

Glenfield Primary School
Board Google Meeting Minutes
Tuesday 10 May 2022

Meeting commenced 5.30pm via Google meeting

Acceptance of Agenda

1. Administration

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

Apologies: None

Declaration of Interests: None

2. Monitoring

2.1 Expert presentations

- Pedagogy (Scott) – Provided further detail regarding the pedagogy action plan. The plan was developed with consultation and was influenced by the school's annual plan. The board would like the action plan to be shared termly so they can be kept up to date with progress. The board thanked Scott for his presentation.
- History PLD (Jo) – Feedback on the PLD on TOD with Tamsin Hanley, the author of the 6 history books staff are using to implement the new Histories curriculum. Feedback from the staff who attended was shared with the board. Jo was thanked for her presentation.

2.2 Principal's Report

- Discussion related to the school roll, the impact of zoning and the staff entitlement.
- Progress towards meeting annual plan goals – The School is holding a Matariki celebration on Thursday 23rd June. This is still in the planning stage. The board are actively encouraged to attend. The board was also invited to attend the Kaipatiki Kahui ako conference on Monday 27th June.
- Risk assessment and mitigation plan – This plan has been shared with the community and the MOE. Currently there are 5 active students' cases of COVID and one teacher with COVID. As a result, any Y3 – Y6 classes that have a case will be mandated to wear masks for the following 5 days.
- Risk register – Chris Cooper to investigate which parts of the school are deemed to be inaccessible. The board agreed that points 1 - 20 on the checklist were all to be marked 'yes.'

2.3 Data analysis (none)

2.4 Charter updates (none)

2.5 Finance and audit

- March Report

3. Discussions (emergent)

3.1 Special issue or project

- Public footpath – The history of the footpath was shared with the board as this was questioned by the MOE. It is too expensive to fence it off.
- Pool security – It is illegal to have spikes on the top of the fence around the pool. They must be removed. It is anticipated that pool vandalism will increase once they are removed. Mike to investigate our legal obligations.
- CCTV – This is an expensive option and is not considered to be cost effective. Monitoring would also be problematic.
- Draft 10YPP Projects – The draft report needs approval from the board. As the hall is 42.3% owned by the Board, a Board commitment of \$24,307.50 towards the hall refurbishment and lighting will be approved. \$440,000 allocated to AMS Combined Block Refurbishment needs to be moved from 2023/24 to 2022/23.
- Board funded property projects – The board would like the staff to be surveyed regarding projects around the school they would like to see funded.

3.2 General business

- Confirmed staffing entitlement – At this stage we are not able to appoint any new staff permanent members.
- Principal's Appraisal – Excellent feedback, in particular leadership, compassion and forward thinking. The board thanked Chris for all her hard work. The external appraiser has retired and Chris is researching what her new appraisal process will involve.
- Classroom organisation
- Flood damage – relaying of carpet is complete.
- Policy Review
 - First aid
 - Medicines
 - Accidents and injuries
 - Infectious diseases
 - Bullying and online bullying
 - Surrender and retention of property and searches
 - Physical restraint
 - Stand-down, suspension and exclusion procedures
- Assurance
 - Digital technology and cyber safety, cyberbullying
 - Computer security and cybersecurity
 - Student attendance

- Health Education
- Abuse recognition and reporting
- Emergency evacuation / Emergency kit
- Staff usage and expenditure reports (SUE) reports

4. Decisions

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

- Public footpath – not required
- Pool security – not required
- CCTV – The board decided not to pursue this.
- Draft 10YPP Projects

Resolution: Approval of the 2022/23 draft 10 Year Property Plan.

The Board approves the Draft 2022/23 10 Year property plan subject to \$440,000 being moved from 2023/24 to 2022/23. The Board approves the commitment of \$24,307.50 towards the hall refurbishment and lighting.

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

5. Agenda items for next meeting

6. Administration

- 6.1 Confirmation of previous meetings minutes – Agreed
- 6.2 Correspondence

7. Meeting closure at 7.02pm and went into committee.

8. Meeting came out of committee 7.07pm and closed at 7.08pm.