

## **Glenfield Primary School**

### **Board Meeting Minutes**

**Tuesday 21 February 2023**

**Meeting commences 5.30pm**

**Karakia - Ma te whakapono**

#### **Election of Board Chairperson**

**Normal meeting procedures are suspended at this point and the election process was followed.**

- Call for nominations for the Board Presiding member
- Jo Cowell nominated Mike McCaw as Presiding member
- Seconded by Chris Marshall
- There were no other nominations
- Mike McCaw accepted the nomination
- Mike McCaw was elected unanimously
- Mike McCaw was appointed as the Board presiding member

#### **Acceptance of Agenda**

##### **1. Administration**

Present: Mike McCaw, Chris Cooper, Chris Marshall, Jo Cowell, Fiona Smith, Shail Stewart, Brian Glass (via Google meets), Yoyo Fu, Jenny Lundin and Jules McCourt.

Apologies: None

Declaration of Interests: None

##### **2. Monitoring**

###### **2.1 Expert presentation**

- 2022 Reading, writing and maths progress report – Chris to report back to the Board at the next board meeting regarding whanau engagement during IEPs.

- Maths Analysis Progressions – Jenny Lundin and Louise Miller to develop an action plan for raising student achievement in maths.
- Priority Students – students who have complex and diverse learning needs and challenges with IEPs.
- Initiative to raise spelling and reading – based on using ‘Stepsweb’ and Liz Kane’s The Code. Pleasing progress was noted following this initiative.
- Reading progress and achievement – the impacts of staffing and COVID were clarified.
- ELL progress report (reading) – the progress data of ESOL learners was pleasing to note.
- Māori Student Progress and Achievement – Muriwai (teacher aide) supported the implementation of Te Whanau Haumanu. The results have included a positive change in student and whanau engagement. We are working with MAC on this initiative.
- Attendance T4 2022 – Attendance certificates will be reintroduced for 2023.

## 2.2 Principal’s Report –

- The number of pre-enrollments for the rest of Term 1 & Term 2 was shared, currently 16.
- Thanks to Brian for the barbecue.
- The additional workload of Trevor Best (caretaker) was acknowledged. The board agreed to recognise how he has gone the extra mile. The board wishes to thank him and will acknowledge this with a letter of thanks.

## 2.3 Data analysis

- GPS School Achievement Data 2022
- 2022 Analysis of Variance - reading, writing, maths – based on interventions during 2022.

## 2.4 Charter updates

- 2023 Annual Plan – amendment on page 2 – implementation of Tapasa to support Pasifika.
- Targets for 2023 - reading, writing and maths – there were amendments and revised copies of the document were distributed.
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## 2.5 Finance and audit

- December report
- 2023 budget to be ratified

### **3. Discussions (emergent)**

#### **3.1 Special issue or project (verbal reports)**

- Adventure Playgrounds – the deposit has been paid.
- Flood damage – The middle block received extensive flood damage. There was good community engagement to get clear the affected areas.
- Refurbishment of classrooms - R12 has moved to R18 permanently, R13 has moved to R17 and R14 and R15 will be moving from the hall to R3 & R4 once the refurbishments have been completed. The windows are ready for R19, R20 & R21. This requires scaffolding. We are building a fence as we have a child with high and complex needs who attempts to leave the school grounds.
- School closure – School was officially closed for 10 half days due to flooding and cyclone Gabrielle.

#### **3.2 General business**

- Board Work Plan 2023 – updated dates. Brian put in his apologies for the board meeting on 4 April.
- ERO – working with the school in partnerships
- Board Delegations to the Principal – amendments were made
- Unit Holders – this process has occurred and unit holders appointed
- Professional Learning Development Focus for 2023
- Policy review
  - Student Attendance
  - Enrolment – this complies with zoning requirements
  - Privacy
  - Official Information Requests
  - Uniform / Dress Code – parents were surveyed and overwhelmingly voted to keep the school uniform.
- Assurances
  - School Planning and Reporting (School Charter, Strategic Plan and Annual Plan have been updated and will be forwarded to the Ministry by 1 March, along with the Analysis of Variance. A PDF of the annual report will be submitted to the Ministry by 31 May. The Charter / Strategic Plan will be available for public view).
  - EEO (An EEO statement is included in the annual report)
  - Healthcare (Policies and procedures relating to healthcare are up to date and implemented correctly)

#### **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 2023 budget as presented at the meeting.

**Proposed:** Mike McCaw

**Seconded:** Chris Marshall

**Agreed:** All

#### **5. Agenda items for next meeting**

#### **6. Administration**

6.1 Confirmation of previous meetings minutes

The board approves the previous meeting minutes.

Proposed: Mike McCaw

Seconded: Jo Cowell

Agreed: All

6.2 Correspondence

**7. Meeting closure** – Meeting closed at 7.19pm.