

Glenfield Primary School

Board Meeting Minutes

Tuesday 9 April 2024

Meeting commences 5.30pm

Karakia - Ma te whakapono

Acceptance of Agenda

1. Administration

Present Mike McCaw Presiding Member, Chris Cooper Principal, Jo Cowell Staff Rep, Chris Marshall Parent Rep, Fiona Smith Special Needs Champion, Yoyo Fu Parent Rep, Shail Stewart Parent Rep, Brian Glass Parent Rep.

Jenny Lundin: Minutes

Kat Porter – visitor – new principal
Bruce Masefield – visitor from Kids Klub
Jeanette Neil – visitor – classroom teacher

Apologies: None

Declaration of Interests: None

2. Monitoring

2.1 Expert presentation - none

2.2 Principal's Report

- Progress towards meeting annual plan goals.
- New enrolment from Target Road. Large enrolment at the start of the term.
- Medical: Four students needed medical attention.
- WVSS staff member's fall in the playground has been recorded appropriately.
- Andie McGuinness has been appointed to the In School Leader position for wellbeing.

- ERO Evaluation Plan
All documentation that has been submitted to ERO will be forwarded from Chris to Sarah ensure there is a record of the work that has been done to date.
- Minutes of Health and Safety Meeting
Signs have been attached to the gates instructing users to close the gate after entry and exit.
Teachers have been told that they must leave the school by 6:00p.m.

2.3 Data analysis - none

2.4 Charter updates - none

2.5 Finance and audit

- February Report
- Stationery expenses were for the start of the year. Warehouse Stationery provided gift vouchers and these were used for those students who could not afford their stationery.
- The auditors have requested that a conflict of interest register needs to be minuted at the beginning of the year to record any business interests that the Board may have.

3. Discussions (emergent)

3.1 Special issue or project

Year 6 Camp

- An application for funding will need to be made if the camp is going ahead.
- The cost to families for camp will have to be increased.
- Discussion took place around the pros and cons of continuing with camp.
- All parents who volunteer for camp are police vetted.
- RAMS forms are presented to the board closer to the camp date.

3.2 General business

- Presentation of Long Service Award to Mike McCaw
Chris presented Mike with a certificate and thanked him for his service and support.

4. Decisions

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

Resolution: Approval of Year 6 Camp 2024

The Board Approved the Year 6 Camp for at Shakespear Lodge in November 2024 in principle, subject to costs.

Proposed: Mike McCaw Seconded: Jo Cowell Agreed: All

General:

Bruce was invited to inform the board about Kids Klub.

5. Agenda items for next meeting

6. Administration

6.1 Confirmation of previous meetings minutes

Accepted. These can now be uploaded on to the website.

6.2 Correspondence

No discussion necessary at this time

Inwards correspondence to be moved to **In Committee**.

Mike paid tribute to what has been achieved over the time that Chris has been principal and expressed his thanks for what she has done for the students and the community.

Chris thanked the board members for their support.

The Board thanked Jenny for taking the minutes.

7. Meeting closure

Meeting closed at 6:24p.m.