

Glenfield Primary School

Board Meeting Minutes

Tuesday 8 November 2022

Meeting commences 5.30pm

Karakia - Ma te whakapono

Acceptance of Agenda

1. Administration

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

Apologies: None

Declaration of Interests: None

Additions to the agenda: Co-opted board member

2. Monitoring

2.1 Expert presentation

2.2 Principal's Report

- Te Ara Huarau School Improvement Framework – New ERO framework
- Chris has completed the matrix and GPS is mostly in box 3 out of 4.
Identifies goals for the school to work on.
- Staffing for 2023 – A new teacher, Andie McGuinness, has been appointed for 2023 as the Y3 teacher.
- Two fixed term teachers will finish their contracts at the end of 2022.

2.3 Data analysis - Reports are currently being written.

2.4 Charter updates

- 2023 Charter, Strategic Plan, Annual Plan.
- Moving from e-TAP to Hero as our SMS. It will also replace Dojo and will feed into the nationwide platform.
- Changes to the charter include using Hero for ongoing reporting and replacing the word 'disabled' with students with high and complex needs.

- For 2023 - a board meeting will be set in August to discuss the annual and strategic plan.

2.5 Finance and audit – General comments are helpful.

- August and September report – no questions were asked.
- Equity Index (Operational Grant for 2023) – This replaces the decile system.
- We have not yet had a response to our emails regarding our queries about the loss of funding. Chris to forward the response to Mike when it is received.

3. Discussions (emergent)

3.1 Special issue or project

- Adventure Playgrounds – The playgrounds are no longer compliant and need to be replaced. Four quotes have been received. The trees close to the junior playground need to be removed. Students have drawn plans of their ideal playgrounds and designs were based on these. Trust funding will be sought to finance part of the project.
- Board provision of teacher aide to support the Te Whānau Haumanu project – Funding has been applied for but so far has been unsuccessful. Attendance, engagement and relationships with whanau have all improved since the project began.

3.2 General business

- Assurance: Emergency Evacuation/Emergency Kit, Staff Usage and Expenditure Reports (SUE), Provisionally Certified Teachers, Teacher Registration, Certification, and Police Vetting, Appointment Procedure, Length of the School Year, Literacy Support, International Learners (Code of Practice self-review attestation)
- Acceptance of new policy: External and Private Tutors
- Policy update (to Minute) - COVID-19 Health Measures
- Policy Review: Alcohol/Drugs and Other Harmful Substances, Digital Technology and Cybersafety, School Swimming Pool, Storage and Use of Hazardous Substances, Getting to School Safely

4. Decisions

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

Resolution: Co-option of a special needs champion to the Board

The Board resolves following a motion, that Fiona Smith is co-opted onto the board as the special needs champion.

Proposed: Mike McCaw Seconded: Jo Cowell Agreed: All

Resolution: To engage with Grants for Good to obtain trust funding towards the new adventure playgrounds.

The board resolves to engage with Grants for Good to obtain funding up to \$100,000 for the adventure playgrounds.

Proposed: Mike McCaw Seconded: Brian Glass Agreed: All

Resolution: Approval of capital expenditure for adventure playground.

The board approves capital expenditure of \$242,436.00 for the construction of an adventure playground by Playco Ltd and will attempt to seek charitable funding to subsidize part of this cost.

Proposed: Mike McCaw Seconded: Chris Marshall Agreed: All

Teacher aide - no final decision was made but the board was made aware that funding for the teacher aide to continue with Te Whānau Haumanu project will be factored into the budget if possible.

5. Agenda items for next meeting

6. Administration

- 6.1 Confirmation of previous meetings minutes – confirmed.
- 6.2 Correspondence – There is a paid NZEI Union meeting next week.

7. Meeting closure 6.50pm

8. The meeting went into committee 6.51pm

9. The meeting came out of committee 6.58 pm

10. Meeting closed 6.59 pm

Signed:

Presiding Member:

Date: