

## GREEN BAY PRIMARY SCHOOL

### Board Meeting Minutes

Wednesday 20 June 2018

6.04pm, 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:** Owen Hoskin (NZSTA representative).

Amelia welcomed the Board to the meeting.

Amelia reminded the Board of obligations according to the Board Code of Conduct toward teaching staff.

The Board moved into the technology suite where Anja Henning (Year 5/6 teacher in Rm 29) presented the 'Circle Time' programme to the Board.

The programme has been trialled in Anja's classroom this year. Circle Time is a class structure system focussed on reward systems/behaviour management and positive reinforcement. This programme aligns with the PB4L framework which is being implemented through the school over the last 3 years.

Anja has seen encouraging results and a shift in behaviour through communication processes associated with 'Circle Time' which is practised by the class once a week. Anja has seen cohesion of her class which reflects positively in their achievement levels. For the programme to be effective, it needs to be well structured and purposeful. It is hoped that other teaching staff will pick it up and implement it in their classrooms also.

#### 2. Monitoring

##### 2.1 Principals Report

- Present enrolments at 676.
- The Board appreciated the insight shared by Anja's presentation on the "Circle Time" programme.
- Junior Parent Evening – Thank you to Cheryl. A large number of parents came out for the evening and feedback received was positive.
- Reports out in Week 10.
- SLC - 2<sup>nd</sup> August.
- New Junior teaching position has been advertised – no applications so far.
- Thanks Glen for supporting the property portfolio and drawing up the property plan, your input has been much appreciated.
- Stand downs – to be discussed in committee.
- PUM (Paid Union Meeting) was held on the 20<sup>th</sup> of June. Possible stop work action is planned for Aug 15<sup>th</sup> if offer is rejected. There is a likelihood of action. There are 5 non-union members in our school.

- 10 parents have indicated that they will send their children to Korea.

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

**Second:** Glen  
**Carried**

## **2.2 Finance Report**

- Audit went well, there was no recommendations made by the Auditors (RSM).
- Budgets to be set in July.
- Dilip to check figures in the next budget for leases and depreciation.

**Moved** by Dilip that the finance report be accepted

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

## **2.3 Property Report**

- Glen and Anand met with Melissa from the MOE.
- Glen discussed developments of the 10YPP with Board.
- There is a long to do list including:

Fire Alarm work, Block 1 redevelopment, Cooling and Heating, minor repairs, Rm 16 upgrade etc (see draft Property Plan). The plan in the next 5YA is for Block 3 to be developed into an ILE. The Board moved to the technology suite to look at and discuss plans and agreed to approve the updated 10YPP.

Moved by Glen that the Board approve the updated 10YPP

**Second:** Dilip  
**Carried**

### **Strategic Projects**

- Astrourfing and cover – The cracked concrete is a constant Health and Safety issue, funds have already been tagged to this work is a priority.
- School Field – Board discussed pro's and con's of use of the field. Approx cost \$40,000.00 – Shane recommends to talk to the High School.
- Music/Dance/Drama/Art Room – dedicated space or use a break out space in new redevelopment. Anand and Cheryl spoke to the Board about the benefits of Talent Development and these spaces to the learning of our students.
- Glen is happy to do some research – Mo to help with funding options.

## **2.4 Health and Safety Assurance**

- Anand presented a report from the H&S team
- Pool chemicals – Amelia will talk to Murray about storage
- Board discussed level of detail of information that needs to come to the Board. The H&S report given to the Board is an assurance that H&S policies are being followed. H&S full reports come to the Board twice per year.

At 7:50pm, the Board agreed that we finish the meeting at 8.30pm

**3. Strategic Discussions and Decisions**

- a. School pool use review – move to July meeting.
- b. Possible NZEI meeting August – discussed in Principals Report.
- c. Staff presentation – Anja presented at the beginning of the Board meeting.
- d. Board Self Review – move to July meeting.
- e. Board Newsletter blurb – Amelia has started and will email to other BOT members.
- f. End of Term 2 appreciation for Staff – 6/7/18 – school finishes at 2pm, hot food and drinks will be provided. All BOT members are welcome to come along.

Moved by Amelia that \$600.00 is allocated to staff appreciation at the end of term 2

**Seconded: Dilip  
Carried**

**4. Administration Matters**

**a. Confirmation of Minutes of May meeting**

Moved by Amelia that the May meeting minutes be accepted

**Second: Shane  
Carried**

**b. Actions from previous meetings action sheet**

Shane’s Blurb to go to Marilyn.

**c. Correspondence as listed**

Auditors report

Signed documents – Financial Statements 30 May

A+ Renovations approval for signage at front of school – email correspondence

**d. 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 8.01pm.*

Board meeting concluded at 8.30pm.

**Next Board Meeting** is Wednesday July 25th at 6pm.

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Amelia Day

**Board Chairperson**