

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 18th March 2020

6.18pm, Staffroom

1. Present

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

Apologies: None

Amelia welcomed the Board to the meeting.

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Enrolments – dropped by 5 students. Target is 680 but should reach 711 by the end of the year.
- International student has returned home, no further International students being accepted at this stage due to Covid-19.
- Policy review – recognition of cultural diversity and staff leave.
- Goal meeting 26 March postponed. Interviews can be conducted via email or phone if required.
- All Assemblies cancelled due to Covid-19.
- Fencing completed by MOE.
- Classroom update to be discussed in Property.
- No stand downs as of 12 March.
- Identified hazards are being monitored.
- Confirmed GBPS is an equal opportunity school and policy is followed.
- MOH updates re Covid-19 are being passed on to the parents.
- School Kaumata recently passed away. Condolences from the school were sent to the family.

Moved to accept Principal's Report : Anand

Second: Glen

Carried.

2.2 Property Report

- Positive feedback received re proposed playground plans.

- Ground colour samples shown – blue and yellow.
- Play equipment approved by Property Team.
- Demolition of existing play area and civil work to be done prior to installation of the new equipment.
- Prep, concrete and decking covered by MOE funding. Will work on applications, quotes etc for this.
- Play equipment due early May.
- Work to begin at the start of term 2 and should be finished by the end of term 2, Covid-19 dependant.
- Numat quote changed from 60K to 82K as initial quote didn't include site setup, prep work or management fees.
- Funds can be moved around to cover the extra cost.
- Option of a basketball half court to be part of the project. Not costed yet but could be covered by part of the 50K MOE budget.
- Purchase of shade cover still pending funds from MOE.
- Discussion still to take place re appointing Project Manager.
- Decks by room 21 to be done.
- Initial quote of 164K excluded the basketball court.
- Total now estimated at 183K including 10% contingency.
- Thanks to Amelia and the school for their input into the panel design. A letter to the parents re this has been approved to be sent out.
- Carving to be proposed/designed/approved for the waka deck. Alex to advise. Need to be culturally sensitive. Approach fund raising team for funds to cover the cost of the Carver.

***Move to accept Numat proposal \$82130.00 + gst for resurfacing of junior play area: Glen
Second: Cat
Carried.***

2.3 Building update

- MOE options – 2 storied blocks – 8/10/12 classrooms. Classrooms that have been discussed for possible replacement project: 1-4, 5-8, 17-20 and 21-25.
- Is an L shaped building desirable? Discussion was had with MOE
- Science room may be replaced within this project.

2.4 Finance

- Figures not available, move to next meeting.
- Noted that lack of International students is impacting on finances.

3. Strategic Discussions and Decisions

3.1 Covid-19

- Anand is receiving almost daily updates from MOE. Info is being passed on to staff and parents.

- MOE and MOH procedures re self isolation when returning from overseas and correct hygiene procedures have been discussed with all staff by Senior Team.
- Staff have all been advised to call Healthline if unsure.
- Schools requested to implement procedures to keep everyone safe. Possible option online learning plans are underway. This leads to questions re suitability as it requires Internet and devices at home. Can all students access these?
- Student well being important.
- Problems getting relief teachers, has been difficult anyway now is near impossible with Covid-19 fears.
- Mass gatherings require risk assessment to be done, includes assemblies and camps. MOE advises schools to deal with this themselves. As above, all have been cancelled.
- Covid-19 risk assessment to be added to RA for all school activities.
- Request from MOE on behalf of BOT chair to speak to all staff re overseas leave, Anand has done this.
- Overall, the school environment still deemed to be a safe environment for the students though if a student were to present with symptoms, it would be dealt with on a case by case basis.
- A plan is in place in the event of school closure by MOE. Parents will be notified by email and a hygiene team with spray throughout the school.
- Due to the testing of a GBHS student, the Intermediate students will not attend classes there for the rest of the Term.
- Communication is key, as is the well-being of staff, students and school community.

3.2 Analysis of Variance Report

- Reporting back to MOE re reaching targets.
- Teacher input received – targets up to 90% +
- Achievement levels reached literacy and numeracy.
- All happy with overall results though always room for improvement.
- Implement change to help continue achievement.
- Literary consultant working with the school this year.

4. Administration

4.1 Board meeting planner and calendar

- Copy to be emailed by Amelia.
- Committee members were confirmed.
- BOT meeting dates set – 8 April, 20 May, 24 June, 29 July, 19 Aug, 16 Sept, 21 Oct, 18 Nov, 9 Dec.
- BOT team building – Friday 5 June, 6pm. Venue TBA.
- Staff Xmas dinner to be held in November. Suggestions for offsite venue required. Anand to advise on date.

4.2 Confirmation of previous minutes

Move that the previous minutes be accepted as true and correct: Anand

Second: Dilip

Carried

5. In-Committee

In the interest of Privacy to protect persons under discussion, the Board moved into “In Committee” at 7.50pm.

Board meeting concluded at 7.56pm

Next meeting is at 6pm Wednesday 8 April.

Amelia Day

Board of Trustees Chairperson