

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 1st August 2018

6.03pm, Staffroom

1. Present

Anand Muthoo (Principal), Amelia Day (Chairperson), Cheryl McElroy (Staff Elect), Moana Cook, Glen Mitchell, Dilip Patel, Shane Woodward, Simone Hunter (Parent Elects).

Apologies: None

Amelia welcomed the Board to the meeting.

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principals Report

- Enrolments – Board may need to look at out of zone enrolments in the near future as the catchment area is small. The Board could consider a ballot system for enrolments for 2019. Ballot would need to go out in September this year and closes in October. To be discussed further in August/September.
- Student led conferences Thursday August 2nd.
- Rowan MacKinlay employed for a fixed term for Year 1's
- Naomi Laycock has accepted a position with Oaklynn Special School – Anand acknowledges Naomi's contribution to Green Bay School.
- Maxine McClennan has taken up a position as Year 4 teacher for terms 3 and 4.
- Kyra has moved back into Room 19 as a single classroom setting is more suitable for her class.
- 1 Stand down in June.
- Paid Union Meeting – Wednesday Aug 15th. A full strike is imminent although union mediation is still in progress.
- Thanks to Cheryl for mid year data.
- Intermediate Open Day was successful.
- Thank you to the Board for end of term lunch for staff.
- The new outside area in the library space is a great asset to the school – thank you to the FRT for their hard work in making this project happen.

Moved by Anand that the Principal's Report is accepted.

Second: Dilip

Carried

2.2 Property Report

- The SMT, Amelia and Glen met with (potential) new Project Manager – Steve from Yellowstone Holdings. Recommendation was made to visit other schools to get an idea of how to change spaces. Glen will report findings back to the Board.
- Steve has contacts for astro turf, playgrounds etc..
- Amelia has signed off documentation for the property plan as approved at the last Board meeting.
- Quotes for drainage for field – around \$40K + \$11k to back fill. Waiting for 2 more quotes to come back.
- Anand suggested an option of looking at cameras as a security measure. Gemma will look for quotes.

2.3 Mid Year Data Reporting

- Cheryl went through mid year data (see Principal's Report) with the Board.
- Discussed different methods of reporting as options going forward ie: reporting in a visual format/comparison data.

2.4 Finance

- Code: Property Services – budget adjustment for costs associated with the fire
- Code: High School Tech – parents are not paying the fees – Board discussed frequency of issuing statements to parents as a follow up to unpaid money.

3. Strategic Discussions and Decisions

3.1 School Pool Use Review

- No changes

Anand will put a notice in the newsletter asking for volunteers for the pool committee for this year. Shane suggested a Facebook page for pool users as a way to communicate any issues.

Terms and conditions for use of the pool over the summer period to be discussed by the Board in August, but need assurance that there will be a committee to look after the pool over the 2018/2019 summer season.

3.2 NZEI Meeting

- Move to In committee

3.3 Board Self Review

- Move to August – Amelia will provide the Board with more information.

3.4 NZSTA Conference Feedback

- Attendees found the conference valuable and encourage all Board members to attend a conference if the opportunity arises. Student achievement was a strong focus. The conference was also a great networking opportunity and enabled our member to see what other schools are doing.
- NZSTA AGM – Shane reported back on main discussions including operational funding for Board members. NZSTA will advocate to the MOE for an increase. 75%+ members were in favour of the remit process to start but not for schools to bear the increase. NZSTA will start this process and provide further updates throughout the year.

3.5 Complaint Policy Review

School docs will not allow our changes. Changes can be made for free during the review period only otherwise it costs \$20 per page for any changes made outside this time. Board discussed reverting back to making our own policies based on the NZSTA Board policy framework.

At 8:02pm Board discussed ending the meeting at 8:30pm

3.6 Behaviour Management Review

- Definition clarified for exclusion and expulsions – both terms mean the same thing
- No other changes to be made

4. Administration Matters

4.1 Confirmation of Minutes of May meeting

Moved by Amelia that the June meeting minutes be accepted

**Second: Glen
Carried**

4.2 Actions from previous meetings action sheet

- Shane and Glen will email Robin through with a picture and blurb for the website.

4.3 Correspondence as listed

- Ministry Bulletin
- Nomination of AGM delegate
- Property 101 workshop

4.4 Board time spent

All BOT members please send to Marilyn

5 In-Committee

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 8:12pm.

Board meeting concluded at 9.02pm.

Next Board Meeting is at 6pm on Wednesday 22nd August 2018 .

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Amelia Day

Board Chairperson

GBS BOT ACTION SHEET: July/August 2018

WHO	DESCRIPTION	TIMELINE	COMPLETED
Cheryl	Numbers of students in year groups for enrolment discussion please. Ask Marilyn regarding costs of school docs.	By August Meeting	
Moana	Contact Glenn re Steve at Yellowstone Holdings. Mo to look for funding options.	By August Meeting	
Anand	Newsletter notice asking for help from parents on the pool committee. Follow up with Gemma regarding quotes for security cameras.	In the next newsletter	
Shane/Dilip	Board framework.	By August meeting	
Shane/Glen	Picture and Blurb for website.	ASAP	
Glen	Quotes for field drainage– follow up with Murray. Report back to BOT re visits to other schools.	By August Meeting	
Whole Board discussion	Use of the pool in Summer (lack of volunteer committee)	Moved to August Meeting	

	Board Self Review		
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