

Glenfield Primary School
Board Google Meeting Minutes
Monday 28 February 2022

Meeting commenced 5.30pm via Google meeting.

Election of the Board Presiding member not applicable in triennial election year.

Mike McCaw will continue as the Board presiding member.

Acceptance of Agenda

1. Administration

Present: Mike McCaw (Presiding member), Chris Cooper (Principal), Jo Cowell, Kerryn Harris, Chris Marshall, Will Leang, Brian Glass, Fiona Smith, Jules McCourt (Minute taker).

Apologies: None

Declaration of Interests: GPS has engaged with a person from Will Leang's firm for insurance brokerage.

2. Monitoring

2.1 Expert presentation:

- Priority students – clarity was provided regarding the three target students.
- Analysis of steps web data – this programme has been successful in the past. COVID has impacted on the success during 2021.
- 2021 writing progress report – Data is disappointing. A new resource “Writers toolbox” has been purchased with the aim that it will make a significant difference to student achievement and progress in writing.
- 2021 reading progress report – a reflection of lockdown.
- BSLA (Better Start Literacy Approach)

2.2 Principal's Report: –

- Attendance is being carefully monitored as many families are keeping students off school as they are close contacts.
- Letters are being sent to parents if there is a positive case in that classroom.
- Teachers are feeling anxious, especially Y1 – Y3 as students do not have to wear a mask.

- A staff meeting has been called to address staff well-being.
- The Speech language therapist has retired and shortly we will be able to use that area as an additional TA space.
- A large percentage of chrome books were damaged during lockdown. These are being fixed and procedures are being reviewed.

2.3 Data analysis

- GPS School data 2021 – this is analysed and then sent to the MOE.
- 2021 Analysis of variance – reading, writing, maths – COVID has impacted on progress and achievement data.

2.4 Charter updates

- 2022 Annual plan – a new format with two goals related to well-being and learning. The plan is concise and achievable. Teacher’s professional goals are related to the annual plan.
- Targets for 2022 – these have been identified by analysis of 2021 data.

2.5 Finance and audit

- November, December report: The board were disappointed with the quality of the accountants report. Chris and Sarah to follow up with the accountants.
- 2022 budget – the deficit was discussed. There is a possibility that teachers contracting COVID will impact on the budget due to the expense of relievers.

3. Discussions (emergent)

3.1 Special issue or project

3.2 General business

- Board work plan 2022 – could we add Zoning for 2023 to the August Board meeting agenda.
- Unit holders - \$4,000 PA payment for additional responsibilities
- 10 year property plan
- Asbestos report
- Policy review;
 - Safety management system
 - Risk management
 - Hazard register and audit
 - Health and safety induction
 - Visitors
 - Emergency planning and preparation
 - Emergency evacuation
 - Assembly areas

- School closure
- Disaster management
- Earthquakes
- Crisis management
- COVID 19 Information and procedures
- COVID 19 Red

4. Decisions

4.1 Board decisions (these are listed from the reports presented where a decision is required)

Resolution: Ratify 2022 Budget

The board approves and ratifies the 2022 budget as presented at the meeting.

Proposed: Mike McCaw **Seconded:** Brian Glass **Agreed:** All

5. Agenda items for next meeting

6. Administration

6.1 Confirmation of previous meetings minutes – agreed.

6.2 Correspondence – none

7. Meeting closed at 6.24pm to go into committee.

8. Meeting opened again at 6.30pm after in committee and closed at 6.31pm