

GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 1st April 2026
6.04pm

1. Present

Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Catherine Rochford, Marco Claasen, Mahmood Nasir, Nicole Allington, Neeraj Patel (Parent Elects), and Wayne Southgate (SENCO/LSC) with speaking rights.

Welcome

Amelia welcomed everyone 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

- Principals report tabled as read.
- Wayne Southgate spoke about the Learning Support Co-ordinator/SENCO role and the associated work performed. He thanked Anand and Cheryl for their support and assistance.
It would be good to obtain more funding for assisting students, particularly neurodivergent students.
The Board thanked Wayne for his commitment and efforts towards improving the students' wellbeing and learning outcomes.

6:16pm Wayne left the meeting

- The school roll is steady over the current year at 613 students, however this is still lower than the past few years. The school zone is quite small compared to other schools in the area. Amelia to investigate if this can be reviewed.
- Acknowledged parents for attending the parent teacher evening and supporting the school and their children's education.
- Thank you to the property team for their excellent work on the playground
- The teaching staff is full, with no vacancies at present
- Thank you to Amelia, Marco and Nicole for attending the ERO meeting.
- Thank you to Marco and Rebecca (New World Green Bay) for the generous donation of Chromebooks. Technology plays an important part in education and this was a significant boost to the school.
- MoE have requested a fuel plan to be made. Anand has requested a template from MoE to ensure that the plan is in-line with expectations. Need to consider

the distance teachers travel to school, while noting that there is a preference for in-school learning rather than remote learning.

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

Second: Nicole

Carried: All

2.2 Property Discussion

- The Playground is complete. There has been a lot of positive feedback from children and parents. Catherine advised that there are no major expected cost over-runs. This is a very pleasing result.
- Science classroom: the initial amount provided is an early estimate and subject to change once the plans are finalised. The project will be fully funded by the MoE based on what they consider is appropriate. The Board suggested that the Science department to provide a 'wish-list' of what they would like to be included. The Board can explore whether there is capacity to fund portions of the wish-list not deemed necessary by the MoE.
- Room 26: waiting on approval on removal of room.
- Room 8: re-piling needed. This will be added to the 10YPP that will be updated in 2027.
- Room 4: Gutters to be replaced.
- Rooms 1 & 2: Portions of the roof require repairs
- Anand will look at bike stands and goal posts to be obtained.
- The school fields are heavily utilised by multiple student groups; clear and proper field markings would assist students in using these spaces safely and effectively.
- School Advertising Signage: Board discussed different methods of approaching businesses/associations. The Board delegated authority to Marco for negotiating the fees to be charged for advertising boards at the front of school, to maximise utilisation.

2.3 Finance Update

February 2025 Financial Statements:

- The Balance Sheet is consistent with December 2025.
- The Annual Budget column is to be updated for the Board Approved Budget.
- Year-to-date is a loss of \$16.5k. This is due to expenses such as curriculum expenses being top heavy as resources are purchased for use during the full year.
- Amelia as Presiding Member has signed:
 - Budgeted December 2025 Statement of Financial Position
 - 2025 Cash Flow Budget
 - 2026 Cash Flow Budget
 - 2026 Budgeted Statement of Financial Position
 - School Annual Accrual Report Certification
- The Finance Committee met on 20 March to review/update the 2026 budget. This was forwarded to the Board via email on 27 March which was carried.
- The Board's SBA membership has not been paid. Neeraj to follow up.

2.4 Fundraising Update

- Nicole prepared a comprehensive grant application to the Grassroots Trust. This was unfortunately declined as the school was outside of their funding catchment.
- Nicole to look at fundraising options for the van. Amelia to check pricing of van in April/May as demand may fall due to current fuel prices.
- Amelia to work with the Fundraising Committee and provide their pipeline/plan for 2026.

3. Strategic discussions and decision

3.1 Swimming Pool

- The swimming pool was busy over the summer break.
- Nicole to liaise with Council and obtain their report on the utilisation of the pool

3.2 Health & Safety

- The playground construction team had left the school gates opened. This was resolved and ensured locked going forward
- Room 8 to be re-piled. Refer Property Report
- Rooms 1 & 2 roof repairs to be completed. Refer Property Report
- Thank you to volunteer parents who helped fix and tidy the steps and garden.

4. Assurances

4.1 Emergency Management

- Emergency Management assurances given in principal's report.

4.2 School Planning and Reporting

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

4.3 Digital Technology & Online Safety

- Digital Technology & Online Safety assurances given in principal's report.

4.4 Health Education

- Health Education assurances given in principal's report.

4.5 Length of School Year

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

5. Board Policy Reviews

5.1 Digital Technology & Online Safety

- Digital Technology & Online Safety policy given in principal's report.

6. Policy Reviews

- Next Policy Reviews in May. Refer SchoolDocs website.
- Anand to engage the Privacy Officer to identify and update relevant policies to ensure that school matters discussed by staff and the Board are to be conducted on approved school platforms (e.g. Outlook, Teams). This will ensure discussions are secure and appropriately retained for record-keeping.

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

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

Second: Catherine

Carried: All

7.2 Actions from previous meetings action sheet

- Actions not completed have been rolled over to May.

7.3 Correspondence as Listed

- E-motion from Board of Trustees, approving the 2026 Budget
- In committee.

7.4 Board Time spent

- Please ensure you send in your Board Time Spent.

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7.35pm

Board meeting concluded at 7.47pm

Next meeting is at 6.00pm on Wednesday 6 May.

----- **Sign and Date**

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Nicole	To apply for Grassroots funding	COMPLETED
Anand	Liaise with Privacy Officer: Policies to be updated to reinforce school related activities are to be performed only on school approved platforms	
Anand & Catherine	To look into goalposts and field marking	

Amelia	Send Code of Conduct to Board Members	ROLLOVER
Amelia	To work with Fundraising Committee in finalising their 2026 budget/plan	
Amelia	To look into what is required for a review of the school in-take zone	
Catherine	To look into the removal of Room 26	IN PROGRESS
Mahmood	Contact Tim & Steve re the shade for rooms 1-4.	IN PROGRESS
Marco	School Advertising Signage	IN PROGRESS
Neeraj	Follow up SBA membership payment	
Nicole	To obtain Council's report on swimming pool utilisation	