

Glenfield Primary School

Board Meeting Minutes

Tuesday 20 February 2024

Meeting commences 5.30pm

Karakia - Ma te whakapono

Election of Board Presiding Member

Normal meeting procedures were suspended at this point and the election process was followed.

Call for nomination Board Presiding member:

- **Fiona Smith nominated Mike McCaw for presiding member**
- **Seconded by Shail Stewart**
- **Accepted by Mike McCaw**
- **Mike McCaw is elected unanimously.**
- **Mike McCaw is appointed as the Presiding Member**

Acceptance of Agenda

1. Administration

Present: Mike McCaw, 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, and Donovan Smith Minutes.

Apologies : None

Declaration of Interests: None

Start of the School year.

TOD - one of the days was dedicated to Louise Miller to honor her and to talk about how staff are feeling and to deal with her loss and what grief looks like for different people.

Second TOD - focused on curriculum.

Chris updated the board about the start of the year.

2. Monitoring

2.1 Expert presentation

- 2023 Reading, writing and maths achievement data and progress report
- Priority Students

Chris shared student achievement in reading, writing and maths.

2.2 Principal's Report

Chris shared Principal's Report.

2.3 Data analysis

- 2023 Analysis of Variance - reading, writing, maths

Shared by Chris

Strategic Plan sent into Ministry

Targets, and Statement of Variance will be included in the annual report.

2.4 Charter updates

- Requirements for Boards
- Statement of Variance in Annual Plan - delivery of one hour per day for reading, writing, maths
Timetabling and planning for 1 hour of reading, writing and maths to be collected by Chris the end of Week 4
- Targets for 2024 - reading, writing and maths shared

2.5 Finance and audit

- December report
- 2024 budget to be ratified

3. Discussions (emergent)

3.1 Special issue or project - none

3.2 General business

- Unit Holders
- Professional Learning Development Focus for 2024
- Implementing Student Phone Rules
 - Mobile phones and smart watches legislation
 - Consultation with community

-Procedures of mobile phones and smart watches to be sent to parents

-Mobile phones collected by teachers and locked away

-This includes smart phones

- EEO Report
- Policy review
 - Te Tiriti o Waitangi
 - Board Responsibility
 - Parent involvement
 - Communicating with Parents
 - Community Conduct Expectations
 - Documentation and Self Review
 - School Planning and Reporting
 - Reporting to Parents on Student Progress and Achievement

- Assurances
 - Risk Management
 - Planning and Preparing for Emergencies, Disasters and Crises
 - School planning and Reporting
 - Learning Support
 - Health Education
 - Safety Management System and Worker Engagement, Participation and Representation
 - Healthcare
 - Digital Technology and Online Safety

- Leave Liability
 - Discussion took place around the necessity to take annual leave.

4. Decisions

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

Resolution: Ratify 2024 Budget

The board approves and ratifies the 2024 budget as presented at the meeting.

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

5. Agenda items for next meeting

6. Administration

6.1 Confirmation of previous meetings minutes

6.2 Correspondence

7. Meeting closure

In Committee - 7pm

Out of Committee - 7.39pm

Meeting closed at 7.40pm