

Glenfield Primary School

Board Meeting Minutes

Monday 27 June 2022

Meeting commences 5.30pm in the staffroom

Acceptance of Agenda

1. Administration

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

Apologies: None

Declaration of Interests:

Additional agenda times:

- Grass Roots funding application
- Teacher resignation
- May financial report

2. Monitoring

2.1 Expert presentation

2.2 Principal's Report

- Progress towards meeting annual plan goals – related to NELP and a mid-year review of the plan. There was an acknowledgement of the whole school celebration for Matariki displayed in Rooms 3 & 4. There are concerns around the achievement of Maori students.
- Hautu – Proposal for Muriwai to be employed to work with the Maori students. This would cost approx \$13,247 to fund Muriwai for Terms 3 & 4 2022. This could partially be funded if the school becomes level 4A te reo. The school can apply for funding and then have to be verified.
- Financially, it is \$74 per student in the classes involved and would be approximately \$7000 of additional funding. This would impact on the budget and would require an adjustment. It would require baseline data to be gathered and termly progress reports to the board.
- Chris to meet with Brenda (MAC) for guidance regarding the programme for Muriwai.

2.3 Data analysis (none)

2.4 Charter updates

- Changes to Planning and Reporting – Ministry consultation with the sector around planning and reporting is currently taking place.

2.5 Finance and audit

- April Report – included in the board pack and the May report was distributed separately.
- Annual Reports document receipt notification.
- The auditors have completed the annual accounts. Concerns were raised over the SUE reports and the process involved as there has been a change to systems. The new system does not have the historical data.
- Chris is now signing off the Edpay timesheet and leave reports along with the SUE report to address the recommendations.
- There were a couple of adjustments to the accounts.

3. Discussions (emergent)

3.1 Special issue or project

- EOTC Year 6 Camp approval – There will be a disclaimer re: RAT at camp. There will be a cost (donation) for parents. Parents who cannot afford this will be supported.
- Preparing for principal performance assessments in 2023 – Chris is attending a webinar to gain more information regarding the new system.
- Grass Roots funding application – involvement with an outside agency to come into school and offer sporting opportunities such as street racquet for students. The grant of \$3,854 is to be applied for.

3.2 General business

- Board Elections
Change of date: Supplementary roll close 1 August, Nominations close at 12 on 3 August.
- Policy - note the new Ending Employment policy.
- Policy – note the Harassment and Personal Grievance updates rolled out at beginning of June.
- Suggestions for improvement to the school environment
 - Footpath around the field (cycle track) – not feasible
 - Upgrade adventure playgrounds – quotes to be obtained for refurbishment and rebuild
 - Wet area in R12 - quotes to be obtained
 - Classroom furniture - quotes to be obtained
 - Astroturf - quotes to be obtained
 - Murals
 - Wall art
 - Tables and chairs for staff room - quotes to be obtained

4. Decisions

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

Resolution: Employment of a Maori teacher aide to work with Maori students.

The board approves and ratifies the funding of a dedicated Maori teacher aide to be approved for Term 3 and Term 4 2022.

Proposed: Mike McCaw **Seconded:** Will Leang **Agreed:** All

Resolution: Approval of Year 6 camp 2022

The board approves the 2022 Y6 camp.

Proposed: Mike McCaw **Seconded:** Fiona Smith **Agreed:** All

Resolution: Approval of Grass Roots funding application for Sport.

The board approves the funding application for Grass Roots Trust for \$3854.

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

5. Agenda items for next meeting

Please include a karakia in the agenda for future board meetings.

6. Administration

6.1 Confirmation of previous meetings minutes

6.2 Correspondence

7. Into committee at 6.52pm

8. Out of committee at 6.58pm

9. Meeting closed at 6.59pm.

Signed:

Date:

Mike Mccaw

Presiding Member