

# **Glenfield Primary School**

## **Board Meeting Minutes**

**Tuesday 21 March 2023**

**Meeting commences 5.30pm**

**Karakia - Ma te whakapono**

**Acceptance of Agenda**

### **1. Administration**

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

Apologies: Shail Stewart

Declaration of Interests: None

Thanks: Mike thanked Jules McCourt for her contribution to the school over the last five years and wished her well with her new appointment as Principal at Waitoki School.

### **2. Monitoring**

2.1 Expert presentation - none

2.2 Principal's Report

- Donovan (new DP) will be based in the old TA room and this is to be renovated.
- Lisa has been appointed fixed term for 2 days per week for ICT and PRT release.
- H & S team meeting minutes are to be shared with the board.
- Progress towards meeting annual plan goals – TODs for the NZC refresh to be held 21<sup>st</sup> April & 24<sup>th</sup> April. Teachers are developing capability to effectively use the reporting system in Hero. PLD for Hero will be ongoing. MASAM – an outline of the project was given to the board.
- The Kahui ako Matariki festival will be held at GPS in 2023. This is a good fundraising opportunity for the school.
- Attendance data is pleasing as our attendance is greater than most schools.

2.3 Data analysis – none

2.4 Charter updates - none

2.5 Finance and audit

- Draft Annual Report YE 31/12/2022 – errors were noted. Financial statements are requirement.

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

3.1 Special issue or project

- Online meetings – Should some board meetings be held online? They would need to be recorded. Agreed that in future some board meetings will be held on line and this will be identified in the board pack.
- Year 6 Camp – this has been confirmed in November 2023 at Shakespeare Lodge, Whangaparoa. RAMs are available for the board to view if they wish to do so.
- Physical Restraint – There are new guidelines and the policy is currently being updated in schooldocs. Children with high or complex will need a safety plan. All teachers are required to complete an online safety course. The board has to permit ancillary staff (non-teaching staff) to restrain students if absolutely necessary. Further investigation and discussion to be held once Chris has completed the online training.
- Staff Leave Request – refer to in committee.

3.2 General business

- Flooding - updates were provided to the board. The repairs are still in progress and the affected rooms are not able to be used yet.
- Property – the fence project is underway.
- Deputy Principal – Donovan has been appointed as the new DP from Term 2.
- Teacher strike action – this issue is still unresolved and the NZEI is promoting a second day of strike action, date to be confirmed.
- Hautu – This has been updated.

### **4. Decisions**

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

**Resolution: Approval of Year 6 Camp 2023.**

The Board Approved the Year 6 Camp for at Shakespear Lodge in November 2023.

**Proposed: Mike McCaw   Seconded: Jo Cowell   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: Chris Marshall   Agreed: All**

6.2 Correspondence

**7. Meeting closure**

Into committee at 6.27pm

Out of committee at 6.32pm

Meeting closed at 6.49pm.

Signed:

Presiding Member: ..... Date.....