

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 24 May 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, (Parent-Elect)

Apologies: Nil

In attendance: Owen Hoskin (Guest), Matt Child (Parent), Peter Van Noort (Parent), Rachel Bock (Parent), Julia Schaefer (Parent) and Brian Knight (Community Member)

AJ welcomed everyone to the meeting.

2. Monitoring

2.1 Principal Report

Anand presented Principal's Report.

Roll:

- The roll to date is 657, with an expected roll of 674 by the end of 2017.
- In Term Three there will be 17 in-zone enrolments; as a result requiring the advertisement of a position at the school to meet this need.
- Currently, Green Bay School is not taking any out of zone enrolments.
- Green Bay school has changed their ethnicity to MELA to represent the school environment better.

Curriculum and Learning:

In 2017, Green Bay School is implementing strategies to raise student achievement for Maori students using a collaborative and adaptive approach involving whanau. Currently, Maori students are achieving 11% below the school average for reading, and 10% in writing. Green Bay School's aim is for Maori students to achieve at 90%.

The National Standards are displayed in each classroom across the school. The displays include Maori and whanau voices as these are co-representative and aid in building a collaborative approach (Submitted to Education Review Office).

In 2016 school data showed that Maori students were performing 17% lower than the school average in maths. Similar initiatives to literacy have been applied to maths, including Maori perspectives. A Ministry of Education initiative is ALIM which aims to involve students in maths.

There are currently three reading support teachers. In 2016 they were only working in the junior school, but now are moving up through the levels. Anand thanked the Board for their generous support.

Professional Development:

Information provided to Board members.

Staff:

Green Bay School is facing a challenge in receiving relief teachers. Green Bay School is taking approaches to address this issue. Anand reported that some schools split classes, but that this strategy would be the last option undertaken.

There is a newly employed teacher, settling in well to Green Bay School.

Reports:

Mid-year reports to parents are currently being prepared. This will be reported on at the next meeting.

Finance:

The finance sub-committee met on the 18th of May. Refer to 2.2.

Property:

- Stellar Property, 10-year property plan, provided on the 8th of May.
- Thomas visited Green Bay School on the 10th of May for the heat-pumps. Quotes are being prepared for rooms 21-26.
- On the 11th of May Green Bay School received a consultation quote for lighting across the school.
- A quote has been completed to address the asbestos on site. A second quote will be completed during the week of the 29th of May.
- Room 16 is sinking; as a result, a piling consultant has been sought out.
- Green Bay School is seeking a quote to potentially remove the gum tree on site.

Health and Safety:

There were no stand-downs up to the 18th of May. On May 19th there was an effective stand-down, as a result of defiance against students and teachers, taking place on the following Monday. As a result of circumstances, an internal stand-down has been applied. Green Bay School has offered RTLB and Kia Kaha programmes. Green Bay School has sought the Ministry of Education response funding. The Ministry of Education responded stating that Green Bay School should apply in June. Further information will be sent to the Ministry of Education due to the immediacy of this issue.

On Monday the 22nd of May Green Bay School carried out a practice lock-down, carried out by Harrison Tew Emergency Specialists. Positive feedback was received by both the

community and emergency planners; a letter was received from Wade Harrison from Harrison Tew Emergency Planning Specialists to express this. The next practice lock-down can be carried out by Green Bay School and will likely be completed with Green Bay High School.

Students:

Discussed in-committee.

General:

Anand invites the Board to the following events:

- 29th May, 9.15 am: Powhiri for staff and students;
- 31st May, 6 pm: Asian community meeting;
- 22nd June, 6 pm: Parent Information Meeting (new format); and
- 26th June: 'Pink Shirt Day'.

Anand will send a reminder email to Board members.

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

Second: Moana; **Carried**

2.2 Finance Report

Dilip presented the finance report.

On the 18th of May, the finance sub-committee met; everything is tracking well. The sub-committee discussed adjustments as tabled. As discussed in the previous meeting the marketing trip to Korea (\$20,000) has been cancelled and \$12, 000 approved for literacy and materials. Hall hire will be discussed at the next meeting; Marilyn to look into the lease agreement.

Moved by Dilip that the budget adjustments as tabled be accepted.

Second: Amelia; **Carried**

Moved by Dilip that pt. 6 in-committee to be discussed at the next Board meeting be accepted.

Second: Amelia; **Carried**

Moved by Dilip that the finance report be accepted.

Second: Amelia; **Carried**

2.3 SUE Report

Staff conduct provided to the Board. Moana enquired about the annual appraisal summary report, Anand stated that this would only be provided to the Board if there were concerns.

AJ apologised for the error regarding the Principal's appraisal. This appraisal will be based on 2016 performance, using the same survey relating to professional standards for Principal's.

2.4 Employer Responsibility Review – B.S

Brief discussion about assurance as part of the review.

2.5 Abuse Reporting Assurance

Brief discussion about assurance as part of the review.

2.6 Digital Technology and Cyber Safety Assurance

BYOD:

Alex informed AJ that the intermediate teachers attended a PD during the April holidays (Google Apps for Education). After attending the PD, these teachers are interested in BYOD especially for year eight students for 2018. Anand has prepared a notice to go out to parents mid-June. The availability of the technology for the students was discussed. On balance, the limited control from the school about what students could access – may require expanding the current policy.

