

**GREEN BAY PRIMARY SCHOOL**

**Board Meeting Minutes**

**Wednesday 19th September 2018**

**6.00pm, Staffroom**

**1. Present**

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

**Apologies:** Simone Hunter

Amelia welcomed the Board to the meeting.

No declarations of conflict of interest were declared.

**2. Monitoring**

**2.1 Principals Report**

- Roll now at 691 – enrolments for in zone students are coming in daily.
- We cannot take any more enrolments for out of zone students going into Year 7 as there will not be enough room.
- Roll will sit at 703 students by the end of this year.
- 658 students will start Green Bay School in 2019.
- Classroom space and staffing is becoming harder – the school is feeling the pinch with the teacher shortage now. There are shortages of relievers and teachers looking for full time positions.
- Anand and SMT will reconsider the intake of out of zone students each term.
- Mathex and ICAS results were outstanding this year – thank you to the teachers for supporting our students.
- Year 8's students taking part in Otago Maths Challenge have also achieved great results.
- Student progress reports – a few changes have been made to the format of reports and they are now in draft form ready for consultation. Hoping these will be rolled out in 2019. Hoping changes will mean reports are more user friendly.
- Thanks to Glen for his work with the field drainage project and electronic signage. Staff were happy to hear that these projects will go ahead.
- Fire Alarm alterations were approved.
- 10 Students and 2 teachers visiting Korea will be back on Friday 21 Sept.
- Sports Camp students will travel to Matamata next week.
- Jump Jam teams x 3 will travel to the National competition in Tauranga in October.
- Anand has engaged the services of a consultant to work with the Board and SMT during the strategic planning process. All available Board members please make themselves available on November 6<sup>th</sup> at 6.30pm in the staffroom to take part in this process.

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

**Second:** Cheryl

**Carried**

## **2.2 Finance Report**

- High School Tech Fees – it appears parents are not paying these fees. Suggested invoices be sent to parents to recoup costs for materials and consumables used by students during these classes.
- Budget adjustments – The Board looked over budget adjustments as presented by the Finance committee.

**Moved** by Dilip that the Budget adjustments be accepted

**Second: Glen  
Carried**

- The Board discussed reducing the current working capital from \$200,000.00 to \$150,000.00 in order to free up funds for future projects.

**Moved** by Dilip that the current working capital of \$200,000.00 be reduced to \$150,000.00 to be budgeted for future projects.

**Second: Amelia  
Carried**

**Moved** by Dilip that the Finance Report be accepted.

**Second: Shane  
Carried**

## **2.3 Property Update**

- Soil testing results from the field were found to be acceptable.
- An E-motion from Glen was approved on September 5<sup>th</sup> regarding the field drainage project (see attached e-motion):

*I move that the board approve the expenditure of \$65,685 (ex GST) to engage Turf Tech to undertake civil works required for the school field drainage project on the condition that the results of soil testing show no contamination.*

- Acknowledge Kylie (school parent) for helping the school with the soil testing process.
- Drainage project to start on 7 January.
- Glen has spoken to Yellowstone about completing some other small civil works projects also - costing to be completed.
- Glen has suggested a property committee be formed for small civil works and 5YA (ILE) project.
- Glen to meet with Amelia and SMT next Monday 24<sup>th</sup>, 7:30am at school.

## **2.4 Grants Update**

- Moana discussed progress to date with Turf Project. The fundraising team have done/are doing a fantastic job raising money for the turf. Moana will submit an application to the Trusts Community Foundation to help support the turf project through the final stages.

**Moved** by Moana that the Board of Trustees of Green Bay School apply to the 'Trusts Community Foundation' for the amount of \$25,000.00 to go towards the completion of a turf surface of the senior sports court area.

**Second: Dilip  
Carried**

**2.5 Health and Safety Assurance**

- Defer to October

**3. Strategic Discussions and Decisions**

**3.1 Board Self Review**

- Defer to the end of the year - December

**3.2 Enrolment discussion**

- Covered in Principal's report.

**3.3 Strategic Plan for Report Fundraising Team**

- Cat (Fundraising Chair) and Moana to meet on Saturday October 20 to complete first draft.

**3.4 Wellbeing**

- Wellbeing survey will be sent out to staff and students.

**In-Committee**

*In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7.29pm.*

*The Board came out of In Committee at 8:09pm*

**4. Administration Matters**

**4.1 Confirmation of Minutes of May meeting**

Moved by Amelia that the August meeting minutes be accepted

**Second: Dilip  
Carried**

**4.2 Actions from previous meetings action sheet**

- See below

**4.3 Correspondence as listed**

- None

**4.4 Board time spent**

All BOT members please send to Marilyn

Board meeting concluded at 8.11pm.

**Next Board Meeting** is at 6pm on Wednesday October 24<sup>th</sup> 2018

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Amelia Day

**Board Chairperson**

**GBS BOT ACTION SHEET: September 2018**

<b>WHO</b>	<b>DESCRIPTION</b>	<b>TIMELINE</b>	<b>COMPLETED</b>
Glen, SMT, Amelia	Property Meeting	<b>24th Sept 0730am</b>	
Alex	Health and Safety assurance	<b>October</b>	
Board Review	Deferred to December go over ERO report and Strategic Plan	<b>December</b>	
Shane	Board framework.	ASAP	
Shane/Glen/Simone	Picture and Blurb for website please.	ASAP please	
Moana	Canton Café 26 Sept at 7pm	Mo to book	
Shane	Dinner duty	October meeting	
All BOT members	Please submit hours to Marilyn	Monthly	

