

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 22nd June 2022

6.00pm

1. Present

Present: Anand Muthoo (Principal), Amelia Day (Chairperson), Cheryl McElroy (Staff Elect), Catherine Rochford, Nicole Allington, Dilip Patel, Glen Mitchell, (Parent Elects), Heidi Smithson (minute taker)

In attendance: Oliver Tait, Alex Milich - with speaking rights.

1.1 Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Matt Child.

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

3. Strategic discussions and decision

3.3 ESOL and International Students

- Anand welcomed Veronica to the meeting, we appreciate your presence today.
- Veronica presented a summary of current ESOL procedures at Green Bay School, as per Principals report.
- International students – In 2019 we had around 60 international students and now we have only 1 long term international student. This is due to COVID.
- We have had some enquires from parents and agents, however paperwork is taking a lot longer than usual.
- ESOL numbers has increased due to COVID, and international student numbers have reduced.
- Anand thanked Veronica for her informative presentations.

Veronica left the meeting at 6.22pm

2. Monitoring

2.1 Principal's Report

- Principal's report is confirmed as read by all.
- The current roll is as per 2018 numbers.
- Thank you to the Board for contributing towards the Structured Literacy programme. This is going very well, and we are getting good feedback on the programme.
- Irlen Testing – we are very fortunate to have this programme at school, and Cherie is responsible for coordinating this. The Irlen programme is very beneficial to our families and students who have been referred to this programme.
- Talent Development, we are taking this back to Whanau based learning due to COVID. There are some fantastic programme choices for the students.
- Please fill in the Behaviour Management policy review.
- Mid-year reports will be out 7 July.
- We are currently fully staffed however will be looking for a Year 0 Teacher shortly due to opening a new class.
- We had a meeting with Michaela re handrails, she was very open to our concerns and some changes will be made.
- COLA, the turf has lifted in the strong winds, Keith will look at this when it is dry.
- Parents are putting kids at risk in the Junior school pickup area by driving into the staff carpark. Currently using cones to monitor this, will send correspondence to parents and keep an eye on this.
- Thank you to Kerry Milich for her time away from work to teach our students about Matariki. There was great student engagement with this.
- On behalf of the Board, we would like to thank our staff for their commitment to the school and students. And thank you from senior management to the Board for their assistance to staff and students.

I Anand, move that the Principals Report be moved as accepted.

Second: Catherine

Carried: All

2.2 Property Update

- Senior playground – Thank you to Alex for chasing feedback. Everyone is in support of Option 3. The next step is to meet with Larissa and do a couple of refinements and then send out final plans. At this stage we will get rough costings and then look at what grants are available. Glen, Catherine, and Larissa will continue to work on this.
- 5YA – Glen put this plan together, but this was never finalised. Supplementary funding is needed, and this has now been applied for. The submission document needs to be revised to align with this, currently waiting on this. This will then need to be approved by the BOT.
- The Board thanks Glen for all his time spent on this project.

2.3 Finance Report

- Finance report confirmed as read by all.
- The Finance team met last week, and we are in quite a strong position now.
- There were no questions on the Leading-Edge reports.
- There were some Budget Adjustments made.
- Anand will ask Steve to do the Project close out for the Turf.

I Dilip, move that the Budget Adjustments are approved by the Board of Trustees.

Second: Glen

Carried: All

I Dilip, move that the Finance Report be moved as accepted.

Second: Nicole

Carried: All

3. Strategic Discussions and Decisions

3.1 Covid 19

- Refer to Principals report.
- We have had 254 cases in total to date.

3.2 Well-Being

- Refer to Principals report
- Staff well-being is very important, and it is great to have EAP services.
- The Board would like to thank the Senior Leadership team for being so adaptive and leading their teams so well throughout these trying times.

3.4 BOT Elections - 2022

- We have moved forward with CES online and Marilyn is working on this. Wayne Jamieson from CES is the new returning officer.

4. Reviews

4.1 Behaviour Management

- Refer to Principals report.

5. Assurances

5.1 Risk Management

- Refer to principal's report.

5.2 Abuse Recognition and Reporting

- Refer to principal's report.

6. Administration matters

6.1 Confirmation of previous minutes

I Amelia, move that the May meeting minutes be accepted as true and correct

Second: Dilip

Carried: All

6.2 Actions from Previous meeting action sheet

- Property Committee – Property roll growth project update to be carried over.

6.3 Correspondence as Listed

- None.

6.4 Board Time spent

- Please ensure you send in your Board Time Spent.

Alex and Oliver left the meeting at 7.40pm

7. In-Committee

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 8.15pm

Board meeting concluded at 8.33pm

Next meeting is at 6.00pm on Wednesday 27th July 2022.

----- Sign and Date
Amelia Day
Board of Trustees Chairperson

WHO	ACTION	DONE
Property Committee	<i>Property roll growth project update</i>	
Anand	<i>To ask Steve to do the Project close off for the Turf</i>	