

GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 30th April 2025
6.00pm

1. Present

Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Catherine Rochford, Nicole Allington, Neeraj Patel (Parent Elects),

Welcome

Amelia welcomed everyone to the meeting.

6:24pm Tim Rickards, 6:34pm Glen Mitchell,

1.2 Apologies

None

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Anand spoke to the Principal's Report, including
- Roll fluctuations: the roll has been consistent due to the new enrols offsetting the leavers.
- Donation from New World
- Sia Sinha has secured 1st place in Mathematics Wizard Competition 2025, with over 4,000 participants from 60+ School. Anand sent an email to the team recognising the staff of the foundation that the school built.
- Govt has introduced program of paying for Teachers' Dues for the next three year.
- There was another break-in since the last meeting, with the gas tank outside of class being stolen.

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

Second: Neeraj

Carried: All

2.2 Finance Update

- Neeraj discussed the availability of accounts/commentary.
- Finance Committee have drafted the following 3 policies. The policies are intended to bridge the gap between the school's current financial policies and the ability to fundraise outside of school effectively.
 - Green Bay School - Off-site Fundraising Cash Handling Policy
 - Green Bay School - Portable Eftpos Policy
 - Green Bay School - Fundraising Bank Account and 3rd Party Policy
- Tim asked regarding the treatment of the upcoming donation from New World. Cheryl responded that the income will be counted as Donation, and the tagging

of those funds for Chrome Book purchases.

2.3 Property Discussion

- Classroom updates: Asbestos removal company is working from 3pm till midnight each evening to reduce risks. There is a potential for costs to be higher than expected. Amelia asked if we can request additional funding.
- Tim to obtain additional 2 quotes for the playground
- Brief discussion was held regarding Auckland Transport(AT)'s proposed initial changes to the pedestrian crossing.

3. Strategic discussions and decision

3.1 Election

- Amelia clarified the Board members that are up for re-election: Amelia, Cheryl, Tim and Catherine.
- The board will utilise the on-line election process due to the convenience.
- If required then the Board could ask Marilyn to again be the Returning Officer
- Elections to start from September

4. Assurances

4.1 Risk Management

- Risk Management assurances given in principal's report.

4.2 Safety Checking and Police Vetting

- Safety Checking and Police Vetting Assurances given in principal's report.

4.3 Performance Management

- Performance Management Assurances given in principal's report.

4.4 Child Protection and Abuse, Recognition and Reporting

- Child Protection and Abuse, Recognition and Reporting Assurances given in principal's report.

5. Board Policy Reviews

5.1 Planning and Preparing for Emergencies, Disasters and Crises

Planning and Preparing for Emergencies, Disasters and Crises policy given in principal's report.

5.2 Emergency Management

- Emergency Management Policy given in principal's report.

6. Policy Reviews

Refer to Principals 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

- Fraud Checklist has been signed and sent to the auditors. Thank you for Marilyn for her assistance with these.
- Sports Camp: Agreed and Signed Off
- Kauri Whanau Camp: pre-approval signed off.

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 7.05pm

Board meeting concluded at 7.23pm

Next meeting is at 6.00pm on Wednesday 28th May 2025.

----- Sign and Date

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Glen	To look into the removal of Room 26	ROLLOVER
Glen	Engage with a company to do a maintenance report on the Pool	ROLLOVER
Neeraj	Look at other schools Working Capital	ROLLOVER
Catherine, Nicole and Glen	To look into costings for signage.	ROLLOVER

Tim	To obtain 2 further quotes for playground	
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