



Glenfield Primary Board of Trustees

Minutes of the 3rd Meeting
Tuesday, 14 May 2024 at 5:30pm

Present	Kat Porter Mike McCaw Jo Cowell Chris Marshall Yoyo Fu Shail Stewart Fiona Smith	Principal Parent Trustee (Presiding Member) Staff Trustee Parent Trustee Parent Trustee Parent Trustee Co-Opted Trustee
Apologies	Brian Glass,	Parent Trustee
In Attendance	Kim Collins	(Secretary)

1-2. Opening and Apologies		
	The Presiding Member welcomed everyone to the meeting with a karakia. Apologies received from Brian Glass.	
3. Expert Presentations		
	Kat presented Sue Jerg's presentation to the Board on Mathematics at Glenfield School. Points discussed / shared were; <ul style="list-style-type: none"> - Hero is a live reporting portal, discussed assessment schedule, some assessments do not marry up to the Hero progressions. maths buddy - how do we use this? - Discussion around structured literacy/numeracy - are there similarities? - \$7000 in budget for PLD - a more strategic approach for targeted PLD. Mike thanked Kat for her time and her presentation.	
4. Administration		
	Conflicts of interest <ul style="list-style-type: none"> • none noted this meeting Admin <ul style="list-style-type: none"> • Introduction of Kim Collins, the new BOT secretary • New emails will be assigned to everyone, a few kinks to still work out. Fiona raised the issue of how we will know when to check for emails, Mike will set up an alert system. • A quick chat around raising the profile of the school after the meeting. Review delegation of authority <ul style="list-style-type: none"> • The Board again moved that the newly appointed principal, Kat Porter, be given delegated authority as per the attached School Delegations List. 	<i>Moved: Carried: Unanimous</i>
5. Approval of Previous Minutes		
	Minutes of meeting held on 9 April 2024 were approved. There were no In-Committee minutes for 9 April 2024	<i>Moved: Carried: Unanimous</i>

	<p>There were no Matters Arising from previous meeting</p> <p>Review of Actions</p> <ul style="list-style-type: none"> • there are no outstanding actions to discuss this meeting 	
6.	Principal's Report	
	<p>The report was tabled and discussed.</p> <p>Points noted:</p> <ul style="list-style-type: none"> • Student moved within cluster - Wairau school - Mike • T-shirts purchased for students will remain the property of the school 	<p><i>That the report be received.</i></p> <p><i>Moved:</i></p> <p><i>Carried:</i></p> <p><i>Unanimous</i></p>
7.	BOT Workplan / Discussions (emergent)	
	<p>Special Issue or Project</p> <ul style="list-style-type: none"> • Mike tables the following two points regarding Bank Approvals <ul style="list-style-type: none"> ○ Kat Porter has become a signatory for the school ○ An additional onsite signatory be added (Jo Cowell) ○ Our new daily limit for Fastnet Business has increased to 250k from 50k <p>Term 2 2024 Policy Review</p> <ul style="list-style-type: none"> • Three policies are to be reviewed this term, those being; <ul style="list-style-type: none"> Employer Responsibilities Policy Appointment Procedure Safety Checking <p>Long Service Award for Fiona</p> <ul style="list-style-type: none"> • Your knowledge and expertise you share and the time and dedication you have given to our school has been greatly appreciated. 10 years we have been fortunate to have Fiona on our board. 	<p><i>Moved:</i></p> <p><i>Carried:</i></p> <p><i>Unanimous</i></p>
8.	Information / Risk	
	<p>The March 2024 Financial Report was tabled and discussed.</p> <p>Points noted:</p> <ul style="list-style-type: none"> • Mike - \$7000 available for PD • Pg 9 personale is at a negative - why is that? • Any feedback from the auditors Mike to follow up with Sarah. <p>Property Update / Report</p> <p>No points noted this month.</p> <p>The Health & Safety Report was tabled and discussed.</p> <p>Points noted:</p> <ul style="list-style-type: none"> • Helicopter to come in for a fun visit 	<p><i>That the report be received.</i></p> <p><i>Moved:</i></p> <p><i>Carried:</i></p> <p><i>Unanimous</i></p> <p><i>That the report be received.</i></p> <p><i>Moved:</i></p> <p><i>Carried:</i></p> <p><i>Unanimous</i></p>
9.	In Committee	
	<p>The Board went into committee at 6.44pm.</p> <p>The Board came out of committee at 7.22pm.</p> <p>Correspondence - noted</p>	
10.	Review	
	<p>a) Ratification of School Timetable</p>	<p><i>That the reports be received.</i></p> <p><i>Moved:</i></p>

	<p>The Principal confirms for the board that the school has met all requirements of the Timetable Policy and the current Collective Agreement.</p> <p>b) International Fees</p> <p>Fees for 2025 have been approved. Our fees are checked against other schools to ensure we are comparable and competitive.</p>	<p><i>Carried: Unanimous</i></p>
11.	Additional Business	
	Noted.	
12.	Discussions and Meeting Closure	
	<p>Confirmation of Actions</p> <ul style="list-style-type: none"> • These were read and all agreed to. 	

	There being no other business, the meeting closed at 7.23pm with a karakia.	
	Next meeting: 18 June 2024 at 5:30pm	

Mike McCaw
Chairperson

Kim Collins
Board Secretary