

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 24 August 2017

7.05pm On Site, Staffroom

1. PRESENT

Anand Muthoo (Principal), Amelia Day (Chairperson), Cheryl McElroy (Staff Trustee), AJ Grobler (Parent Elect), Moana Cook (Parent-Elect), Dilip Patel (Parent-Elect), Shane Woodward (Parent-Elect), and Matt Child (Parent-Elect).

In attendance: Owen Hoskin (Guest), James Mawson (Guest), Shin Hun Jae (Director of Cheong Shim School Group), Charles Han (Director NSK Ltd.), Johanna Chin (Director NSK NZ Ltd.), Peter Vannoort, and Brian Knight.

Amelia welcomed everyone and asked AJ to say a Karakia to open the meeting.

2. International Exchange

Moana presented to the BoT regarding the Cultural Exchange Programme. An overview was given regarding NSK, experiences had by children hosting students, and students who were a part of the exchange. Charles Han then spoke to the BoT about what he does and the benefits to the children and the school. Charles then invited Mr Shin to speak to the BoT about his school and the possibility of developing a working sister school relationship with Green Bay School.

Charles, Mr Shin and Johanna left the BoT meeting at 7.45 pm.

Amelia, Dilip and Anand met with Carmel from the MOE and spoke to her about the programme. Carmel explained that the Ministry had no issue with the school starting its own exchange programme, the issue lay with who the number of people would/might have travelled to Korea to visit schools we could develop a working relationship with. Carmel suggested the finance committee work with the auditor to put together and plan (and present a proposal) by where the programme could be instigated. The BoT agreed that the educational gain to the students is important and that it the Principal travels to schools in Korea/China to start to develop relationships with them.

The BoT discussed some of the detail around going ahead with the programme and delegated Moana to the task of putting together a proposal for the auditor by the next meeting. The auditor will be invited to the next BoT meeting.

James presented the Education (Pastoral Care of International Students) Code of Practice (The Code) Signatories Self Review Policy to the BoT. There have been minimal changes since the last policy review, and the BoT was happy with the current policy.

James left the meeting at 8.00 pm.

3. Monitoring

3.1 Principal's Report

Roll:

685 students expected by December 2017. Total capacity is 750. Anand is proposing four intermediate classes in 2018, could be 5.

ALIM Programme:

Anand presented his report. Progress has been made in the ALIM programme, however, there are still 20 students not at standard and teachers are still working with these students as they seem to be in programmes across the board.

Cohort Entry:

There is some confusion around this; MOE requires a policy be put in place by each school. The Col has a template which Cheryl is working on. It seems that the ECE sector needs to be circulating the correct information to parents. A discussion was held about sending a survey out to parents to get feedback about the cohort. Cheryl will update the BoT as progress is made.

Professional Development for Staff:

The Primary Teachers Union has negotiated a one day release for all teachers for PD in 2017. The MOE will pay for relievers has already been received. Our school will release whanau groups for in house development for literacy and maths and will include visits to other schools.

Learning Conferences:

Learning Conferences were well attended, and positive feedback received. The intermediate open night was also well attended. There has been a resignation in the office; Robin Broken is leaving to pursue a new position.

Finance:

Referred to in Finance Report.

Property:

Adri has forwarded a progress report as included in the BoT folder. There has been one stand down this month and a great time was had during book week and grandparents day.

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

Second: Dilip; Carried

3.2 Hazard Management

Hazard Audit will be done next month – Amelia will report back to the BoT.

3.3 Finance

Dilip reported on Finance:

- Everything is on track.
- Adjustments have been made as per the finance report.
- The budget for international student fees has been relooked at.
- Dilip will speak to Kerry regarding lease interest as the budget is nearly at capacity.

- Hall hire, will look to increase this rental slowly by 3% (review to be done every 6 months).
- Funds for the defibrillator (total \$3450.00) is available (total of \$8700.00 in the Health and Safety budget).

Moved by Dilip that the finance report, allocation of funds for the defibrillator and budget adjustments for July 2017 be accepted.

Second: Matt; Carried

3.4 10YPP

10YPP progress report was included in the BoT documentation.

4. **Strategic Discussions and Decisions**

4.1 Fundraising

Bake Sale for special needs students held on Wednesday 16th August – Shane questioned the BoT as to why a bake sale was needed for special needs students and was this because the Board was not funding the necessary resources for these students. Shane suggested that this should have come to the BoT in the first instance. Shane was informed that the initiative was parent led (by Angela Stansfield) and it was her choice to have the funds raised allocated to any resources that might be available for special needs students that were above and beyond what the Board would normally fund.

Brian left the meeting.

4.2 Prospective New Trustees Q & A

A question asked by Peter Vannoort, what does 'in committee' mean. A definition was given to Peter by the BoT.

4.3 ICT Committee

Clarification was made around ad hoc committees as part of the BoT. At the February BoT meeting where committees were looked at it was agreed that the committees were used as and when needed. We do have an ICT committee (made up of a BoT member and teachers) which was established when the school decided to lease devices. At present staff who are looking after ICT in the school are Alex and Gemma. Anand recommends that Gemma and Alex come and update the BoT on ICT within the school. Shane has asked Anand to include in his Principal's report any information for the BoT pertaining to ICT. The whole BoT agreed that the ICT committee will be used when and as needed (as other committees are used for the same purpose).

5. **Administration Matters**

5.1 Confirmation of Minutes of Previous Meeting

BoT date and time is incorrect for August.

5.2 Grants

Moana reported that the fair organisation is being done at present.

One quote has been asked for from Tiger Turf.

There will be an art exhibition in Week 7 – September 15th.

5.3 Liquor License

Cheryl moves that the BoT approves an application for a liquor license for the Art Exhibition on September 15th, 2017.

Second: Dilip; Carried

6. In-Committee

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee".

Peter left the meeting at 9.25pm.

Board Meeting concluded 10.40pm.

Next Board Meeting is Wednesday 20th of September.

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Amelia Day

Board Chairperson

ACTION SHEET

<i>Actions from previous meetings:</i>		
BOT members	<i>Complete time spent and send to Marilyn.</i>	ASAP
Shane	<i>Send photo and blurb to Marilyn for website.</i>	By September 14 th
Cheryl	<i>Investigate emergency evaluation procedure.</i>	When possible

