



# Glenfield Primary Board of Trustees

Minutes of the Meeting  
Tuesday, 15 Sept 2024 at 5:30pm

<b>Present</b>	Kat Porter Rick Gurnell Yoyo Fu Chris Marshall Sarah Goforth Fiona Smith Kim Collins	Principal Parent Trustee (Presiding Member) Parent Trustee Parent Trustee Parent Trustee Co-opted Trustee (Secretary)
<b>Apologies</b>	Jo Cowell	Staff Trustee
<b>In Attendance</b>	Donna Love (staff), Chaz, Kyla and Moana (Māori whānau representatives)	

<b>1-2</b>	<b>Opening and Apologies</b>	
	The Presiding Member welcomed everyone to the meeting and we opened with a karakia.  Sarah introduced herself and Rick welcomed her to the board and school.	
<b>3.</b>	<b>Expert Presentations</b>	
	<p>Te Whānau Haumanu parents - Chaz, Kyla and Moana presented their proposal to the Board for a co-opted seat for a Māori representative</p> <p>Discussion points:</p> <ul style="list-style-type: none"> <li>• Having our Maori whanau and voice represented in school decisions</li> <li>• Cultural responsiveness</li> <li>• Positive role model for our Maori students</li> <li>• Creating an inclusive school board</li> <li>• Has come through whanau Hui held each term, reflective of our Maori whanau and their engagement with the school</li> <li>• Kat spoke of their engagement and support of GPS. Kat spoke about the process to elect the member and shared her support to have this co-opt to happen.</li> </ul> <p>Rick thanked them for their time and presentation. The Board will deliberate in committee and Kat will give feedback.</p> <p>The Board unanimously agreed to the addition of a co-opted Maori board member</p> <p>The Board unanimously agreed to adopt the draft constitution for all co-opted roles going forth.</p>	<p><i>Moved: Kat</i> <i>Carried: Chris</i></p>
<b>4.</b>	<b>Administration</b>	
	<p>Conflicts of interest to note</p> <ul style="list-style-type: none"> <li>• Sarah updated her conflicts (new Board member)</li> </ul>	<i>Noted</i>
<b>5.</b>	<b>Approval of Previous Minutes</b>	

	<p>Minutes of the meeting held in September 2024 were approved.</p> <p>Minutes of the In-Committee minutes for September 2024 were approved.</p> <p>There were no Matters Arising from previous meeting</p> <p>Review of Actions</p> <ul style="list-style-type: none"> <li>• Kat resent out parent survey - attached in the Principals report.</li> </ul>	<p><i>Moved: Rick</i> <i>Carried: Yoyo</i></p>
<b>6.</b>	<b>Principal's Report</b>	
	<p>The report was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• Discussion around curriculum and how we decide what goes into our Annual Plan/Strategic Plan.</li> <li>• Sarah asked the question around moving the Gardens and the reasons behind it - Kat spoke to providing a flat, safe surface for students to play as this is positioned directly outside WVSS classes and the Juniors.</li> </ul> <p>Points noted: Emergent Review of Mindfulness and Bible Lessons at GPS.</p> <ul style="list-style-type: none"> <li>• Decision regarding the continuation of Bible lessons was had.</li> <li>• The Board unanimously agreed that this is to finish at the end of Term 4 2024.</li> </ul>	<p><i>That the report be received.</i> <i>Moved: Rick</i> <i>Carried: Fiona</i></p>
<b>7.</b>	<b>BOT Workplan / Discussions (emergent)</b>	
	<p>Review of Annual Plan - whole Board discussion</p> <p>Discussion points:</p> <ul style="list-style-type: none"> <li>• Discussed each goal, wins/losses and next steps</li> <li>• Kat to draft 2025 annual goals and budget to match for Dec. meeting</li> </ul>	<p><i>Moved: Yoyo</i> <i>Carried: Rick</i></p>
<b>8.</b>	<b>Information / Risk</b>	
	<p>The August 2024 Financial Report was tabled and discussed.</p> <p>Property Update / Report was tabled within the principals report.</p> <p>The Health &amp; Safety Report for October was tabled and discussed.</p> <ul style="list-style-type: none"> <li>• The retaining wall may be funded by MoE.</li> </ul> <p>Correspondence Register read and received.</p>	<p><i>That the following reports/correspondence be received.</i> <i>Moved: Fiona</i> <i>Carried: Yoyo</i></p>
<b>9.</b>	<b>In Committee</b>	
	<p>The Board went into committee at 6:06pm.</p> <p>The Board came out of committee at 7.28pm.</p>	
<b>10.</b>	<b>Additional Business</b>	
	<p>Christmas Function for final meeting - 10th Dec? (Kat)</p> <ul style="list-style-type: none"> <li>• Discussion around joining the staff Christmas end of year. Kat to check with staff at next staff meeting.</li> </ul> <p>Sarah is leaving the country on the 9th for a holiday - gives her apologies for the next Board meeting (will attempt to attend online if possible).</p>	
<b>11.</b>	<b>Discussions and Meeting Closure</b>	
	<p>Confirmation of Actions</p> <ul style="list-style-type: none"> <li>• These were read and all agreed to.</li> </ul>	

	There being no other business, the meeting closed at 7.32pm with a karakia.	
	Next meeting: 10 December 2024 at 5:30pm	

<b>Rick Gurnell</b> Presiding Member		<b>Kim Collins</b> Board Secretary
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