

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 26th October 2022

6.00pm

1. Present

Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Catherine Rochford, Nicole Allington, Glen Mitchell, Matt Child, Tim Rickards (Parent Elects),

Present via phone: Heidi Smithson (minute taker)

1.1 Welcome

Amelia welcomed the Board to the meeting.

Just a reminder if any Board members have anything to discuss at the meeting please chat to Amelia or Anand before the agenda is set so we can allocate time and add to the meeting agenda.

1.2 Apologies

None.

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Principal's report is confirmed as read by all.
- Anand welcomed Anya to the meeting, thank you for your presence today.
- Anya put together the BOT Report Enviro 2022 as per the Principal's report.
- Thank you to Dave & Diana who have been the school Bee Keepers for a number of years. This has now been handed over to a local Bee Keeper.
- The Board went for a walk around the school with Anya to look at the Enviro areas.
- The focus this year is on the Juniors as they had no gardening area.
- A Mulcher/shredder for 2023 would be great to help maintain the school.
- It was proposed to move the Taniwha to out the front of the school as a Cultural Art piece. Will possibly need a digger – need to look into foundations and retaining wall. This would possibly need to be funded from a grant.
- Storage in container located behind room 25, very messy, Anand to look into this.

Anya left the meeting at 6.42pm

- Veronica has been doing amazing work in regards to International Students.
- Charles is in the process of getting Students and Parents to the school for 2023.
- Anand will ask Veronica to come to the next meeting for an update.

- Sports Camp, this was a very successful time away and the School placed 2nd. Congratulations to all involved.
- Start dates have been tentatively set for next year Wed 1 Feb 2023.

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

Second: Glen

Carried: All

2.2 Property Update

- The property team will get a layout plan done in regards to moving the Taniwha. This will then be presented to the Board so they can see where it can go and what is involved in that.
- Not a lot of progress at the moment due to School Holidays.
- The Property team to meet next Wed 9 Nov re 5YA.
- Glen to contact Lisa re revised draft.
- Senior Playground is a work in progress.
- Glen submitted the Property budget request to Marilyn.

2.3 Finance Update

- Nicole had a meeting with Marilyn, the draft budget will be finalised shortly and will be sent out to the Finance committee.
- Staff have been asked to only spend if urgent for the rest of the term.
- Tim queried the term deposit, this just keeps rolling over.
- Tim queried Donations, these include Camp etc. so money goes in and out.
- Tim queried the 100k reserve funds, this is kept in the budget for an emergency or disaster at School.

3. Strategic discussions and decision

3.1 Annual Plan

- In regards to the Draft Annual Plan the achievement targets may change as they are assessed in Nov/Dec.
- Structured literacy – this has been running in our school and is looking really good but will be hard to assess. We have 5 teachers on this at the moment and 3 more teachers and 2 teacher aids for next year. We are looking at how we can pick this up for Year 4 & 5 students who have missed so much of school over the COVID period. We have noticed that it is also helping with writing and spelling.
- Structured literacy is for all Year 0 & 1 students. Year 2 is currently students most in need using the programme.
- Thank you to the board for making the funds available for this fantastic programme.
- Targeted PD – the Teachers chose the Professional Development that they are wanting to do. This is much more successful than putting all Teachers through the same PD.
- Maori Achievement Collaboration – raising student achievement for all Maori students. This is a 3yr programme and we will be looking for the Board support with this. The report should be out by the end of the year.
- Finance team to work on the budget side of the Annual Plan.

3.2 School Swimming Pool

- Shannon from the Pool committee wants to know if the School will sell Pool keys again.
- Amelia advised that she oversees this committee however Shannon runs the committee as one of 10 Parents volunteers.
- During school time it is just open in evenings, in the holidays it is open all day.
- There is quite a bit involved in this and this will be the last year that Amelia oversees it. We will need another Board member to take this over.
- The Board decided Pool keys will be available, limited at 100 keys.
- Amelia will send an emotion with opening and closing dates and info needed for a notice to go out to parents.

4. Reviews

4.1 Safety on and off school grounds

- Safety on and off school grounds discussed in Principals report.

5. Assurances

5.1 Risk Management

- Risk Management assurances given in principal's report.

5.2 International Student Attestation

- International Student Attestation assurances given in principal's report.

5.3 Provisionally Certified teachers

- Provisionally Certified teachers assurances given in principal's report.

5.4 Annual Sue Assurance

- Annual Sue Assurances given in principal's report.

5.5 Emergency Evacuation/Emergency Kit

- Emergency Evacuation/Emergency Kit assurances given in principal's report.

5.6 Reading Recovery/Literacy Support

- Reading Recovery/Literacy Support assurances given in principal's report.

6. Administration matters

6.1 Confirmation of previous minutes

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

Second: Catherine

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

- No correspondence.

6.4 Board Time spent

- Please ensure you send in your Board Time Spent.

7. In-Committee

In the interest of Privacy to protect persons under discussion, the Board moved into “In Committee” at 7.52pm

Board meeting concluded at 8.16pm

Next meeting is at 6.00pm on Wednesday 16th November 2022.

----- **Sign and Date**

Amelia Day
Board of Trustees Chairperson

WHO	ACTION	DONE
Property Committee	<i>Property roll growth project update</i>	
Glen	<i>Property Report</i>	
Nicole	<i>Draft Budget</i>	
Amelia	<i>Emotion for Pool Committee</i>	