



Glenfield Primary Board of Trustees

Minutes of the Meeting
Tuesday, 10 December 2024 at 5:30pm

Present	Kat Porter Rick Gurnell Yoyo Fu Chris Marshall Fiona Smith Sumudu Thode Jo Cowell Kim Collins	Principal Parent Trustee (Presiding Member) Parent Trustee Parent Trustee Co-opted Trustee Parent Trustee Staff Trustee (Secretary)
Apologies	Sarah Goforth	Parent Trustee
In Attendance	Presenting: Sue Ruxton, Tamlyn Bryington, Kim Collins, Donovan Smith, Jenny Lundin (GPS Senior Leadership Team) Attending: Donna Love (staff), Heather Lister (staff)	

1-2	Opening and Apologies	
	The Presiding Member welcomed everyone to the meeting and we opened with a karakia. Sumudu introduced herself and Rick welcomed her to the Board and school.	
3.	Expert Presentations	
	The Senior Leadership Team presented the Annual Plan and 2025 priority areas, and how these align with the 2025 budget also. Rick thanked them for their time and presentation.	<i>Noted</i>
4.	Administration	
	Conflicts of interest to note <ul style="list-style-type: none"> Sumudu updated her conflicts (new Board member) 	<i>Noted</i>
5.	Approval of Previous Minutes	
	Minutes of the meeting held in October 2024 were approved. Minutes of the In-Committee minutes for October and November (urgent resolutions) 2024 were approved. There were no Matters Arising from previous meeting Review of Actions <ul style="list-style-type: none"> Only one outstanding - discussed in-committee 	<i>Moved: Yoyo Carried: Kat</i>
6.	Principal's Report	
	The report was tabled and discussed. Discussion points noted: <ul style="list-style-type: none"> ERO to visit 	<i>That the report be received. Moved: Rick Carried: Fiona</i>

	<ul style="list-style-type: none"> • Class sizes, currently Year 6 classes are quite high, Sue has been in discussions with Kat over possible options to cope with numbers. • New staff, coming and going all positions are filled • Term 4 policy reviews 	
7.	BOT Workplan / Discussions (emergent)	
	<p>Required agenda items for December Board Meeting Annual ratification of all EOY requirements</p> <p>General business - Board decisions (these are listed from the reports presented where a decision is required)</p> <ul style="list-style-type: none"> • Board meeting dates for 2024 • International Students: Code Self Review Attestation 2023 completed and submitted to MOE • 2024 draft budget to be ratified • Revised cyclical maintenance schedule to be ratified • Asset register review / stocktake completed 10 December 2023 • Useful Life of Assets reviewed <p>Resolution: Approval of the draft 2024 budget The Board resolves to accept and approve the 2024 draft budget.</p> <p>Resolution: Revised cyclical maintenance schedule review Cyclical maintenance updated schedule to be distributed to Board members to be sighted, accepted and approved.</p> <p>Resolution: Asset Register Review / Stock take: The asset register has been reviewed and the stock take completed by 10/12/2023. The board acknowledges and accepts the review.</p> <p>Resolution: Useful Life of Assets The Board has reviewed the depreciation policy for the useful life of the asset categories and accepts that these remain appropriate for the school, except plant and machinery depreciation percentage which is to be confirmed. All other asset values remain the same as 2024-25.</p> <p>Ratify the 2025 Board meeting Schedule The Board resolves to accept and approve the 2025 meeting schedule dates.</p>	<p><i>Moved: Chris</i> <i>Carried: Sumudu</i></p> <p><i>Moved: Kat</i> <i>Carried: Jo</i></p> <p><i>Moved: Fiona</i> <i>Carried: Rick</i></p> <p><i>Moved: Yoyo</i> <i>Carried: Chris</i></p> <p><i>Moved: Rick</i> <i>Carried: Yoyo</i></p>
8.	Information / Risk	
	<p>The September and October 2024 Financial Report were tabled and discussed.</p> <p>Property Update / Report was tabled within the principals report.</p> <p>The Health & Safety Report for December was tabled and discussed.</p> <p>Correspondence Register read and received.</p>	<p><i>That the following reports/correspondence be received.</i> <i>Moved: Kat</i> <i>Carried: Sumudu</i></p>
9.	In Committee	
	<p>The Board went into committee at 7.07 pm.</p> <p>The Board came out of committee at 7.41 pm.</p>	
10.	Additional Business	
	<p>Rick thanked and farewelled Jo, who heads off to her new place of employment next year.</p>	
11.	Discussions and Meeting Closure	
	Confirmation of Actions	

	<ul style="list-style-type: none">• These were read and all agreed to.	
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	There being no other business, the meeting closed at 7.32pm with a karakia.	
	Next meeting: 10 December 2024 at 5:30pm	

Rick Gurnell Presiding Member		Kim Collins Board Secretary
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