

**GREEN BAY PRIMARY SCHOOL**

**Board Meeting Minutes**

**Wednesday 20<sup>th</sup> September 2017**

**6.58pm On Site, Staffroom**

**1. PRESENT**

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

**Apologies:** AJ Grobler and Owen Hoskin (Guest)

**In attendance:** Alex Milich (Deputy Principal), Trudy Schollum (Guest) and Peter Van Noort (Guest)

**Amelia** welcomed everyone and **Alex** led the karakia to open the meeting.

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

**2. Board Report Term 3, 2017 Technology Trip to Nelson Schools – Tabled as Read**

Alex reported on Green Bay School's trip to Nelson (as there were no Auckland schools available for Green Bay School to visit) - a trip with the goal to be more informed about a possible move to a cloud-based storage approach versus onsite servers. Gemma came down with Alex and visited three schools in the Nelson region that have moved from onsite servers to a cloud-based storage system. On the visit, there was positive feedback about moving towards a cloud-based storage. There are plans to have a back-up system, which the Board agrees would be good to have.

There were currently no plans for Green Bay School to explore other providers aside from PC Media. The Board has requested that other companies are explored, to ensure that the best decision is made.

The Board has also requested that details are provided from Gemma about what is being moved to the Cloud.

Anand entered the meeting room at 7.07 pm.

**3. Proposal Document for BYOD 2017 – Tabled as read**

Alex presented a proposal for the senior school (year seven and eight) to be able to bring their own devices. Green Bay School currently have COWS. The staff has visited local schools with a BYOD and attended seminars. Green Bay School staff have worked on safety, concerning where devices would be stored during the day – need a space to store during interval and lunch only as devices would go home. Green Bay School has policies from Glen Eden

Intermediate and Blockhouse Bay School regarding their policies for BYOD. Green Bay School has explored devices from Noel Leeming and PB Technology and received two quotes, with an estimated cost of \$300-400.00. A BYOD would not be compulsory and would like to start in 2018. Alex has suggested that it would be beneficial for teachers to have professional development. Shane suggested that leasing policies be looked into for the current chromebooks.

**Moved** by Alex that that proposal for Year Seven and Eight to go to BYOD for 2018 be accepted.

**Second: Dilip; Carried**

It was decided that Alex should get one more quote for cloud storage. It was also suggested by the Board that Gemma attend a Board meeting.

Alex left the meeting room at 7.23 pm.

#### **4. Monitoring**

##### **4.1 Principal's Report – Tabled as Read**

###### **Roll:**

The current roll is 664 and expected to be 694 at the end of 2017. Anand suggests that the roll at the end of the year will be near capacity.

###### **Enrolments:**

Due to the current roll, Green Bay School is not advertising for enrolments, but will if needed.

Over 80% of current year six's have indicated that they will be continuing onto year seven. As a result, Green Bay School will not be taking out-of-zone year seven students – this is an increase from previous years.

A student who is a year seven, who will be going into year eight was out-of-zone when enrolled. The student's brother is enrolled. The rule for Green Bay School is that usually siblings are accepted, the Board agrees that this rule is applied in this circumstance.

###### **Curriculum:**

The Board was provided with a list of the different programmes offered within Green Bay School.

###### **Cohort Entry:**

At the previous Board meeting, it was decided that Green Bay School would go into a cohort entry. However, at the last Kotuitui meeting, it was found that many schools were not entering into a cohort. There is pressure being experienced by local kindergartens. As a result, it was decided that Green Bay School would hold the status quo until ready.

###### **Professional Development:**

Reported to be on track.

Anniversary reports for Years 1-3 will go out the week of 30<sup>th</sup> of September.

**Staff News:**

Miss Richards has been appointed as the new receptionist.

**Kotuitui:**

Another four positions have been advertised, Anand will keep the Board informed.

**Staff 2018:**

Advertising for staff for 2018 will go into the gazette on the week of the 30<sup>th</sup> October and close at the end of the school holidays.

**Property:**

Anand recently met with Avi, and a progress report has been provided to the Board.

Up until the 14<sup>th</sup> of September, there have been no stand-downs.

**Students:**

One student from Green Bay School entered into a Chinese speech competition and was placed second in the whole of Auckland – congratulations. Anand also acknowledged Veronica in her role in this.

