

**Glenfield Primary School**  
**Agenda for Board Meeting**  
**Monday 1 August 2022**

**Meeting commences 5.30pm via Google Meets**

**Karakia - Ma te whakapono**

**Acceptance of Agenda**

**1. Administration**

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

Apologies: None

Declaration of Interests: None

Additional agenda times:

Out of zone enrolments

2023 start date

**2. Monitoring**

2.1 Expert presentation – none

2.2 Principal's Report

- Progress towards meeting annual plan goals
- The displays for Matariki were excellent.
- Merit certificates are based on students using the learning tools or aspirations. Every child should receive at least one per year.
- Teachers completed a self-review tool provided by MAC to assess whether or not they are providing 3 or more hours of te reo Maori instruction per week.
- Māori Community Action Plan – the draft version of the plan will be finalised on Wednesday. Muriwai is currently building relationships with Maori learners. Whakapapa books explained. The board would like to attend the hangi to connect with whanau. The board would like to thank Donna Love for her donation towards this initiative.

**2.3 Data analysis**

- BSLA – Jules outlined the advantages of the BSLA programme and how it has been developed at GPS.

## 2.4 Charter updates

## 2.5 Finance and audit

- June Report – The role has increased to 309. It is unknown when the roll funding will be adjusted. The annual budget is based on calendar year and not the tax year. The general comments at the top of the budget are very useful.

## 3. Discussions (emergent)

### 3.1 Special issue or project

### 3.2 General business

- Board Elections – there are currently 3 nominations and we are hoping that one or two more people may express interest.
- Equity Index Number – 424. Chris Cooper is attending a webinar and hopes to understand more about this involves. It is anticipated that very few schools will lose any funding.
- Curriculum Refresh – There is a huge amount of change happening with the curriculum. Changes will be occurring over the next 4 years with everything due to be implemented by 2026.
- Board Assurance Statement – There has not been any communication from ERO for a significant amount of time. The new ERO format is based on working in partnership. The self-audit checklist was completed in preparation for this.
- Policy Review – no changes are required for the following policies;
  - Care and Management of Students
  - Child Protection
  - Abuse Recognition and Reporting
  - Supporting Student Wellbeing
  - Food and Nutrition
  - Sun Protection
  - Separated Parents, Day-to-Day Care and Guardianship
  - Staff Wellbeing
  - Harassment
- Assurance
  - Appraisal of the Principal – Chris Cooper and Mike need to meet to discuss the Principal's goals.
  - School Swimming Pool – This is compliant.
  - Safety Management System – Lockdown practice has taken place.
  - International Learners – Currently there are no International students attending the school.
  - Surrender and Retention of Property and Searches
  - Physical Restraint
  - Out of zone enrolments – by 1<sup>st</sup> September 2022 the Board needs to approve the number of out of zone enrolments and how many ballots per year. There have been 4 ballots in 2022, one per term. For 2022 there are been 40 out of zone places and this has worked well.

- The start date for 2023. It was proposed that the first day of term would be Wednesday 1<sup>st</sup> February 2023. There would be two re-call teacher only days on 25<sup>th</sup> and 26<sup>th</sup> January 2023.

#### **4. Decisions**

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

##### **Resolution: Approval of enrolment periods for 2023 and additional ballots.**

The board resolves to have four enrolment periods for 2023 school year with the option to hold additional ballots as required. 40 out of zone spaces agreed initially.

**Moved:** Mike McCaw    **Seconded:** Brian Glass    **Agreed:** All

##### **Resolution: Approval of the 2023 start date and teacher only days.**

The board approves the starting date for 2023 to be Wednesday 1 February 2023 for instruction for students. Two teacher only days will be held 25 and 26 January 2023.

**Moved:** Mike McCaw    **Seconded:** Jo Cowell    **Agreed:** All

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

#### **6. Administration**

6.1 Confirmation of previous meetings minutes – minutes were confirmed.

6.2 Correspondence

6.3 Thanks were given to those board members who are not re-standing for all their commitment and hard work. Thank you Kerryn and Will. Kerryn and Will both thanked the board for their support.

**7. Meeting closure – Meeting closed at 6.25pm.**

**8. No in-committee.**