

Glenfield Primary School

Board Meeting Minutes

Tuesday 20 June 2023

Meeting commenced at 5.30pm (via Google Meet)

Karakia - Ma te whakapono

Acceptance of Agenda

1. Administration

Present: Mike McCaw: Presiding Member, Chris Cooper: Principal, Jo Cowell: Staff Rep, Chris Marshall: Parent Rep, Fiona Smith: Special Needs Champion, Yoyo Fu: Parent Rep, Shail Stewart: Parent Rep, and Brian Glass: Parent Rep and Donovan Smith: Minutes.

Apologies: N/A

Declaration of Interests: None

2. Monitoring

2.1 Expert presentation: None

2.2 Principal's Report

- Progress towards meeting annual plan goals (Mid-Year Review of the Annual Plan) well on track.
- New Entrant class consists of 3 students currently enrolled and 3-5 beginning next term.
- Discussion around how we can increase the number of new entrant children attending GPS.
- Health and Safety: Decking outside Rm 17/18 is a hazard. Get quotes on replace/repair. Explore different options. Chris to speak to Steve (project manager) to look into it. Mitigate any dangers.
- Mid Year Review Annual Plan: There is a concern about support from the MOE with children with high and complex needs. Discussion around this took place. Keep recording and documenting what is being done to meet the needs of students.
- Strategic Goal 3: Professional Growth Cycle (PGC) - goals selected from the Hikairo Schema.
- Classroom observations done by Chris, Jenny and Donovan. Documentation kept and filed. Feedback and feedforward for best practice.
- Principal to meet with teachers in the holidays re-tracking of target students.

2.3 Data analysis (none)

2.4 Charter updates (none)

2.5 Finance and audit

- April Report.
- Annual Reports document receipt notification.
- Discussion around the audit report - feedback from Mike, took place.
- Presiding officer and Principal are happy with how the finances are tracking.

3. Discussions (emergent)

3.1 Special issue or project

- **Principal PGC:** The Principal is a member of the Principals PLG with other Principals of our Kahui Ako, As part of the process, Chris also needs a critical friend. Chris has asked Di (Bayview Principal) to be her critical friend who would be responsible for signing off the professional standards at the end of the year.
- **Overseas Conference 16 - 18 October 2023:** Chris to attend a coaching conference in Orlando, USA – a very good Professional Development opportunity. This is funded from the Primary Principals' (PPCBU) Collective Agreement 2022-2024 - Funding for professional Coaching and Wellbeing Support.
- Principal is to travel to the teaching and learning conference in Orlando, USA and two weeks leave for travel and to attend the conference is required.
- **Start Date 2024:** Start date for 2024 Wednesday 7 February (Teacher Only Days 1 & 2 Feb 2024)
- Teacher Only Day - MOE Monday 13 November 2023.
- **Schedule of Delegations to the Deputy Principal**
- The Board will delegate these to the Deputy Principal. Chris to check delegation to emergency procedures.

3.2 General business

- Property: Update on property given by the Principal
- 2024 Out of Zone Enrolment Dates: See Decisions.
- ERO: Profile report updated and discussion around where we are and next steps relating to ERO
- Code of Conduct for State School Board Members (in effect from 21 June). To discuss this at our next face to face Board Meeting.

4. Decisions

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

Resolution: To approve attendance at an overseas teaching and learning conference in USA, 16-18 October 2023 and two weeks leave for travel and attendance for the Principal

The Board accepts and approves the resolution for the conference and the leave request.

Proposed: Fiona Smith

Seconded: Jo Cowell

Agreed: All

Resolution: To approve the start date for 2024 and the TOD.

The board accepts and approves the start date for 2024 as 7 February 2024, and that a TOD will be on 13 November 2023.

Proposed: Shail Stewart

Seconded: Yoyo Fu

Agreed: All

Resolution: To approves the schedule of delegations to the Deputy Principal

The board accepts and approves the schedule of delegations to the Deputy Principal.

Proposed: Chris Marshall

Seconded: Brian Glass

Agreed: All

Resolution: To approve the delegation of setting and actioning the out of zone enrolment dates to the office administration staff.

The board accepts and approves the delegation to the office administrative staff.

Proposed: Mike McCaw

Seconded: Jo Cowell

Agreed: All

5. Agenda items for next meeting: None

6. Administration

6.1 Confirmation of previous meetings minutes

6.2 Correspondence

7. Meeting closure

Meeting finished at 6.45pm

Signed:

Presiding Member:

Date: