

Glenfield Primary School
Board Meeting Minutes
Monday 19 September 2022

Meeting commences 5.30pm in the staffroom

Karakia - Ma te whakapono

Acceptance of Agenda

1. Administration

Present: Chris Cooper (Principal), Mike McCaw, Jo Cowell, Chris Marshall, Brian Glass (via Google meets), Yoyo Fu, Jules McCourt (minute taker)

Apologies: None

Declaration of Interests: None

Welcome to new and past members.

Election of Presiding Member:

Normal meeting procedures were suspended at this point and Jules McCourt was asked to run the election process.

Jules McCourt called for nominations for the presiding member.

Chris Marshall nominated Mike McCaw as the presiding member.

This was seconded by Jo Cowell

There were no other nominations.

Mike McCaw accepted the nomination.

Mike McCaw was elected unanimously.

Mike McCaw was appointed as the presiding member.

Board induction;

- Tour of the School
- Board professional development – recommended PD in the following areas finance, property and the treaty.
- Governance / management – the role of the board is a governance role.
- NZSTA registration – make sure this is up to date (appendix 2).
- Kaipatiki Kāhui Ako – GPS has 2 ISLs, Scott & Louise, and 1 ASL Donovan, who is released 2 days per week.
- MAC (Māori Achievement Collaborative) – aimed at improving Māori students' achievement.

Casual Vacancy –

Options 1: Run an election. 2: By selection. Referred to the casual vacancy procedure flow chart.

- **The meeting went into committee at 5.54pm.**
- **The meeting came out of committee at 5.59pm**

The board agreed to option 2 and Chris will approach potential candidates for the casual vacancy.

Co-option of Board members

2. Monitoring

2.1 Expert presentation

- Curriculum Refresh – There is a lot of change planned over the next 3 years with the new 'know, understand, do' approach adopted in the NZ Histories curriculum being introduced across all curriculum areas. The draft social science curriculum has just been released. A huge amount of PD will be required to implement the refreshed curriculum.

2.2 Principal's Report

- Progress towards meeting annual plan goals – following on from the Māori whanau consultation evening, whanau engagement has increased and parents are wanting to be more involved.
- Te Whānau Haumanu
- Health and Safety

2.3 Data analysis (none)

2.4 Charter updates (none)

2.5 Finance and audit

- July Report – The deficit in the grounds budget is caused by purchasing bark for the playgrounds at the start of the year and the fencing.

3. Discussions (emergent)

3.1 Special issue or project

- Property – The following projects were approved; murals, canopy clean, shade sails, swimming pool fence, Room 21, garden shed, hall, seating, staffroom furniture and adventure playgrounds.
- Decision to remain in Kaipatiki Kāhui Ako for 2023 and beyond
- Board contribution for staff Christmas function

3.2 General business

- Fundraising: The recent Read-athon raised \$18,000
- Kaipatiki Kāhui Ako super Board meeting 23 November
- New Policy
Recording photos, videos and sound
Flexible working arrangements

3.3 Discussions emergent

- Budget review to be carried out – before, adjustment and proposed. This is an internal checkpoint.

4. Decisions

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

Resolution: Approval to fill the casual board member vacancy by selection.

The board resolves to fill the parent representative vacancy by the use of selection.

Proposed: Mike McCaw **Seconded:** Yoyo Fu **Agreed:** All

Resolution: Approval of expenditure for property projects.

The board approves the expenditure on murals, canopy clean, swimming pool fence, Room 21, the garden shed and seating.

Proposed: Mike McCaw **Seconded:** Yoyo Fu **Agreed:** All

Resolution: Approval of expenditure on staff room furniture and whiteboard cabinet for staffroom.

The board resolves to spend up to \$18,000 on staffroom furniture and approves up to \$5,000 to be spent on the whiteboard cabinet.

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

Resolution: Approval of expenditure to replace shade sail for adventure playground.

The board resolves to replace the shade sails for the adventure playground up to the cost of \$23,250.

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

Resolution: Decision to remain in the Kaipatiki Kāhui Ako.

The board resolves to remain in the Kaipatiki Kāhui Ako for 2023 and beyond.

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

Resolution: Approval of board contribution for Staff Christmas function The board resolves to fund \$25 per staff and board member for the end of year Christmas function.

Proposed: Mike McCaw **Seconded:** Chris Marshall **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 The board agreed to change the meeting day to Tuesdays from now on.

7. The meeting went into committee at 7.31pm

8. The meeting came out of committee at 7.34pm

9. The meeting closed at 7.35pm.