

Glenfield Primary Board of Trustees

Minutes of the Meeting Tuesday, 18 February 2024 at 5:30pm

Present	Kat Porter	Principal		
Rick Gurnell		Board Member (Presiding Member)		
Yoyo Fu		Board Member		
Chris Marshall		Board Member		
	Sarah Goforth	Board Member		
	Fiona Smith	Board Member		
	Sumudu Thode	Board Member		
	Kim Collins	(Secretary)		
Apologies				
In Attendance	Presenting: Kirstin Blackburn (Education Services)			
[Attending:			

1-2	Opening and Apologies	
	The Presiding Member welcomed everyone to the meeting and we opened with a karakia.	
3.	Expert Presentations	
	Kirstin Blackburn joined us via google meet to answer any questions pertaining to the budget.	Noted
	Rick thanked them for their time and presentation.	
4.	Administration	
	Conflicts of interest to note	Noted
	Beginning of Year Admin 1. Code of Conduct - resign and agree to how we will operate and behave in discussions 2. Approval of the draft financial statement - to be sent to the auditors Resolution The Board moved to accept the draft financial statement. 3. Approval of the finance budget for 2025 - review and finalise approval Resolution The Board moved to accept the finance budget for 2025. ———————————————————————————————————	Both resolutions, Moved: Rick Carried: Yoyo Passed
	Delegations 1. Delegations to the Principal Resolution The Board again moved that the principal, Kat Porter, be given delegated authority as per the School Delegations List. 2. Appointment of a Vice Presiding Member Resolution	Moved: Fiona Carried: Chris Passed

	The Board moved that Sumudu be appointed as Vice Presiding Member, and will act in this position as required for 2025. 3. Delegations to the Committees (done in-committee)	Moved: Yoyo Carried: Fiona Passed
	Resolution The Board moved that the following members be appointed as both Chair and members of the associated committees as per their remit stipulated in the appropriate Terms of Reference document.	
	4. Set the date for our Triennial Election between 3 - 19 September Suggestion is the 10 September from NZSBA Resolution The Board moved to adopt the date of 10 September for our 2025 triennial	Moved: Rick Carried: Sumudu Passed
	election, using CES to run this process.	
5.	Approval of Previous Minutes	
	Minutes of the meeting held in December 2024 were approved. Minutes of the In-Committee minutes for December were approved.	Moved: Rick Carried: Sumudu
		Passed
	There were no Matters Arising from previous meeting	
	Review of Actions Only one outstanding - discussed in-committee	
6.	Principal's Report	
	The report was tabled and discussed.	That the report be received.
		Moved: Rick Carried: Sumudu
7.	BOT Workplan / Discussions (emergent)	
	 Delivery of Policies The Board will review the Term 1 policies and bring any queries to the April meeting. 	Moved: Chris Carried: Yoyo
8.	Information / Risk	
	The Financial Reports were approved - see above - tabled and discussed.	That the following reports/correspond
	Property Update / Report was tabled within the principals report.	ence be received.
	The Health & Safety Report for February was tabled and discussed.	Moved: Chris Carried: Yoyo
	Correspondence Register read and received.	
9.	In Committee	
	The Board went into committee at 6.38 pm.	
	The Board came out of committee at 8.26 pm.	
10.	Additional Business	
	None.	
11.	Discussions and Meeting Closure	
	Confirmation of Actions • These were read and all agreed to.	

There being no other business, the meeting closed at 8.32 pm with a karakia.	
Next meeting: 8 April 2025 at 5:30pm	

Rick Gurnell	Kim Collins
Presiding Member	Board Secretary