

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 13th December 2017

7.03pm On Site, Staffroom

1. Present

Anand Muthoo (Principal), Amelia Day (Chairperson), Cheryl McElroy (Staff Elect), Simone Hunter, Glen Mitchell, Dilip Patel, Shane Woodward, Moana Cook (Parent Elects), and Sophia Riley (Minute Secretary).

Apologies: There were no apologies received.

In attendance: Owen Hoskin (Guest from NZSTA), Marilyn Logan (Board Secretary), Jilesh Mistery (Guest), Alex and James (Green Bay School Senior Management Staff).

2. Election of Board Chair

Marilyn welcomed the new Board members and initiated the election of the Board chair. Moana nominated Amelia, there were no other nominations, and Amelia accepted this position.

Amelia welcomed the new Board members and addressed potential conflicts of interest, of which there were none.

3. Monitoring

3.1 Principals Report – Tabled as Read

Alex and James entered the meeting room at 7.06pm.

Student Achievement Data 2017 – Tabled as Read:

Reading:

In reading, a strength is that five year groups have moved up in achievement. In 2018, Green Bay School will be developing the ALL reading programme initiated in 2017.

Writing:

In writing, a strength is that Green Bay School has increased in achievement compared to 2016. In 2018, a significant area for support is the year two. Green Bay School will be strengthening the literacy process by having representatives from each year group in the writing programme.

Special Needs Report:

There are currently 251 students at Green Bay School who require support (this includes students who are meeting the national standards, but require support to maintain achievement). Staff are continuing to use the special needs register to aid staff.

The Board asked for raw data, Cheryl will bring for the next Board meeting in February.

Maths:

In Maths, students are achieving 84.5% at and above, which is a strength for Green Bay School. Other data shows that 93.5% of first-year anniversary students, 89.7% of year one and (improvement of 8.4%), 85.1% of year three (an improvement of 2.2%), 94.6% of Asian students, and 84.4% of all students were achieving at and above the national average. However, year two's have decreased overtime and will be a focus.

Moana stated that there is a need for more information about what is required from the Board, in terms of support.

The Board discussed student achievement.

Draft Annual Plan – Tabled as Read:

There has been one amendment made in the draft annual plan, in which the student achievement data is now at 85% from 90% (as previously stated).

Moved by Anand that the annual plan for 2018 be accepted.

Second: Dilip; **Carried**

Reporting to Parents:

Reports to parents will be sent on Thursday the 14th of December.

Personnel:

Appointments have been put into place for 2018.

Kotuitui:

Green Bay School have confirmed three positions for the Kotuitui.

Property:

Green Bay School received a letter from the Secretary for Education on the 4th of December regarding the fire on the school grounds and Anand has responded to this.

On Sunday morning (10th December) Anand was in touch with the Ministry of Education regarding the school fire, who were later onsite. Anand thanked those who assisted on the day. On Monday the school community was informed and there was a lot of support. Two relocatable rooms will be on site for Term One 2018.

The buildings are still under investigation. The Ministry of Education have implemented security for Green Bay School Monday-Friday, and security roaming schools for the weekend. Anand will keep the Board informed of the progress.

Health and Safety:

There has been one stand-down which will be addressed in the in-committee session of the Board meeting.

Classroom Release Time:

Green Bay School is following the legal requirements.

New Board Members:

Anand formally welcomed the new Board members.

Parent-Helpers Morning Tea:

The parent-helpers morning tea was hosted on Monday the 11th of December, this was a successful event.

Thank You:

Green Bay School closes on Friday the 15th December. Anand has thanked the Board for their support during the recent school fire.

On behalf of the Senior Management Team, Anand thanked the Board for their contribution for the progress of Green Bay School, the commitment and wellbeing to the learning experiences for students and staff.

Alex and James left the meeting room at 7.28pm.

Moved by Anand that the Principal's Report is accepted.

Second: Shane; Carried

3.2 Draft Budget for 2018 – Tabled as Read

Dilip gave Marilyn speaking rights.

The Board discussed the draft budget for 2018. Shane queried the 700 students stated in the plan. Anand addressed the difficulty in keeping the student numbers below 700. Moana suggested adding to existing buildings, however, Anand stated that this would be costly.

Shane queried the cloud project and where this was, if, accounted for. Marilyn responded that it was included in the ICT budget.

The Board discussed school donations, led by Glen who queried whether the amount was usual.

The Finance sub-committee have not caught up this month, but the accounts look positive.

Moved by Dilip that the cyclical maintenance plan is resolved and the Board accepts the updated cyclical maintenance plan for 2018.

Second: Moana; Carried

In the asset register, items have been deleted that have been broken or missing during the last few years. None of the items have a book value. Moved by Dilip that the Board accepts that the asset register is correct.

Second: Moana; Carried

For the asset value, the current policy is \$1000.00 p/invoice. Leading Edge Services recommendation is \$500.00 or \$1000.00. Moved by Dilip that the Board confirms that the policy is agreed at \$1000.00 for 2018.