Anand thanked Moana for assessing the Maori language.

**Art Exhibition:**

The Art Exhibition was a successful event, with positive feedback from the school community. Anand to meet with the staff to determine whether the Art Exhibition should be held every year or alternative years with a cultural evening.

Green Bay School is looking to host a cultural evening in Term Four with a Kapa Haka, band, and other items, as a trial.

Anand thanked the Board for their support.

Anand thanked Moana for addressing staff on Friday.

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

**Second: Cheryl; Carried**

4.2 Finance Report – Tabled as Read

Dilip reported on finances. The finance committee has not met yet. Finances appear to be on track. The finance committee will catch up and be in contact with the Board once this has been done.

4.3 Swimming Pool Assurance

Over the Christmas period there was an unexplained liquid found on the ground by Amelia, which was cleaned up at the time. This came up at a recent Health and Safety meeting and it was thought that this might be hydraulic acid. Amelia has brought this to the Board to discuss whether having a lock on the chemical shed, only accessible by a key, is acceptable.

Trudy briefly left the meeting room at 7.40pm.

Shane asked whether there was a sign outside of the shed to state that there was hazardous material inside. Other Board members questioned whether this is allowed and the potential for theft.

Shane requested that gloves, glasses and aprons are bought for pool volunteers for better safety when changing chlorine, after a discussion led by Amelia.

Five more volunteers are required for pool committee, Peter and Shane volunteered. Roles have also been advertised in the school newsletter. The role is split into two shifts over the break and volunteers get a pool key.

#### 4.4 Health and Safety Audit, Assurance

The 6-monthly and yearly Health and Safety Audit assurances have been complete. Any problems arising from this assurance is being fixed immediately. There have been changes made to the school sick-bay. The lanyards for visitors are not yet ready. Since the previous meeting there has been two new hazards. The hazards arising have been addressed accordingly.

The Health and Safety committee are interested in exploring options for getting rid of the ducks at the school. The Board were asked for potential options. Cheryl suggested that Murray takes the eggs away from the school and Amelia stated that the only way was to stop feeding the ducks, not possible. Moana suggested contacting the Council. Further ideas should be forwarded to Alex.

### 5. **Strategic Discussions and Decisions**

#### 5.1 Annual Planning – Work in Progress

The annual planning is a work in progress. This is because Anand is waiting for the data, to set the targets and create the annual plan. Data should be available mid-November.

#### 5.2 Appointment Procedure Review

The Board discussed the changes that needed to be made to the appointment procedure. Currently, Cheryl is completing the emergency procedures, which is almost complete, requiring a final check-off. Alex and Cheryl will complete the appointment procedure once the emergency procedures has been complete.

#### 5.3 Teacher Only Days

Green Bay School usually has two teacher only days to run professional development programmes. In 2018 the focus will be on physical restraint and behavioural management. There is one day allocated for the senior staff to plan. The dates for these events are the 29<sup>th</sup> and 30<sup>th</sup> of January, with 31<sup>st</sup> of January for all staff. School will start on the 7<sup>th</sup> of February.

#### 5.4 BOT Newsletter

At a previous Board meeting it was decided that the Board would do a yearly newsletter and a blurb in the school newsletter as matters arose, starting next term.

Anand has advertised an invitation to attend the November Board meeting prior to the Board election.

Amelia presented the election advertisements to the Board. Some advertisements are provided by the Ministry of Education, therefore cannot be edited. There is also an advertisement provided by Green Bay School which can be edited – it was decided to change the meeting start time.

Marilyn will take on the role of returning officer.

The election timeline was provided to the Board, including:

Selection Returning Officer by 25<sup>th</sup> October;  
Nominations Open 3<sup>rd</sup> November;  
Nominations Close 17<sup>th</sup> November;  
Send Voting Papers 22<sup>nd</sup> November;  
Voting 1<sup>st</sup> December;  
Count Votes 7<sup>th</sup> December; and  
New Board takes Office 8<sup>th</sup> December.

#### 5.5 BOT Election

Amelia has been in contact with Votex and Marilyn.

Amelia contacted NZSTAR to check the cost of the returning office position, this was unknown, and will be confirmed the week of the 30<sup>th</sup> of September.

