



# Glenfield Primary School Board

Minutes of the Meeting  
 Tuesday, 17 June 2025 at 5:30pm

<b>Present</b>	Kat Porter Rick Gurnell Donovan Smith Kyla Plant Sumudu Thode Fiona Smith Kim Collins	Principal Board Member (Presiding Member) Board Member Board Member Board Member Board Member (Secretary)
<b>Apologies</b>	Yoyo Fu Chris Marshall Sarah Goforth	Board Member Board Member Board Member
<b>In Attendance</b>	Presenting: Donovan Smith (DP) / Kim Collins (DP) Attending:	

<b>1-2</b>	<b>Opening and Apologies</b>	
	The Presiding Member welcomed everyone to the meeting and we opened with a karakia.	
<b>3.</b>	<b>Expert Presentations</b>	
	The Senior Leadership Team discussed and presented key features of our Literacy Curriculum. <ul style="list-style-type: none"> <li>Tier 2 / 3 support to be integrated with the ESOL programme. Both D.Ps will train in the Tier 2 intervention to also carry out a teaching component.</li> <li>Data follows the child.</li> </ul> Rick thanked them for their time and presentation.	<i>Moved: Rick Carried: Sumudu</i>
<b>4.</b>	<b>Administration</b>	
	Conflicts of interest to note - none	<i>Noted</i>
<b>5.</b>	<b>Approval of Previous Minutes</b>	
	Minutes of the meeting held in May 2025 were approved.  Minutes of the In-Committee minutes for May were approved.  There were no Matters Arising from previous meeting	<i>Moved: Kyla Carried: Kat</i>
<b>6.</b>	<b>Principal's Report</b>	
	The report was tabled and discussed. Key notes are <ul style="list-style-type: none"> <li>Toilet bill - initially thought to be \$17,000 was actually \$27,000</li> <li>This is able to be paid by using unspent 5YA budget</li> <li>Kat shared being really proud of the staff and their grit to take on all the</li> </ul>	<i>That the report be received.  Moved: Rick Carried: Fiona</i>

	<ul style="list-style-type: none"> <li>Sickness continues to be an issue. Reliever budget is almost out. Challenges: continual sickness and lack of reliever availability.</li> <li>Our current replacement caretaker has been working Thurs / Fri but is ending at the end of term. There is a new caretaker starting Term 3 also Thurs/Fri - we do not need a full time caretaker.</li> </ul>	
<b>7.</b>	<b>Board Workplan / Discussions (emergent)</b>	
	<b>Delivery of Policies</b> <ul style="list-style-type: none"> <li>The Board has reviewed the Term 2 policies - no issues raised.</li> </ul>	
<b>8.</b>	<b>Information / Risk</b>	
	<p>The Financial Report was approved - tabled and discussed.</p> <p>Things to note:</p> <ul style="list-style-type: none"> <li>New code in finance was added to enable it to pay the counsellor.</li> <li>The EAP fund to pay for counselling is already over budget.</li> </ul> <p>Property - See principals Report - tabled and discussed.</p> <p>The Health &amp; Safety Report was tabled and discussed.</p> <p>Personnel (in committee)</p> <p>Correspondence Register (in committee).</p>	<p><i>That the following reports/correspondence be received.</i></p> <p><i>Moved: Rick Carried: Kyla</i></p> <p><i>Moved: Rick Carried: Kat</i></p>
<b>9.</b>	<b>In Committee</b>	
	<p><b><i>Motion: That the Board move In Committee and that the public be excluded from agenda items pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987. The reason being to discuss matters related to personnel and learners and the grounds is to protect the privacy of individuals.</i></b></p> <p>The Board went into committee at 6:20pm The Board came out of committee at 6:47pm.</p>	<p><i>Moved: Rick Carried: Donovan</i></p>
<b>10.</b>	<b>Additional Business</b>	
	<p>PD with NZSBA's Sarah Fleming</p> <ul style="list-style-type: none"> <li>This was tabled again, those interested were: Rick, Donovan, Kat, Kyla, Sumudu (time permitting). Rick to organise possible dates for this.</li> <li>Suggestion was made to hold off until the September elections so this can be done with the new Board.</li> </ul> <p>Apologies given for next Board Meeting: Kyla and Sumudu</p>	<p><i>Moved: Rick Carried: Sumudu</i></p> <p><i>Moved: Rick Carried: Kat</i></p>
<b>11.</b>	<b>Discussions and Meeting Closure</b>	
	<p>Confirmation of Actions</p> <ul style="list-style-type: none"> <li>Board discussions (actions listed below)</li> <li>Board resolutions for current meeting.</li> </ul> <p>Confirm date of next meeting</p> <ul style="list-style-type: none"> <li>2025 Board schedule</li> </ul>	

	There being no other business, the meeting closed at 7:08pm with a karakia.	
	Next meeting: 5 August 2025 at 5:30pm	

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