

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 21 June 2017

6.30pm On Site, Staffroom

1. PRESENT

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

Apologies: No

In attendance: Owen Hoskin (Guest), James Mawson (Guest) and Jilesh Misty (Guest)

AJ welcomed everyone to the meeting and Moana led the Karakia.

Declaration of Conflict of Interest: No

2. In-Committee

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 6.31pm. The Board came out of "In Committee" at 6.34pm.

Cheryl left the room at 6.34 pm and returned at 6.37 pm.

3. Monitoring

3.1 PBAL

James (guest) presented PBAL Team posters; a Ministry of Education project. Posters have been created to be displayed at the school as a result of community, staff and student consultation about the school vision. The three key themes on the poster are initiative, respect and positivity. The 'school rules' are framed as positive habits and will be displayed around the school in Term Three. This relates to other work on defining misbehaviour because understanding this is key to behaviour afterwards. A reward system will be put in place to support these behaviours.

James left the meeting after reporting on PBAL, approximately 6.45 pm.

3.2 Principal Report

Roll:

- The roll to date is 640 students – no out of zone students have been taken into consideration;
- Green Bay School are looking to employ a fixed-term contract staff member;
- There are currently two foreign fee paying students; and

- Term Three Enrolments at 23 students.

PBAL:

Reported by James (guest).

Reporting to Parents:

Cheryl discussed changes to the reporting to parents. Each student receives a 20, 60 and 100 week report. For Years 4-8 students, they receive an anniversary report 40, 80, 120 and end of year report. These reports outline the level at which the student is working to meet the standard for the end of the year. A discussion was held about how parents were informed of these changes - at the parent information evening (held on the 22nd of June) staff will be available to explain these report changes.

Parent interviews will be held in week two of Term Three with the exception of one classroom which will be held earlier.

Entry of Age 5 Students:

Cheryl discussed entry of age five students to Green Bay School. Cheryl on behalf of Green Bay School has recently visited two kindergartens to discuss potential changes to entry of age five students. The potential change is to create one intake for age five students (rather than spread out as students turns five). This will bring new challenges such as toilet training and the use of national standards for students. Cheryl estimates that these changes will occur in Term One 2018 and suggests that Green Bay School makes a decision separate from the cohort.

Personnel:

Green Bay School needs to employ a fixed-term contract for Term Three and Four.

Finance:

Sub-committee met on the 16th June 2017.

Property:

John has resigned from Stellar Projects. Green Bay School has met with Adri Van Der Veer, who have taken over, to discuss the progress of 10YPP (provided to Board members).

Health and Safety:

In-Committee

Green Bay School and Green Bay High School are planning to have a joint lock-down practice early 2018.

General:

- Anand will be holding a discussion with a representative from the coll regarding technology for the classrooms.

Events:

- Parent Information Evening: 22nd June 6 pm.
- Intermediate Experience Day: 28th June 9 am.
- Intermediate Open Evening: 10th August 6.30 pm.
- Celebration Day: 5th July 9-10 am junior school and 10-10.50 am senior school.

Thanks:

- Thanks to AJ, Amelia and Moana for attending the Asian community meeting on behalf of the Board.
- Thanks to Amelia for attending the Pasifika meeting.
- Thanks to Moana for meeting with the Korean agent.
- Welcome again to Matt.

Power-Cut:

On Friday Green Bay School had a power-cut it was found that this was an internal problem. To address this problem staff used a paper roll, cell-phones for emergencies (and parent-emails) and a notice on the website. Vector has suggested going underground to better fix power problems. However, because this is costly, this is a decision to be discussed by the Board.

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

Second: AJ; Carried

Jilesh Misty (Guest) arrived towards the end of the Principal's Report.

3.3 Finance Report

Dilip presented the finance report to the Board (as tabled). This report includes changes to the budget as agreed upon by the Board in the previous meeting. Dilip will look into the hall rental. Brief discussion occurred regarding the budget.

Moved by Dilip that the finance report be accepted.

Second: Anand; Carried

3.4 Evacuation Procedure/Emergency Kit Assurance

Board members to review for the next meeting.

