

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 10th April 2024

6.05pm

1. Present

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

Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Glen Mitchell

Catherine Rochford – will be late

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.
- Typing error in report, there is only 1 short term.
- Andy has resigned as the Release Teacher. We would like to thank Andy for his many decades of service and wish him all the best.
- Thank you to Marilyn for all her assistance with the Auditors. The draft report is due in 2 weeks' time.
- 31 May – Teachers only day for the Kotuitui Conference. There is also another Teachers only day 4 June.
- There is not enough Rainbow reading pens. There is funding available for this and this will be addressed.

6.24pm Catherine arrived to the meeting

- Discussed Year 5 & 6 Camp at Finlay Park. The costs have gone up significantly from other years.

Cheryl moves that the Sausage sizzle, Mufti day and Bake sale fundraising will be coded for the Year 5-6 Camp.

Second: Amelia

Carried: All

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

Second: Tim

Carried: All

2.2 Property Update

- We have 2 quotes for the Shade sail, waiting on the 3rd quote.
- No Playground update this meeting.
- The Knowledge-Athon is all ready to go for day 1 Term 2.
- Discussed 5YA, waiting to hear from Lisa.

2.3 Finance Update

- 10YPP – Anand to check with Marilyn.

3. Strategic discussions and decision

3.1 BoT Presiding Member – sign off for Auditors (RSM)

- Amelia signed off for Auditors RSM

4. Board Reviews

4.1 Documentation and Self-Review Policy

- Documentation and Self-Review Policy assurances given in principal's report.

5. Policy Reviews

5.1 Community Conduct Expectation

- Community Conduct Expectation discussed in principal's report.

5.2 Reporting to Parents on Student Progress and Achievement

- Reporting to Parents on Student Progress and Achievement discussed in principal's report.

6. Assurances

6.1 Digital Technology and Online Safety

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

6.2 Safety Management System and Worker Engagement, Participation and Representation

- Safety Management System and Worker Engagement, Participation and Representation Assurances given in principal's report.

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

I Amelia, move that the March 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

- None.

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 6.48pm

Board meeting concluded at 7.06pm

Next meeting is at 6.00pm on Wednesday 26th June 2024.

----- Sign and Date

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Tim, Catherine & Glen	Quotes needed for playground for the purpose of applying for grants	
Glen	Write a property update to send to the School Community in Term 2	
Amelia & Tim	Look at options for School Pool	
Nicole	Grants Calendar for May meeting	