend from start of year. We don't get our final reports until April – May, as there is no December & January Reports. She also explained why budget adjustments are done and are relevant for schools. She explained how having a Board Contingency is not a good idea as all planned expenditure should be budgeted for in there GL codes, and that school funds are public funds. The budget should be in aligned with the Strategic and Annual Plans. She explained that Anand was the CEO, but the whole Board should understand the budget.

In discussion around our budget, AJ moved that 20 Sausage Sizzles income, will be added to our hardship fund, and that we have only one Fundraising Ledger Code.

Seconded: Cheryl; Carried

Jilesh explained why he would like the Board to review our Policy on our Annual Budget.

Jilesh moved that the following resolutions be resolved.

1. International Students marketing expense – prior to the trip and these expenses being accrued. Anand to present the Board a budget for review and approval.
2. The 2017 Budget with a surplus of \$13.00 be approved.
3. All budget adjustments over and above \$10000.00 to be brought to the Finance Committee for review, approval and adjustments.
4. That the Budget Policy and process to be reviewed during the 2017 year and be updated to reflect changes since the last review.
5. That his finance Committee Report be accepted.

6. Seconded: AJ; Carried

Anand and AJ thanked Kerry for attending our meeting and she left.

2.2 Year End Achievement Data Reports

James, Alex and Cheryl each presented their reports.

All reports taken as being read, some members of the Board made comments on how good the results were this year. Anand explained how a lot of work has gone into getting these results, that we have used different withdraw groups and learning programmes, Professional Development in maths for the Year 0-4 teachers. Anand gave full credit to his team for getting these results and how the pressure is now on, and teachers are excited as there is a greater culture for accountability in their teaching. . Through looking at the data we found little or no difference for classes using chrome books than classes who didn't have access to chrome books. Alex explained how chrome books are only a teaching device.

At this stage Deborah Woolford was asked to leave the room and the Board proceeded into In Committee.

3. In Committee

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 6.30pm. The Board came out of "In Committee" at 7.45pm and resumed scheduled agenda.

4. Monitoring

4.1 Principal Report

Anand presented his report

Zoning/Roll

Current roll is 669, with 2 foreign paying students and 2 students with visa issues.

Reading Recovery

Anand went through the reading recovery report.

Next year will implement a supplementary reading programme into the senior school to support the in class reading programme (the same programme the junior school has had in place this year).

Annual Plan

Anand moved that the Board approve the 2017 Annual Plan and agreed targets.

Seconded: Jilesh; Carried

International Students

There will be 10 international students from Korea arriving, they will be here until mid-February.

Reporting to parents

Reports and Classroom placements went home today.

Personnel

The following staff have been appointed:

Lorraine Sauvarin - Senior teacher for year 3

Gershon Cadelis -Scale A teacher for year 3

Coral Steele - Scale A teacher for year 1

Susan Jull - Acting Senior teacher for year 2

Nina Laher –Scale A teacher for year 7

Gavin Chester Scale A teacher for year 7 & 8

Judith Serjeant - 0.4 release teacher, job sharing with Naomi

Kotuitui in school positions

Wayne Southgate - Maori student achievement

James Mawson – Literacy Pedagogy

Dave Wileman – Maths Pedagogy

Anand moved that his Principal Report be accepted

Seconded Dilip Carried

Anand motioned that the following be accepted

1) Cyclical Maintenance plan 2017

The Cyclical Maintenance plan is accepted the updated Cyclical Maintenance Plan for 2017.

2) Asset Register

That the asset register be accepted as correct.

3) Asset Value

The Asset value of \$1000.00 per invoice remain and that the useful lives of the asset categories remain appropriate for our school.

4) Useful Life of Asset

That they accept these as the useful life

Buildings	40 years	Plant & Machinery	10 years
Furniture and Fittings	10 years	Swimming Pool	20 years
Computers	4 years	Library resources	12.5% Diminishing Value
Grounds	10 years		

5) School donations and contribution remain the same for 2017 as they are now.

Property

The new classroom is nearly ready to be occupied

Staff Appreciation

The board discussed different ideas for presents for staff and it was decided that Jilesh would get Movie passes.

Staff Appraisal Assurance

These are well underway and will be completed

Evacuation Procedure and Emergency Kits Assurance

Assurance was given that the Evacuation Procedure and Emergency kits are up to date

Fundraising Strategic Plan

Shane spoke about how well the Fundraising Team has done this year and how they plan to continue with the same type of events next year.

A quote for the Heat Pumps for the hall was presented.

Board Newsletter

As a parent Shane would like our school wide data reported in the Board newsletter.

Grants

Moana, Anand and Dilip meet with Tiger Tuff and they will send a quote next year for the Basket Ball court.

BOT Self Review Performance Assurance

It was decided that more professional development was needed.

Confirmation of previous Board Minutes

Accept with an amendment to the wording: It should say *One parent single out*

Correspondences:

Table as listed and accepted

Matters Arising

Nil

Action from Previous Meeting

Nil

Board Meeting concluded 10.20pm **Next Board Meeting** is Wednesday 22 February 2017, 6.30pm at Green Bay School tec/staff room.

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AJ Grobler

Board Chairperson