

**Green Bay School**

**Board Meeting Minutes**

**Monday 21 March 2018**

**18:00 on site, School staffroom**

**1. Present**

Anand Muthoo (Principal), Amelia Day (Chairperson), Cheryl McElroy (Staff Representative Elect), Dilip Patel, Simone Hunter, Glen Mitchell, Shane Woodward (all parent elects)

**In attendance**

Owen Hoskin (Board consultant), Alan Tegg, Alex Milich (Deputy Principal)

**Apologies**

Moana Cook

**Conflicts**

Dilip Patel declared potential conflict due to School gala sponsorship. This potential conflict is noted.

**2. Monitoring**

**2.2 Cloud project presentation**

Alex M commenced presentation at 18:17 of a second quote for the proposed cloud project. This quote is from New Era and joins a quote already tendered by PC Media.

Various discussion was had about the details of the quote from New Era. It was stated the school infrastructure team had a preference for the PC Media quote, amongst other things:

It was expected to be cheaper overall

PC Media had recently completed a similar project at St Thomas's School in Kohimarama

The PC Media solution allows the individual classrooms to stay with Google Docs

SW cautioned that for either process we need to be aware of contract tie-ins.

GM queried exactly what the go to cloud project was. Alan Tegg explained about Office365 (O365), explained the difference between pure cloud and hybrid approaches and compared them to similar Google offerings.

Alex M left the room at 18.40 – Returned at 18.43

GM emphasized the need for a detailed project plan prior to commencement of the project.

Moved by CM: that the school allocate \$20K excl GST for the cloud project, proviso on a detailed project plan to be circulated to the Board, this project plan was to be approved separately.

**Seconded:** GM; carried

Alex then continued by presenting the intention to commission a new website for the school. A local vendor called Punctuate had been retained to do a prototype. This vendor has already completed work for local academic organisations, including the Kotuitui Network, Pasadena Intermediate, Arahoe and Titirangi Primary Schools. Several staff had been involved, front office staff would also be involved in the process.

SH suggested that parental consultation be included with the build out.

A further presentation will take place once the prototype is complete.

Alex and Alan Tegg finished and left the meeting at 18:56.

## **2.1 Principals Report – Tabled as Read**

### *Enrolments:*

- March numbers are currently sitting at 649

### *Raising Achievement:*

- Priority/Maori Learners discussed as per M.O.E requirements
- Currently using goals based off the 2016 plan.
- Awaiting the updated 2020 goal setting to be released
- Anand thanked the board for renewing Senco position

### *Maths:*

- Over the last 2 weeks, some of the teachers have attended Professional Learning Group to better assist and deliver best practice in teaching methods for maths. The programme will involve all staff over the course of the year

### *Reporting to Parents:*

- Goal setting meeting takes place 27<sup>th</sup> March

### *Personnel:*

- School Administrator/School Secretary appointed

### *Property:*

- Anand & Alex met with Interlink Modular, Construction of replacement class rooms has begun

Gemma arrived in meeting at 7:05pm, and left at 7:06pm.

**Moved:**

- By Anand that the principals report be accepted as read

**Second:** Simone; **Carried:** All

### **2.3 Finance**

DP presented his finance report.

There was a brief discussion regarding preparation and signoff of the draft budget. Prior to this DP is planning to have a catch up with Leading Edge to discuss any matters relating to the budget.

GM queried if there was any surplus in the budget that could be diverted to property maintenance. DP replied that there was no flexibility at this stage.

DP finished at 19:19.

### **2.4 Korea**

AM raised a proposal for himself and James Mawson to travel to Korea from 6<sup>th</sup>-12<sup>th</sup> May to evaluate math curricula and to investigate nominated schools.

New Board members were then briefed on previous proposals raised relating to Korea and the circumstances around those proposals.

SW suggested that a proper business case be presented at the April meeting.

**Motion:**

Anand moved that travel to Korea be approved for Anand and James Mawson in May, on the proviso that business plan & detailed budget are acceptable.

**Second:** CM; **Carried:** All

**Motion:**

Moved by AM that the staff can proceed with planning to send 10 students and 2 staff to Korea in September or October this year.

**Second:** AD; **Carried:** All

## **3 Strategic discussions and decision**

### **3.1 Complaints Procedure**

An updated complaints procedure was presented by SH. The draft for this had been circulated prior so it was already in a state that the Board was happy with. There was general thanks given to SH for her hard work on the procedure.

The accepted Concerns and Complaints Procedure is to be loaded onto School Docs by CM.

***Motion:***

Simone moves that the updated Concerns and Complaints Procedure be accepted and adopted by Green Bay School from here forward.

**Second:** SW; **Carried:** All

**3.2 Home Learning policy review**

It was discussed that there is a need to advertise for parent and teacher feedback for this policy via School Docs.

**3.3 Board professional development**

AD spoke about several upcoming PD sessions available at various locations. Notice was given about the upcoming annual NZSTA conference in Rotorua on 21<sup>st</sup>-22<sup>nd</sup> July. Board members are urged to check the details and be prepared to discuss in more detail at the next meeting.

**3.4 Health and Safety**

GM requested to discuss wanting to talk to AM about any possible asbestos in the School. This will be done outside of the Board meeting.

AD requested an assurance from AM at the next meeting that the hazard and risk registers are in place and current.

**4 Administration Matters**

**4.1 Confirmation of previous minutes**

No issues were noted, minutes are accepted as presented.

**4.2 Matters arising**

No matters were raised.

Current action points were checked.

**4.3 Actions from previous meeting**

Current action point were checked.

## **5 In-Committee**

In the interests of privacy to protect persons under discussion the Board moved into “in committee” at 19:56.

**Board meeting concluded at 20:30.**

**Next Board meeting is Tuesday 10<sup>th</sup> April at 18:00.**