



Glenfield Primary Board of Trustees

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

Present	Kat Porter Rick Gurnell Jo Cowell Yoyo Fu Chris Marshall Shail Stewart Fiona Smith	Principal Parent Trustee (Presiding Member) Staff Trustee Parent Trustee Parent Trustee Parent Trustee Co-opted Trustee
Apologies	Kim Collins	(Secretary)
In Attendance	Michael Zimer (Shore Accountants), Heather Lister & Donna Love (teachers)	

1-2	Opening and Apologies	
	The Presiding Member welcomed everyone to the meeting and we opened with a karakia. - Apologies received from Kim Collins.	
3.	Expert Presentations	
	Michael Zimer did a presentation on our Financial Report - what it entails, how to read and interpret it, where to ask questions etc. Discussion points: <ul style="list-style-type: none"> Clarification regarding sick pay & resulting expenditure. <ul style="list-style-type: none"> Kat explained the historic back pay on sick leave entitlement Teachers can now stay home when unwell where traditionally they didn't have the option as they had no leave. 2025 budget must align with the strategic 3-5 year plan. Revision during the year if necessary. Working capital - minimum spend + investment in the bank Look at Fundraising events for 2025 - spread across the year. Tag these to a specific 'thing' so those who contributed can see an outcome. Rick thanked him for his time and presentation.	<i>Moved: Kat Carried: Chris</i>
4.	Administration	
	Conflicts of interest to note <ul style="list-style-type: none"> Fiona - mention of WVSS toilets within the Health & Safety Report. Fiona reminded us of her conflict being a staff member of WVSS. 	<i>Noted</i>
5.	Approval of Previous Minutes	
	Minutes of the meeting held in July 2024 were approved. Minutes of the In-Committee minutes for July 2024 were approved. There were no Matters Arising from previous meeting	<i>Moved: Yoyo Carried: Jo</i>

	<p>Review of Actions</p> <ul style="list-style-type: none"> • there are no outstanding actions to discuss this meeting 	
6.	Principal's Report	
	<p>The report was tabled and discussed.</p> <p>Points noted:</p> <p>Emergent Review of Mindfulness and Bible Lessons at GPS.</p> <ul style="list-style-type: none"> • Survey responses are low. This is disappointing. • Kat highlighted the need for this to sit outside of valuable curriculum time. The Board agreed. • We decided to try other method of collecting consultation data before a decision is made; <ul style="list-style-type: none"> ○ On paper ○ To just the whanau that are currently opting in ○ It will be offered outside curriculum time if it is continued (indicate this within the survey so this is already known) • Kat to bring these results back to the Board by October, or circulate via email before then. <p>Emergent Review of Health & Safety - our emergency procedures</p> <ul style="list-style-type: none"> • We will adopt Harrison Tew for our emergency procedures. All agreed. <ul style="list-style-type: none"> ○ Initial set up fee (one off) and Annual cost \$1750 approved. ○ This will be added to the budget going forth. 	<p><i>That the report be received.</i> <i>Moved: Rick</i> <i>Carried: Fiona</i></p>
7.	BOT Workplan / Discussions (emergent)	
	<p>Delivery of Policies</p> <ul style="list-style-type: none"> • Is everyone happy with them as they stand, the Term 3 docs are appropriately worded. <ul style="list-style-type: none"> ○ Kat to notify SchoolDocs and approve. <p>Update regarding election process</p> <ul style="list-style-type: none"> • further discussions held in committee. <p>General Business</p> <ul style="list-style-type: none"> • Chris emailed a question regarding the use of a karakia at the start of each Board Hui. <ul style="list-style-type: none"> ○ This is fitting with what the school does and is one of our ways of enacting Te Tititi. We will continue to do so. ○ Chris would prefer to not participate. • Clash of Board meetings with Glenfield Intermediate. Kat raised this issue, as many people sit on other school Boards (GIS and GC). <ul style="list-style-type: none"> ○ Kat to send Mark our 2025 proposed Board dates so we can ensure there are no clashes going forth. 	<p><i>Moved: Yoyo</i> <i>Carried: Rick</i></p>
8.	Information / Risk	
	<p>The June 2024 Financial Report was tabled and discussed.</p> <p>Property Update / Report</p> <p>Cyclical Maintenance - options for the hall.</p> <ul style="list-style-type: none"> • Discussion held around the options presented to the Board regarding our painting cycle for 2024, and the option to go with autex instead for the Hall. Board approved the spending of an extra amount to line the hall floor to ceiling. • The retainer wall is worse than initially thought. Hope to do outside 10YPP plan with some financial support. Steve is speaking with MoE regarding this. 	<p><i>That the following reports/correspondence be received.</i> <i>Moved: Fiona</i> <i>Carried: Yoyo</i></p>

	<ul style="list-style-type: none"> • Shade Sail cleaning quotes extreme. Try to get other quotes or use wet & forget? • WVSS toilets ongoing. No immediate fix for these. <p>The Health & Safety Report was tabled and discussed.</p> <p>Correspondence Register read and received.</p>	
9.	In Committee	
	<p>The Board went into committee at 6:55pm.</p> <p>The Board came out of committee at 7.10pm.</p>	
10.	Additional Business	
	Farewell and thank you to Shail - thank you Shail!	
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 7.21pm with a karakia.	
	Next meeting: 22 October 2024 at 5:30pm	

Rick Gurnell Presiding Member		Fiona Smith Board Secretary (stand in)
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