

GREEN BAY SCHOOL

RespectWhakaute PositivityMatika InitiativeAuahatia



GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 22nd March 2023

6.00pm

1. Present

Present: Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Catherine Rochford, Nicole Allington, Matt Child, Tim Rickards, Glen Mitchell (Parent Elects), Heidi Smithson (minute taker)

1.1 Welcome

Amelia welcomed the Board to the meeting.

1.2 Apologies

None.

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Principal's report is confirmed as read by all.
- Roll – International students have now been taken off. The Roll stands at 637.
- School attendance is at 94-95%.
- Thank you for the successful Meet the teachers evening. Was a great turnout.
- International Students – we have 39 short term from Korea. Thank you to Veronica and the Homestay parents. We are hoping to have some Long term students from Korea and China in August.
- Thank you to Nicole for preparing the Trusts submission and the Grants calendar.
- Thank you to the Board for all your hard work towards making our School a better place for learning for all our children.

I Anand, move that the Principals Report be moved as accepted.

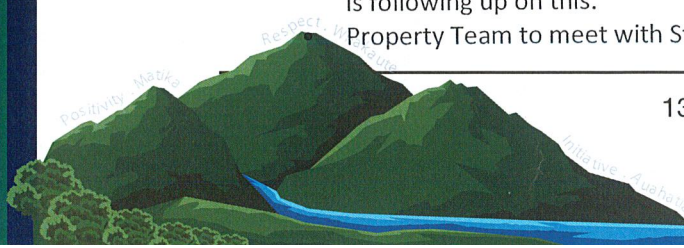
Second: Glen

Carried: All

2.2 Property Update

- Received a quote from Steve for the Basketball Court.
 - Senior Playground – Tim advised there are 2 specialists interested in quoting. He is following up on this.
- Property Team to meet with Steve re Block 1.

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2.3 Finance Report

- Finance report is confirmed as read by all.
- Nicole and Catherine met with Marilyn on Friday.
- An adjustment is needed for International Students.

I Nicole, move that the Principals Report be moved as accepted.

Second: Catherine

Carried: All

2.4 Strategic and Annual Plan

- The Board needs to form a Strategic plan team.
- We will looking to a Facilitator for this process.
- This needs to be a 3yr plan.

3. Strategic discussions and decision

3.1 Swimming Pool

- 36 pool keys were sold.
- Due to cost & time involved there will be no pool keys sold for the next summer period.

3.2 Grants/Sponsorship

- The Trusts and ANZ Courtside grants have been applied for.
- Grants calendar has been completed and distributed.

4. Reviews

4.1 Student Attendance

- Student attendance discussed in Principals report.

4.2 Enrolment

- Enrolment discussed in Principals report.

4.3 Uniform/Dress

- Uniform discussed in Principals report.

5. Assurances

5.1 Risk Management

- Risk Management assurances given in principal's report.

5.2 Equal Employment Opportunity

- Equal Employment Opportunity as given in principal's report.

5.3 School Planning and Reporting

- School Planning and Reporting as given in principal's report.

5.4 Length of School Year

- Length of School Year as given in principal's report.

6. Administration Matters

6.1 Confirmation of Minutes of previous meeting

I Amelia, move that the February meeting minutes be accepted as true and correct

Second: Catherine

Carried: All

6.2 Actions from previous meetings action sheet

- All actions from February meeting completed.

4.3 Correspondence as Listed

- None.

4.4 Board Time spent


- Please ensure you send in your Board Time Spent.

7. Administration Matters

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7.41pm

Board meeting concluded at 7.46pm

Next meeting is at 6.00pm on Wednesday 10th May 2023.



Amelia Day

Board of Trustees Chairperson

10/5/23

Sign and Date

WHO	ACTION	DONE
Fundraising Committee	To meet and organise F/R Plan	