

**GREEN BAY PRIMARY SCHOOL**

**Board Meeting Minutes**

**Wednesday 26 July 2017**

**6.30pm On Site, Staffroom**

**1. PRESENT**

Anand Muthoo (Principal), Amelia Day (Chairperson), AJ Grobler, Cheryl McElroy (Staff Trustee), Moana Cook (Parent-Elect), Dilip Patel (Parent-Elect), Shane Woodward (Parent-Elect), and Sophia Riley (Minute Secretary)

**Apologies:** Matt Child (Parent-Elect)

**In attendance:** Owen Hoskin (Guest), James Mawson (Guest), Lee and Mel (Guests to speak on Cloud Storage)

**Amelia** addressed potential conflicts of interest, of which there were none.

**2. Monitoring**

**2.1 Principal Report**

Anand presented the Principal's Report for July 2017.

**Roll:**

Green Bay Schools roll to date is 642 students, with a number of students starting in the first week of Term Three. Board members will be informed of student numbers.

**Mid-Year Data:**

Mid-year data was presented to Board members (these are a cautious prediction), with a comparison table for 2016 and 2017. The data reports that there are more students on track in 2017 compared to 2016.

Amelia led a discussion regarding the potential to create a progress report for students, comparing 2017 students who have studied only at Green Bay School versus students who have joined from elsewhere. Cheryl stated that for junior reporting this would be difficult to achieve, but would be ok for the rest of the schoolstudents.

James Mawson entered the meeting at approximately 6.42 pm.

Members of the meeting discussed programmes and resources in place which have aided in increasing student achievement.

**Mid-Year Report:**

Mid-Year reports have been sent to parents and caregivers.

**Parent-Teacher Conference:**

The parent-teacher conference will be held at Green Bay School in the week of the 31<sup>st</sup> of July. There is positive support for learning conferences.

**Book Week:**

Green Bay School is hosting a book week during the week of the 31<sup>st</sup> of July. The 3<sup>rd</sup> of August is a late night, and the Board was invited to support this event.

**Cole Entry:**

Cheryl presented Cole Entry.

Cheryl met with local kindergartens who reported that at each school in the cole want to make their own decisions regarding new entrants.

Green Bay School will send out a survey to the community for feedback and keep Board members informed.

**Personnel:**

Green Bay School has employed Annamarie Wood, an experienced teacher, for Terms Three and Four.

**Finance:**

Deferred.

**Property:**

Anand and AJ met to discuss the 10-year property plan (property plan attachment available) on the 7<sup>th</sup> of July. Another meeting will be held on the 28<sup>th</sup> of July.

**Health and Safety:**

Deferred.

**Student with Special Needs Review:**

James Mawson presented Special Needs policy.

James presented changes to the Special Needs policy (for students below standards in 2016 and/or a concern in 2017) at Green Bay School. These changes include the addition of the goal of Special Needs Policy which is acceleration and changes as a result of special need coordination from two to one. This information has been made available in an embedded link online.

James Mawson left the Board meeting at 7.06 pm.

**Thank-You:**

Anand thanked AJ on behalf of the Green Bay School staff and community for AJ's contribution as Board chair.

Anand welcomed Amelia as Board Chair.

Anand thanked Board members for their attendance at the end of Term Two staff social gathering.

**Events:**

Board members invited to attend upcoming Green Bay School events, including 10<sup>th</sup> August 6.30 pm.

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

**Second: AJ; Carried**

Lee and Mel entered the meeting at 7.09 pm.

### **3. Strategic Discussions and Decisions**

#### **3.1 Cloud Storage**

Lee, on behalf of PC Media and Mel, CSG, presented cloud storage to Board members.

There is a movement from servers to cloud storage, which the Ministry of Education supports as it aligns with 21<sup>st</sup> Century teaching which is focussed on collaboration. The Ministry of Education has an aim to stop licensing servers by 2020.

#### **Discussion Points:**

- To access cloud storage, the Board must comply with the Privacy Act.
- The Cloud Storage can store personal information on a data set held in Sydney, Australia.
- Green Bay School would own the server, which is not available through Google.
- The Cloud Storage would use an active directory which would connect other applications such as Mathletics – enabling individuals to log in to one portal with a single sign on.
- Lee suggested that Green Bay School consider applying for the Ministry of Education PLD programme for digital fluency.
- If accepted, CSG will host a staff meeting to discuss cloud storage, upload over the weekend, and have these available for Monday (with staff trainers available on Monday and Tuesday).
- Suggested movement from Gmail to Outlook.
- Office 365 would be the programmes used with the Cloud Storage.
- Currently, Green Bay School has some devices running Windows 7, these will need to be upgraded to Windows 10 to enable Cloud Storage.
- There are ways to access the Cloud Storage using Apple devices.

Owen left the meeting at 7.31 pm.

