

GREEN BAY PRIMARY SCHOOL

BOARD Meeting Minutes

Wednesday 19th February 2020

6:23pm on site, Staffroom

1. Present

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

Apologies: No Apologies

In attendance:

Anand welcomed everyone to the first board meeting for 2020 and called for nominations for chairperson.

Moana nominated Amelia,

Second: Glen, Carried: All.

Anand elected Amelia as Chairperson.

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

2.1 Principals Report – Tabled as Read

- The school roll is currently 679, unfortunately the school has had to turn down our Chinese international students due to the current situation, with the Coronavirus.

Teaching and Learning:

- Teacher only days
Senior Teachers attended planning day at the ASB conference room. Teacher only day was PD focusing on First Aid, wellbeing of staff and students.
- Met with the literacy consultant they will be working with us around strategies, writing for boys and big books with the juniors. Term two and three. Term one is on Technology
- Powhiri on Monday was a success, a great turn out; parents had a great experience.
- Classrooms: We're allowed 2 relocatable classrooms. Rm26 will be moved into one of classes and Rm20 into the other. We are qualified for 3 classes.
- Had a walk around for a lady who works with the disability; she has been around with the ministry. There's the possibility of building ramps, and change the disability parking to be close to the ramp.
- Amelia raised about the swimming pool volunteers, all the work and hours they put in. Can we give back to them to say thank you to those who care and clean the pool? The Board agreed and approved a budget of \$500 maximum to do pizza, chips and drinks.

Moved by Anand that the Principal's report be accepted.

**Second: Dilip
Carried: All**

Financial Report: No report given until next meeting in March.

Property Report: Recording:

Plans have changed slightly.

Play equipment is essentially the slides and large pieces of climbing equipment that will be purchased outright by the school. People who will be doing the surfacing will also do the installation.

Discussion regarding proceeding with the detailed design and final costing estimate, that will come back as an e-motion providing it's not too different to the actual budget. Prices have come from Larissa so it should be accurate.

I Glen move that we approve the concept layout for the junior playground and proceed to the detail phase.

Second: Catherine
Carried: All

The board has approved the go ahead to purchase the play equipment. Using the grant money from TTCF first; the first part of the accountability for the \$20k is due on the 20th March.

I Glen move that we spend the quoted price of \$47,819 plus gst for the purchase of play equipment for the new junior playground.

Second: Dilip
Carried: All

Professional Development:

Amelia suggested everyone takes on PD, governance essentials two and finance one plus others are available this term.

- **Health and safety:** School has only been going for three days so no stand downs.

2020 Review Committee Responsibilities:

- Grants: (Chair) Moana, Amelia and Simone
- Property: (Chair) Glen, Cheryl, Anand, Amelia, Catherine
- Finance: (Chair) Dilip, Anand, Cheryl, Amelia
- Fundraising: (Chair) Catherine, Simone & Cheryl
- Communications: (Chair) Anand, Amelia
- Health & Safety: (Chair) Amelia, Catherine
- Principals Appraisal: (Chair) Amelia and Board
- Personnel: Board
- Hearings: As needed

Confirmation of the minutes:

A few minor adjustments to correct spelling, attendance as well as some grammatical corrections were made to the minutes.

I Amelia move that with the minor adjustments the minutes for the month of December be accepted as a true and accurate document.

Second: Moana
Carried: All

Correspondence:

- Email received from Melissa approving location of playground.

Please send in your time spent to Marilyn, as it's a requirement

TO ACTION:

WHO	ACTION	DONE
Anand & Glen	<ul style="list-style-type: none">• Met with MOE to discuss the playground and building works projects. Bring information back to the Board as it develops	Done. This will be ongoing with the planned playground, building works and further property development from the government \$400k funding.

In Committee:

In the interests of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7:10pm

Board meeting concluded at 8:03pm

Next Board Meeting is Wednesday 18TH March 2020 at 6pm.

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Amelia