3.5 Health and Safety

Amelia reported on Health and Safety. Green Bay School held a Health and Safety Meeting last week. Thanks to the Health and Safety team for their work to date. At the meeting it was suggested that visitors receive a fluoro lanyard to identify staff from visitors. The lanyard will include an evacuation procedure for visitors. The potential of a hazard notification in the office was discussed (as addressed by members of 10YPP). Moana will email an example of health and safety to Amelia to find further information.

Amelia has stated that policy changes need to be made aware to parents.

The Health and Safety committee are looking to purchase a defibrillator. The committee has researched funding opportunities, however, because there is a defibrillator at Green Bay High School this will not be funded. The New Zealand school cost for the cheapest defibrillator is \$1, 999 + GST (with a five year warranty and five year battery). This is a

decision to be made by the Board. Moana will find quotes and provide these to Dillip who will take these to finance.

Moved by Amelia for the research of the procurement of a defibrillator.

Second: Shane; Carried

4. Strategic Discussions and Decisions

4.1 Board Documentation and Self Review Policy

Board members to review Board documentation and self-review policy for the next meeting.

4.2 18 Month Board Plan/Board PD

- Policy on School Documentation;
- Board needs to review the policy framework and decide for the next meeting;
- NZSTA have put out Term Three and Four Personal Development sessions, a reminder to register; and
- Thanks again to Owen for helping the Board, Owen has provided Green Bay School with information on the NZSTA document.

There was concern primarily expressed by Anand and Cheryl regarding the statement 'proactive management of the principal'. AJ will call Michael to discuss this phrase.

Moved by AJ that the Board agree for Owen to help the Green Bay School Board on the condition that the re-wording and discussion of the phrase 'proactive management of the principal in the document takes place.

Seconded: Amelia; Carried

5. Administration Matters

5.1 Confirmation of Minutes of Previous Meeting

AJ addressed two changes to be made on the previous minutes, amended versions will be disseminated to Board members.

Moved by AJ that the minutes of the previous meeting be accepted.

Second: Moana; Carried

5.2 Matters Arising

No

5.3 Actions from Previous Meeting Action Sheet

AJ discussed the actions from the previous meeting.

5.4 Correspondence – As Listed

AJ emailed Board members correspondence.

5.5 Board Time Spent

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Moana left the room at 8.18 pm and the meeting broke off.

Moana returned at 8.22 pm and the meeting reconvened.

Jilesh Misty (Guest) left before in-committee.

6. In Committee

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 8.18pm. The Board came out of "In Committee" at 8.22pm.

7. Elect of Board Chair

As part of the Board succession planning AJ has officially stepped down as Board Chairperson. The Board and Anand thanked AJ for his efforts.

Owen ran the election of the interim Board chair. Amelia put herself forward and became the interim chair.

Anand and Cheryl left the meeting at 8.28 pm.

8. In Committee

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 8.30pm. The Board came out of "In Committee" at 9.04pm.

Board Meeting concluded 9.04pm.

Next Board Meeting is Wednesday 19 July 2017, 6.30pm in the Green Bay School staff room.

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AJ Grobler

Board Chairperson

ACTION SHEET

<i>Actions from previous meetings:</i>		
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Anand	<i>Send event dates to Board members.</i>	As required
AJ	<i>Email Alex for hazard register template.</i>	As required.
AJ and Anand	<i>Discuss HR Self-Audit to report to Board.</i>	For next meeting.
Anand	<i>Discuss Education Update with staff and families to report to Board.</i>	For next meeting.
BOT members	<i>Complete time spent and send to Marilyn.</i>	ASAP
Moana and Anand	<i>Discuss the Korean marketing trip.</i>	When possible
Amelia and Shane	<i>Send photo and blurb to Marilyn.</i>	ASAP
AJ	<i>Contact parent elects.</i>	Thursday 25 th May
July Meeting		
BoT Members	<i>Review Evacuation Procedure/Emergency Kit Assurance</i>	For next meeting
BoT Members	<i>Review Board Documentation and Self Review Policy</i>	For next meeting
BoT Members	<i>Register for NZSTA Term Three and Four Personal Development Sessions</i>	As required

Aj	<i>Call Michael regarding the phrase 'proactive management of the principal'</i>	As required
BoT Members	<i>Board time sheet to Marilyn</i>	ASAP
AJ and Anand	<i>Discuss HR Self-Audit to report to Board.</i>	As required; carried from previous meeting
Shane	<i>Send photo and blurb to Marilyn</i>	ASAP