

**Green Bay School**

**Board Meeting Minutes**

**Wednesday 23<sup>rd</sup> May 2018**

**18:08 on site, School staffroom**

**1. Present**

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

**Apologies :** Moana Cook, Owen Hoskin (Board consultant)

**Declaration of Conflicts of Interest:** None

Amelia spoke of the Board residential course she recently attended and trying to keep the meeting on track for the Boards main focus; Student Achievement.

**2. Monitoring**

**2.1 Principals Report – tabled as read.**

AM spoke regarding role numbers and late enrolments from inzone. Will bring request in July/August Board meeting if we need to open the zone up for out of zoner enrolments.

AM talked about the ESOL report and the positive feedback from this years annual report.

Reporting to Parents. AM spoke of the school and that we are awaiting guidance from the Ministry as to where to from National Standards. AM informed the Board of the plan that the senior team has made for how to report to parents. Removing national Standard from the report and not much more change other than that for now.

AM discussed the possibility of hiring a New Entrant teacher when needed.

CM explained the difficulty of the insurance for the recovery of costs etc from the fire in December.

***Shane entered the meeting at 6.21pm***

AM thanked Marilyn and James.

**Moved** by Anand that the Principals report be accepted.

***Second: GM. Carried (Shane abstained as only just arrived).***

**2.2 Moving to the Cloud**

Discussion regarding the amount allocated to move forward with moving to the Cloud. Referred to the Minutes from March Board meeting and confirmed that \$20k has been allocated.

Breakdown of costs was provided and discussed.

*Moved by Cheryl that the detailed project plan for the migration to the Cloud as per the March resolution be accepted by the Board*

**Seconded: DP; Carried: All**

### **2.3 Finance Annual report Sign off**

Discussion regarding annual report and the process of signing it off and making an e-motion to have it signed by the Board Chair in future.

Change is being made regarding IS Student Marketing to correct it to IS Student Exchange. This change has been put forward and the change is being made.

Fundraising and Gala discussed, the importance of getting that figure out to the public. The figure will be out as soon as it has been confirmed.

## **3. Strategic discussions and decision**

### **3.1 School pool use review**

Costing for next and review the policy for June 2018 meeting.

### **3.2 Visitors Policy**

AD asked about signs around the school showing people where the office is.

Discussion regarding the best time for visitors and the process of when a parent comes

### **3.3 Reporting to Parents Policy**

National standards to be removed.

CM will ask school Docs regarding removing the wording of national standards.

### **3.4 Protected disclosure Policy**

Board read the policy and small question regarding the teacher.

### **3.5 Korea Maths and exchange trip**

AM went over the PD and exchange trip:

Thank you to the Board for the opportunity for the PD and Exchange trip to Korea. The PD for both AM and JM was incredible.

Met 8 principals, Primary, Middle, Intermediate schools, Mathematics and English Academies.

Signed 4 memorandums of understanding for when our student go to Korea on an exchange trip.

Focus in Korea is Science, Maths and Technology.

Structured Maths Programmes meant student success for each year.

Principal in Maths Academy in Korea has offered to support our high achievers in Mathematics with their Maths Academy Programme via online based services. This is going to be worked on to make it possible.

Looked at the Special Needs education and highlighted the good systems we have in place here at our school.

A parent from Korea has offered to help set up our school with a robotics programme. Credit to Charles for his constant support and care in our travels.

Blurb provided regarding the investment in education over in Korea and how this will help our students.

Parent involvement within the school but education was left up to the teachers.

Korea believes they start teaching at an early age and practice, practice, practice.

Nationally Maths is down. We are working towards specific goals. AM and JM have been visiting classes today too look at where they are at to set the goals for the future from now.

Draft Proposal for the Korean student exchange programme. 10 Students and 2 GBS staff to travel to Korea in September 2018.

**Moved:** I Anand move that the Board accepts the proposal for the student exchange programme to Korea as Drafted to go ahead from the 9<sup>th</sup>-20<sup>th</sup> September 2018.

**Secunder: GM Carried: All.**

### **3.6 Property – Glen**

This will not be addressed to the Board at present.

### **3.7 Board Activity (Amelia)**

To move to the end of the meeting

### **3.8 NZSTA Conference**

Discussion regarding conference.

Book for 3 attendees and book accommodation 2x twin rooms. Shane, Simone, Amelia and or Anand

**Moved:** Amelia moves that a budget of \$5k excluding gst be allocated for the travel to and attendance of up to 4 trustees to attend the NZSTA annual conference, including accommodation in Rotorua from 20-22<sup>nd</sup> July 2018.

**Secunder: DP Carried: All**

*Board agreed at 7.53pm to continue meeting to no later than 8.30pm.*

## **4. In-Committee**

In the interests of privacy to protect persons under discussion the Board moved into “in committee” at 7.53pm

8.25pm Board came out of in-committee. Public meeting resumed.

## **5. Administration matters**

### **5.1 Confirmation of Minutes of March and April meeting**

Date to be 2018 not 2017.

**Moved:** Amelia moved that the March 2018 Minutes be accepted.

**Second:** SH **Carried:** All.

**Moved:** Amelia moved that the April 2018 Minutes be accepted.

**Second:** AM **Carried:** All.

**5.2 Actions from previous meetings action sheet**

To be address in June.

**5.3 Correspondence as listed**

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**5.4 Board time spent**

Meeting finished 8.38pm.