Second: Moana; Carried

Leading Edge Services recommendation for Compliance in Kiwi Park Model is the same as our current policy. Moved by Dilip that the Board accepts these as the useful life.

Buildings	40 Years
Plant and Machinery	10 Years
Furniture and Fittings	10 Years
Swimming Pool	20 Years
Computers	4 Years
Resources	12.5% Diminishing Value
Grounds	10 Years

Second: Moana; Carried

As there has been no induction that the Board would like any increased to the school donation and levies these will remain the same for 2018 as they are now.

Marilyn left the meeting at 7.52pm.

4. Strategic Discussions and Decisions

4.1 Board Meeting Plan 2018

The Board worked on a Board meeting plan for 2018:

- Policy reviews, to be looked at early in 2018, Amelia to check with Cheryl;
- Health and Safety reporting in March and August, with assurances at the end of each term;
- Finance: February policy procedure and review, March finance report, May annual draft sign-off report, June finance report and annual sign-off on draft, August finance report, October finance report, November draft budget, and December budget sign-off;
- Grants to be reported April, September, December and as required.

- Fundraising to be reported at each term, strategic plan in September, and strategic review in April;
- Newsletters to be completed at the end of each term. Amelia to complete the final newsletter for the 14th of December;
- Operations moved to policy reviews;
- Property: pool review in May, 10YPP in March, property review at the end of each term, property report in March and November;
- Personnel to be discussed in December (staff leave policy review, appointment procedure, appraisal of staff assurance);
- Each Board meeting discuss the progress report from Anand and in December the final strategic and annual plan; and
- Election of Board chair in February.

The Board discussed HR and its role within the Board, the Board agreed to leave as it currently is.

The Board discussed the use of Votex, it was stated by majority that the time frame was not long enough for a postal vote.

The Board formed sub-committees:

- Property: Glen, Anand and Amelia;
- Grants: Moana;
- Principal's Appraisal: Principal and Board;
- Health and Safety: Simone and Amelia;
- Finance: Dilip and Cheryl;
- Fundraising: Moana;
- Hearings: Board;
- Operations: Removed as a position; and
- Personnel: Board.

4.2 Complaints Procedure

Moana discussed amendments for the Complaints Procedure document. Amelia suggested making the document more concise, which Board members agreed to. Moana and Simone will work on the Complaint Procedure, parent-facing communication, to go out in the first newsletter of 2018.

Moana left the meeting room at 9.06pm.

Anand and Owen left the meeting room at 9.07pm.

Moana returned to the meeting room at 9.11pm.

Owen returned to the meeting room at 9.14pm.

Anand returned to the meeting room at 9.15pm.

5. Administration Matters

5.1 Confirmation of Minutes of Previous Meeting

The Board identified amendments for the December meeting:

- Add that Amelia and Moana were checking that \$50.00 p/head was appropriate for the end of year staff function (add to action sheet);
- Cole changed to CoL; and
- Dayne to Dave.

Moved by Amelia that the minutes of the previous meeting be accepted with the amendments made.

Second: Shane; **Carried**

5.2 Actions from Previous Meeting

The Board reviewed the actions from the previous meeting.

5.3 2018 Meeting Dates

The Board agreed to the following meeting dates:

- February 21st;
- March 21st;
- April 10th;
- May 16th;
- June 20th;
- July 25th;
- August 22nd;
- September 19th;
- October 24th;
- November 21st; and
- December 19th.

All meetings to start at 7pm.

5.4 Board Time Spent

Board members to complete Board time spent.

5.5 Board Guest

The Board thanked Jilesh for attending the meeting and offered an opportunity to discuss. Jilesh requested speaking rights, apologies were given but the request was denied, and Jilesh was suggested to email.

Jilesh left the meeting room at 9.28pm.

6. In-Committee

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 9.30pm.

Board meeting concluded at 10.57pm.

Next Board Meeting is Wednesday 21st February 7 pm.

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Amelia Day

Board Chairperson

ACTION SHEET

<i>Actions from Previous Meetings:</i>		
Shane	<i>Send photo and blurb to Marilyn for website.</i>	ASAP
Dilip and Shane	<i>Board Policy Framework: change accordingly.</i>	February 2018
Amelia	<i>Complete blurb for school newsletter and circulate to Board members.</i>	For early 2018.
Shane	<i>Complete police vetting forms</i>	2017
Moana and Simone	<i>Edit the school document (on concerns and complaints, policy and procedures) to align with the student handbook.</i>	To be e-motoned over the Christmas holidays.
<i>December Meeting:</i>		
Cheryl	<i>Have raw data for student achievement available for the Board.</i>	For February 2018 meeting.
Amelia	<i>Complete final Board newsletter for 2017.</i>	For Thursday the 14 th of December.
Moana and Simone	<i>Amend the Complaints Procedure Document.</i>	For early 2018 (to go into the first newsletter).
All Board Members	<i>Complete Board time spent.</i>	As Required.