

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Tuesday 10 April 2018

6.06pm, 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 (Parent Elect), Owen Hoskin (NZSTA representative)

Amelia welcomed the Board and addressed potential conflicts of interests, of which there were none.

2. Monitoring

2.1 Principals Report – Tabled as Read

Roll and Students:

The Roll is currently at 654 students.

Anand spoke to his report briefly touching on the following:

- Curriculum – support systems included in the report which are being successfully used with students.
- Reading programmes making a difference
- Staff Professional Development is on target

Shane briefly asked about PD contribution towards admin for Kotuitui. This is part of the C.O.L project.

- Google PD – Edtech – approximately 4 teachers will be attending this training.

Property:

- Anand thanked Glen for coming to see the new classrooms being bought in on Monday morning.
- Anand informed the Board that Jas has resigned from Stellar projects. Engaging with new organisations now sits with the Ministry of Education.

Other:

- There are no stand downs up to date.
- Auditors will be in school from tomorrow.
- Anand asked Moana to pass on a thank you to the organising committee for the gala. The school has had some fantastic feedback from the community. Thanks to Anand and the staff for getting into the spirit of the event.
- Anand also thanked the staff for all of their hard work this term and BOT for their continued support.

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

- **Second: DP; Carried**

2.2 Health and Safety:

Anand presented the Health and Safety report for Term One on Alex's behalf.

2.3 Korea:

Anand presented a draft report to the Board regarding overseas travel to Korea to observe how the primary school mathematics curriculum is implemented. The Board discussed aims of such a trip and the opportunities available to look at the schooling system with relation to mathematics teaching and learning to improve our maths achievement school wide. The Board acknowledges that it would like our children to have an opportunity to travel to Korea and to participate in a cultural exchange in the future, so agreed to delegate responsibility to Anand to check the suitability of schools which our children might travel to while investigating the mathematics curriculum.

Anand also presented a draft proposal for 10 GBS students and 2 staff to travel to Korea in Oct 2018. Board discussed updated travel plan for students. This is an ongoing document in draft form.

Motion: Anand moved that the Board approve a budget of \$9K for himself and James to travel to Korea for the purposes of observing the maths curriculum and look at schools which may provide an opportunity for cultural exchange as per the business case presented to the Board in April.

Moved by Anand.

Second: DP; **Carried**

3. **Strategic Discussions and Decisions**

3.1 Enrolment forms

The office have now developed one 6x page document to be filled in all at once (instead of as single documents). The forms have been updated, linked to policies on school docs will be made available via the school website (to printed out and bought into the school).

Motion: I Cheryl move that the enrolment forms be available online (via school website).

Moved by Cheryl.

Second: GM; **Carried**

3.2 Fundraising report

The fundraising committee have submitted 3 quotes for redevelopment of the library courtyard area.

Motion: I Cheryl move that the Board accepts the quotes as given and recommends the FRT accept the quote from A2B for the redevelopment of the courtyard area.

Second: AD; **Carried**

3.3 Grants Report

There are no pending grant applications

4. Administration Matters

4.1 Confirmation of minutes of Previous Meeting

Some changes to be made – Amelia will email out at a later date.

4.2 Matters Arising

None.

4.3 Actions from Previous Meeting

Board Policy Framework (Shane and Dilip) – ongoing

4.4 Correspondence

Invitation to NZSTA Auckland Regional Executive Networking Meeting – 10 May 2018 – distributed to Board.

4.5 Board time spent

Marilyn will forward template to BOT

5. In-Committee

In the interests of Privacy to protect persons under discussion, the Board moved into “In Committee” at 7.12pm.

Board meeting concluded at 7.38pm.

Next Board Meeting is Wednesday May 16th at 6pm.

.....

Amelia Day

Board Chairperson

ACTION SHEET

<i>Actions from Previous Meetings:</i>		
Shane	<i>Send photo and blurb to Marilyn for the website.</i>	ASAP
Shane	<i>Complete police vetting forms – email the school office to complete the forms.</i>	ASAP
<i>February/March Meeting:</i>		
Dilip and Shane	<i>Board Policy Framework: change accordingly.</i>	March 2018
All Board Members	<i>Complete Board time spent.</i>	As Required.