The quote provided to Gemma was \$10, 000-14,000 as a migration and a one-off cost. This quote is dependent on the work that Gemma can complete with the current systems available. The servers for Green Bay School is estimated to cost between \$30, 000-45, 000 to replace.

Owen returned to the meeting at 7.33 pm.

Lee discussed the potential of becoming a pilot school.

Lee presented the 'Green Laptop' (waterproof, shock proof and dust proof) developed by a not-for-profit organisation, One Education. The cost is \$425.00 for a device.

Lee and Mel left the meeting at 7.51 pm.

Shane addressed some concern about the Cloud Storage presentation not going through an ICT sub-committee (some disagreement whether this sub-committee still exists). Owen stated that common practice was for Board's to have an ICT sub-committee as a stand-alone committee or wrapped-in with another sub-committee. This will be addressed at the following Board meeting.

### 3.2 Health and Safety/Defib

Moana provided two quotes for defibrillators to Board members.

Moana suggested that Board members set a budget and allow the Health and Safety committee to decide regarding which defibrillator to purchase.

Moana also suggested that the Board could approach the fundraising committee to fund part of the defibrillator.

**Moved** by Shane that the Board allocates up to \$3, 000 plus GST for the purposes of purchasing a defibrillator and for the finance committee to look into this.

**Second: AJ; Carried**

### 3.3 Board PD

An email regarding Board PD has been sent to all Board members. Board members are invited to enrol.

Amelia suggested that two to three interested Board members uptake the task of reviewing the Board Policy Framework and report to all Board members at the September meeting. Shane, Moana and Dilip have volunteered.

### 3.4 Election Planning

Marilyn completed the Board election in 2016 and can complete the 2017 election – Board members are happy for this to proceed.

Anand to check with Marilyn regarding the finance available for the election process.

### 3.5 Grants Progress Report

Moana presented a Grants Progress report.

Moana discussed re-turfing the court area and will look into getting two quotes to present to the Board.

## 4. **Administration Matters**

### 4.1 Confirmation of Minutes of Previous Meeting

Amelia, Shane and AJ suggested changes to the previous minutes:

- Change of 3.1 PBAL to PB4L;
- Change of surname to Mistry;

- Change of meeting date; and
- The addition of Sophia Riley to attending the meeting.

Sophia will amend the June minutes and send to Amelia to be signed using an e-motion. AJ signed May minutes.

#### 4.2 Matters Arising

Shane requested that the Board recognises Denise Dobbs, and one or two other individuals, who were instrumental in getting the back access way to Green Bay School. Shane has contact details for future projects. Shane will find contact details and send to Anand to thank the individuals.

#### 4.3 Actions from Previous Meetings Action Sheet

##### **Action points previous meetings:**

- Shane to send photo and blurb to Marilyn (Amelia sent photo);
- Shane and Dilip to complete Board time sheets;
- AJ and Anand working on HR Self-Audit to report to Board;
- AJ and Amelia contacted Michael;
- Cheryl to investigate emergency evacuation procedure; and
- AJ contacted parent elects.

#### 4.4 Correspondence as Listed

Email from NZSTA and email from Jilesh with two finance questions (which was discussed amongst the Board). This letter from Jilesh will be passed onto the finance committee, and Amelia will respond.

Anand left the meeting at 8.49 pm and returned at 8.49 pm.

#### 4.5 Board Time Spent

Amelia asked Board members to email Board time to Marilyn.

Moana left the meeting at 8.53 pm, in which the meeting broke up, and returned at 8.54 pm in which the meeting reconvened.

### 5. **In-Committee**

*5.1 In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 8.55pm. The Board came out of "In Committee" at 9.26pm.*

Anand left the meeting at 8.58 pm.

Cheryl left the meeting at 9.26 pm.

*5.2 In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 9.26 pm. The Board came out of "In Committee" at 9.48pm.*

At the close of the meeting Moana noted that an information booklet had been worked on regarding the cultural exchange to Korea/China. Moana will email this to Board members who are invited to make suggested changes. Moana suggested inviting Charles to a future meeting.

A change of meeting times to 7 pm for the following three meeting dates was discussed.

Board Meeting concluded 9.52pm.

**Next Board Meeting** is Thursday 24<sup>th</sup> August 2017, 7pm in the Green Bay School staff room.

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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.</i>	ASAP
AJ and Anand	<i>Continue to work on HR Self-Audit to report to the Board</i>	As required
<b>July Meeting</b>		
Anand	<i>Check with Marilyn regarding the finance available for the election process.</i>	As required
Moana	<i>Look into two quotes for re-turfing the courts.</i>	When possible
Shane	<i>Send contact details for individuals working on the back pathway to Anand.</i>	When possible

Cheryl	<i>Investigate emergency evaluation procedure.</i>	When possible
Moana	<i>Email Board members with information booklet Korea/China.</i>	As required