

Glenfield Primary School

Board Meeting Minutes

Tuesday 16 May 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, Yoyo Fu, Shail Stewart and Brian Glass (via Google Meet) and Donovan Smith

Apologies: None

Declaration of Interests: None

2. Monitoring

2.1 Expert presentation - none

2.2 Principal's Report

- Progress ongoing towards meeting annual plan goals.
 - Discussion took place around class sizes, potential enrolments and the appointment of a fixed term position for a new entrant class.
 - Accident and Injury Report .
 - High and Complex Register created for students on HERO and teachers are in the process of doing IEPs.
 - Conference presenters for Te Whanau Haumanu at Kaipatiki Kahui Ako: Chris, Donovan, Isabel, Muriwai and possibly some parents. Scott to present a workshop on AI/Chat GPT.
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- EEO
 - Compliance report needs to be part of the Annual Report. This has been completed by the Principal.

2.3 Data analysis

- 2019 - 2022 Analysis of the impact of COVID.
- Analysis of achievement completed and presented by the Principal.
- Tracking of specific cohorts was also done.

2.4 Charter updates

- School Vision.
- Did our charter reflect the new refreshed curriculum?
- Added culture and identity and sense of belonging.
- Reviewed vision and will be sent to our community for consultation.

2.5 Finance and audit

- March Report.
- Chris Cooper to check if insurance would cover loss of hall rental income.

3. Discussions (emergent)

3.1 Special issue or project

- Tree removal
- The childcare centre next to the school was concerned about the shedding of pine leaves and blocking their gutters and drains, requested that the school remove the tree.
- After discussion, the Board agrees that the tree may be cut down, but **not** at the expense of the school, and that this will be at the cost of the childcare centre. This will be communicated to the childcare centre.

3.2 General business

- Property
 - Both Adventure Playgrounds have been demolished and work has started.
 - Rooms 12, 13, 14, 15, library and teacher aide room were affected by the floods.
 - Three classes have had carpet replaced (rooms 13,14,15).
 - The library will be refurbished (carpets and walls).
 - Donovan's office, Rm 21 and Rm 22 refurbishment will be completed when tradesperson arrives back from overseas.
 - Two pumps were purchased to pump/divert water away from Rms 12-15 and the library after heavy rains.
 - Funding is being sought from the Ministry to re-channel drains.
 - Fencing nearly completed.

- PPCB (Primary Principals' Collective Bargaining), Professional Coaching and Support.
 - Chris Cooper is now a member of the PPCB has which settled their Collective agreement. Principals to get \$6000 for professional coaching and wellbeing support.

- ERO - Board Assurance Report, Provision for International Student Support.
 - These reports will be formalised to go onto our website.
 - Focus for ERO for our Profile Report will be on Diversity.

- New Physical Restraint Policy and Concerns and Complaints Process
 - New policy in school docs on school website.

- Online module for teachers on Minimising Physical Restraint Guidelines for all teachers and teacher aides.
 - This needs to be completed by January next year. This is scheduled for a staff meeting.

- Mathathon
 - Spot prizes were done and funds coming in steadily, currently around the \$8300.

- Board Requirements re Te Mātaiaho (The Refreshed NZ Curriculum).
 - Board requirements on page 11.
 - Board members need to be aware of this.

- Policy review
 - EOTC Planning and Review.
 - Board to oversee RAMS for camp.
 - The Board has responsibility and are liable for events but have personal immunity.
 - Thorough planning and organization needed for all RAMS.
 - Mike to circulate MOE expectations.

- EOTC Risk Management
 - School to come up with a procedure for all staff to know the risks and expectations of RAMS for all trips/events.

- Assurances
 - Digital Technology and Cybersafety.
 - Computer Security and Cybersafety.
 - Student Attendance.
 - Health Education.
 - Child Protection.
 - Evacuation/ Emergency Kits and Supplies.
 - Expenditure.
 - Mike to arrange a meeting with Sarah about payments to staff after auditors have signed off.
 - Sarah to email Mike a copy of the annual report.

4. Decisions

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

Resolution: Board Funded New Entrant Teacher

The Board approves the fixed term employment of a board funded new entrant teacher until the end of the school year.

Proposed: Jo Cowell

Seconded: Fiona Smith

Agreed: All

Tree removal :

After discussion, the Board agrees that the tree may be cut down, but not at the expense of the school. The Principal will communicate this with the Kindy

5. Agenda items for next meeting: None

6. Administration

6.1 Confirmation of previous meetings minutes

6.2 Correspondence

7. Meeting closure

Into committee at 6.51pm

Out of committee at 6.53pm

Meeting closed at 6.54pm.

Next meeting online.

Signed:.....

Presiding Member: Mike McCaw

Date:.....