Marilyn is open to the potential changes.

**Moved** by Amelia that the Board use the votex system for the 2017 election and review for 2018.

**Second: Shane; Carried**

## 5.6 Grants Progress Report

Moana reported on the turfing and playground.

Adam from Tiger Turf has come back with a CAD design and quote for the senior court. This quote came back as being unachievable at this point in time. Therefore, it was suggested to concentrate on turfing the basketball court area which is expected to cost around \$49,500. This turfing, although a bit more expensive than a glue job, is expected to last longer.

Moana is still to get a quote for a canopy, which is expected to cost around \$100,000. Moana to get three quotes for a soft canopy.

Moana met with Zach, who will send designs later. Zach suggested to install the canopy first to not damage the new turf. Moana will check with Adam.

Moana will send information to the Board.

Moana met with Anand and Mike from Numat, focusing on playground using rubber material. Mike suggested that Numat do a master plan, costing between \$2-4,000.00. As part of the master plan, Numat will go through all areas of Green Bay school and plan for around 10 years in advance. The rubber material is more sustainable as a long-term plan.

Moana stated that there needs to be a consultation process to create a plan with the Board. This will be addressed at the next Board meeting.

Update on the exchange trip, to be expected to start in 2018: Moana will send the report to all Board members to review, as this will be sent to the Ministry of Education and auditors. Dilip will review the report and organise a time to meet with the auditor.

## 6. **Administration Matters**

### 6.1 Confirmation of Minutes of Previous Meeting

Shane asked whether Green Bay School can get a more permanent alcohol license. Cheryl responded that this was already a difficult process.

There was one grammatical error: section two, paragraph two 'that it the principal.' This error was edited at the meeting.

Amelia signed off the August minutes.

### 6.2 Matters Arising

#### **Procedure for Board Thanks:**

The Board reviewed the current Board thanks procedure. In previous meetings it was discussed that this should be increased quite significantly. The Board discussed potential changes to this. Cheryl stated that it might be beneficial to explore what other schools do. The proposed change is \$100.00 for one-two years of service and \$25.00 plus for each year

service subsequent and capped at \$500.00. For over twenty years of service, Board discretion. Shane suggested that this be written in table format for ease of reading. There was a reminder that this was from the Board only. These changes can be put into the budget. Anand to present the number of teachers who may leave, and the potential budget requirements at the next meeting.

**Update of Defibrillator:**

Committee is exploring options to ensure that one is chosen with a good lifespan, and will liaise with Anand.

6.3 Actions from Previous Meeting

The actions from the previous meeting were discussed.

6.4 Correspondence as Listed

- Votex;
- Reply regarding cake stall;
- NZSTAR workshops; and
- Correspondence sent to Marilyn.

6.5 Board Time Spent

Amelia reminded Board members to send Board time to Marilyn.

6.6 Board Meeting Guests

The Board introduced themselves to guests. Guests were invited to ask any questions. A discussion was held around Board commitments. Moana suggested that it might be beneficial for Board members to commit to a full or half day volunteering at the school. Amelia and the Board thanked Trudy and Peter for their attendance at the meeting.

6.7 Gifts for Staff Procedure

**Moved** by Amelia that the changes made to the Gifts for Staff Procedure be accepted.

**Second:** Shane; **Carried**

Cheryl to type up the changes to the Gifts for Staff Procedure.

Trudy and Peter left the meeting room at 9.04pm.

**7. In-Committee**

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

Board meeting concluded at 9.20pm.

**Next Board Meeting** is Wednesday 25<sup>th</sup> October 7 pm.

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Amelia Day

**Board Chairperson**

### **ACTION SHEET**

<i>Actions from previous meeting:</i>		
Shane	<i>Send photo and blurb to Marilyn for website.</i>	ASAP
Cheryl	<i>Investigate emergency evaluation procedure.</i>	Continue to be Worked On
<i>September meeting:</i>		
AJ, Dilip and Shane	<i>Board Policy Framework: change accordingly.</i>	For the November Meeting
Anand	<i>To work out staff service for budget.</i>	For the November Meeting
All Board members	<i>Send Board time spent to Marilyn.</i>	As required