3. Strategic Discussions and Decisions

3.1 Board Newsletter

The Board newsletter was discussed at the previous meeting. It was decided that the newsletters will include a box for the Board's communication. Robin will send an email to AJ to make sure that the Board completes their sections in a timely manner. AJ will send drafts for the Board to discuss, then send a final version to Anand. Ideally, the Board's newsletter contribution will take place once a term and as required.

3.2 Board Succession Planning

AJ will step down as Board Chair in July 2017. AJ will coach a new chair until November 2017. The process of appointing a new Board chair was discussed. Owen noted the potential for an interim chair until the Board elections. Board to consider the process for this to take place.

Property:

AJ thanked Shane and Dilip for ensuring that the current projects were delivering.

The heat pump time settings have been fixed. The Fundraising committee has reported that an initial payment has been made. Waiting for the second-half of the work to complete payment.

AJ sent a thank you email to Danya, but that the Board would not be interested in the offer.

Robert Palmer and Anand discussed Green Bay School's hazard register. AJ emphasised the importance of acknowledging the hazards. AJ will email Alex to enquire for a hazard template. Amelia suggested using a white-board to document hazards.

Reports:

AJ and Anand will go through the HR self-audit and report to the Board.

Anand discussed the Education Update: Year 0 and Year One's start at the beginning of the school term rather than once five. This will mean that there are some students starting school at four years. Anand and other staff will discuss and carry out a consultation to ensure that families are not at a loss; report to Board in June. Current thoughts are that this will need to take place in Term One 2018 with notice in Term Three.

The annual report has been completed by the auditors and uploaded to the Ministry of Education website and provided to the Board for review. It has been acknowledged that this has been received.

3.3 Board Casual Vacancy

AJ thanked parents for their expression of interest and attendance of the meeting.

4. Administration Matters**4.1 Confirmation of Minutes of Previous Meeting**

Moana noted two spelling amendments to be made.

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

Second: Shane; Carried

4.2 Matters Arising

At the previous meeting Cheryl was asked to look into attendance. Currently, Cheryl is looking at the attendance policies. It was found that some of the wording requires changing, which Cheryl is changing.

4.3 Actions from Previous Meeting Action Sheet

Board members to complete time spent and provide this to Marilyn.

Amelia and Moana attended the new PD-community complaints event. Making it easier to discuss concerns or compliments was raised. For example, Amelia reviewed the chart provided to the community with Cheryl and suggested changes be made to be easier to follow. Cheryl suggested putting this information on the school website and AJ suggested a box at the office.

4.4 Correspondence – As Listed

Emailed to Board members.

4.5 Board Time Spent

Board members need to complete time spent and send to Marilyn. It was noted that the STAR website has a spreadsheet to aid in this completion.

4.6 General Business

The need to look into the Korean marketing trip for 2018 was discussed. Moana will meet with Anand to discuss this and report back to Board members. Items to be reported on include costing, benefits, outcomes, health safety and wellbeing and potential political issues.

Shane and Amelia are required to send their details (photo and blurb) to Marilyn to update the Board section of the school website.

It was noted by AJ that the Education Policy has changed from the 19th of May. It was requested that the Board become familiar with these changes.

5. General Meeting Discussion with Parent Elects

Moved by Shane that formal speaking rights be provided to guests.

Second: AJ; Carried

At 6.45 pm the Board opened a general meeting discussion with the parent elects.

AJ thanked parents for attending the meeting.

Board and guests introduced themselves.

The Board asked questions to the parents including their jobs and their thoughts of the Board's role. In turn, the parents had an opportunity to ask questions to Board members.

It was noted that the Board has a current induction process for incoming Board members.

The Board will discuss the parent elects further in the meeting and AJ will contact with the results.

Matt Child, Peter Van Noort, Rachel Bock, Julia Schaefer and Brian Knight left the meeting at 8.37 pm.

Meeting broke up at 8.37 pm.

Meeting reconvened at 8.44 pm.

6. **In Committee**

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 8.44pm. The Board came out of "In Committee" at 9.10pm.

7. **Candidate Selection**

The Board had an open discussion. Based on life experience and expertise the Board has come up with a single preference with the skills appropriate to the needs of the Board at this time – Matt Child.

AJ will contact the individuals.

Moved by Shane to accept the decision to offer the Board vacancy to Matt Child.

Second: Dilip; Carried

Board Meeting concluded 9.25pm.

Next Board Meeting is Wednesday 21 June 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>		
Cheryl	<i>Please forward quotes to be attached to BOT April BOT minutes</i>	ASAP
Shane and Dilip	<i>Report back to the Property Committee regarding 10YPP candidates</i>	Before May 1st
All BOT members	<i>Please send your Board time records to Marilyn</i>	ASAP
AJ	<i>Check deadline for casual vacancy and invite potential applicants</i>	ASAP
All BOT members	<i>New PD – Community Complaints 23 May and Student achievement 13 June. Please enrol yourself via LM system.</i>	ASAP
June meeting		
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