



Glenfield Primary Board of Trustees

Minutes of the Meeting
Tuesday, 30 July 2024 at 5:30pm

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

1.	Attendance / Apologies	
	The Presiding Member welcomed everyone to the meeting with a karakia.	
2.	Opening from PM	
	<p>Selection of new Board Member: The Board has voted and in favour, and the motion has been carried to select Ricky Gurnell to the Glenfield School Board.</p> <p>Rick shared a little about himself and his family. He is a parent of a Year 2 student here and has a three year old. He has been in the Navy for 16 years, and works on the Navy helicopters. He has never been on a board before but is keen to learn and be a part of the board and our school.</p> <p>Rick has provided his Eligibility Form.</p>	<p><i>Moved: Mike Carried: Chris Unanimous</i></p>
3.	Expert Presentations	
	<p>Kat presented to the Board the Mid Year Data Review. Points discussed / shared were;</p> <ul style="list-style-type: none"> - Data collected and graphed in Hero - Can track groups or individuals - Teams have gone through the data, making goals for students needing support - Students needing extra support referred to Donovan - Curriculum Team met over the holiday break exploring the where to next, for the school, staff and students (refer Principals report) - Students who have been here from the beginning of their schooling life are achieving on average 10% higher than the same year group who have not been here from the beginning. - With consistency and training with Hero, we can deep dive into student data over time, use to identify student need, and inform teaching - ESOL student at foundational level, almost ½ of the 180 students very high needs (a score of zero on their ELLP scores), consider when looking towards resources for next year - Use of tools from Wairau special school for those pre level 1 students 	

	<ul style="list-style-type: none"> - An extra TA next year will free up Jenny to move around classes and mentor teachers - Kat explained the end of year when classes are being made careful consideration will be given to class make up and 'spreading the load' <p>Mike thanked Kat for her time and her presentation.</p>	
4.	Administration	
	<p>Conflicts of interest</p> <ul style="list-style-type: none"> • none noted this meeting <p>Admin</p> <ul style="list-style-type: none"> • Mike clarified the difference between Governance and Management <ul style="list-style-type: none"> ○ Management is the day to day running of the school - Principal ○ Governance insuring the school is following policies are enacted and setting the strategic direction for the school • Shail added that the office of the Privacy commissioner is another really good resource to look at privacy, confidentiality and governance. 	
5.	Approval of Previous Minutes	
	<p>Minutes of the meeting held in June 2024 was approved.</p> <p>Minutes of the In-Committee minutes for June 2024 was approved.</p> <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 	<p><i>Moved: Yoyo Carried: Kat</i></p>
6.	Principal's Report	
	<p>The report was tabled and discussed.</p> <p>Points noted:</p> <ul style="list-style-type: none"> • We have reached the student number for another teacher. The application has been sent to the MoE who will make this change to our staffing pay • Kat and Donovan to visit Sunnynook to look at assessment tools - eASttle and PAT • Looking at branding for the school values and names for the teams may need to keep money aside re signage through PB4L lens • Looking to adopt the Mitey program, they work with the school and its values • The school is part of a pilot program to explore zero stand downs and exclusions • To better meet the needs of our high needs students/whanau there will be two hui/meetings a term involving MoE, Police, RTLB • If we wish to move away from the church based programme it needs to come back to the board to ratify. Surveys have been done for whanau voice historically. Mike noted with the growing number of non-Christian students and given our diverse community it may be timely to move towards an alternative programme • Kat discussed using more Maori kupu used e.g. student/akonga within school docs - school policies • Whaea Leanne to run Mau Rakau for 20 weeks for a group of boys as funded by the MoE • Harrison Tew - Emergency systems - the cost is \$395 +gst annually (Kat to go back and clarify costs) 	<p><i>That the report be received. Moved: Yoyo Carried: Chris Unanimous</i></p>

	<ul style="list-style-type: none"> What's the induction process for new staff? (Jo). Kat clarified that induction falls on management, whereas Harrison Tew's proposal is the way in which we run our management procedures 	
7.	BOT Workplan / Discussions (emergent)	
	<p>School Start and End dates for 2025</p> <ul style="list-style-type: none"> Kat proposed the following start and end dates for 2025 First school day - 7 February Last school day - 19 December (The same as this year) Board agreed to dates <p>Zoning Decision- number of positions for 2025</p> <ul style="list-style-type: none"> 2023/2024 ballot places available were 40 over 4 intakes The board resolves to set the number of spaces at 40, and over 4 ballots. 	<p><i>Moved: Kat Carried: Jo Unanimous</i></p> <p><i>Moved: Mike Carried: Jo Unanimous</i></p>
8.	Information / Risk	
	<p>The June 2024 Financial Report was tabled and discussed. Points noted:</p> <ul style="list-style-type: none"> Pg 9 personale is at a negative - why is that? Question from previous meeting (discussion in committee) AOG cleaning supplies - Kat noted that we will be utilising the cheaper products and services provided by Fresh and Clean company <p>Property Update / Report</p> <ul style="list-style-type: none"> Work needs to be done to clear the mulch before gardens (provided by grant) can be built Labour is being gifted to, machine hireage being covered by school Quote to be provided. <p>The Health & Safety Report was tabled and discussed.</p>	<p><i>That the report be received. Moved: Fiona Carried: Jo Unanimous</i></p> <p><i>That the report be received. Moved: Jo Carried: Fiona Unanimous</i></p>
9.	In Committee	
	<p>The Board went into committee at 7.08pm.</p> <p>The Board came out of committee at 7.32pm.</p>	
9.	Voting - Presiding Member	
	<p>Vote of new Presiding Member: The Board has voted and in favour and the motion has been carried. Therefore the new Presiding Member is Ricky Gurnell with immediate effect.</p> <ul style="list-style-type: none"> Kat nominated Ricky Chris seconded it and passed 	<p><i>Moved: Kat Carried: Chris Unanimous</i></p>
10.	Additional Business	
	<p>Farewell to Mike - thank you Mike!</p>	
11.	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: 10 September 2024 at 5:30pm	

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Mike McCaw Chairperson		Kim Collins Board Secretary