

GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 27th August 2025
6.08pm

1. Present

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

In attendance: Pavel Granger – with speaking rights.

Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Glen Mitchell
Neeraj Patel

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Welcome to Pavel – he is here to present regarding EOTC.

3.2 EOTC – Pavel Granger

- The Board received some handouts regarding EOTC.
- Pavel discussed the requirements for strengthening GBS EOTC system for 2026.
- Board queried some of the risk and requirements regarding low and high risk EOTC scenarios.
- Pavel will send the Board his notes from his PD sessions.
- The Board thanked Pavel for all his hard work on EOTC.

6.37pm Pavel left the meeting

- Principals report tabled as read.
- Thank you to the Board for Friday night's Staff Event. It was well attended and enjoyed by all.
- Congratulations to Cheryl for her reappointment to the Board.
- Thank you to Tim and Catherine for all you have done for the Board. We will miss you and thank you very much for your time and hardwork.
- We have 4 International students currently.
- Waiting on Staff entitlement for next year before we can finalise our staff.
- Board discussed taking out of Zone enrolments for 2026.
- Advertised for Year 7/8 Team Leader position for start of 2026.
- The Board thanked Nicole for her organisation of the amazing Staff Event.
- We had a Fire Drill on 15 August which we completed in 7 minutes.

- Discussed School Day requirements and how GBS manages this.

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

**Second: Tim
Carried: All**

2.2 Property Discussion

- Playground update - waiting to hear from Steve regarding this.
- Catherine is currently filling out Ministry paperwork for the Playground and will send this to Glen.
- Pool – awaiting 2nd filter quote from Laurens, Glen has followed up on this.
- Tim is working with the Local Board regarding the School Pool. Nicole will also join this meeting.
- Glen sent through the Signage T&C's – please send any feedback ASAP.
- There are some cracked panels on the side of the hall that need replacing, Laurens is working on this.

2.3 Finance Update

- There was a Finance meeting last week, there are some amendments to be made to the June Meeting minutes:
 - The Board acknowledges the Auditor's recommendation on segregation of duties as outlined in their Management Report. The Board notes that the school already has robust processes in place, including independent checks of bank accounts against invoices, and therefore agrees to set aside the relevant action point from the Board Minutes dated 25 June 2025

**Second: Tim
Carried: All**

- The Board recognises the Auditor's comment regarding faded or missing supporting documents for a small number of credit card transactions. The Auditor's management report confirmed that the documentation was able to be obtained from suppliers and provided in a timely manner. The Board also notes that the school has commenced scanning supporting documentation into Xero to ensure records remain easily accessible.

**Second: Nicole
Carried: All**

- That the Board approves to carry forward the Principal's unused budget from the current financial year into the following financial year.

**Second: Amelia
Carried: All**

- That the Board approve a downward reforecast of \$43,500 in light of the additional costs incurred to date, as recommended by the Finance Committee at its meeting on 21 August 2025.

**Second: Nicole
Carried: All**

- Financial Position: Working Capital has dropped from \$1,561k at 31 Dec 2024 to \$1,530k as at 31 July is \$1,530k; in line with the additional expenditure as noted in the reforecast
- The school has earned \$20k of International Student Fees in July.
- Personnel costs for Property maintenance has dropped from \$26.6k in June to \$22.3k in July. The school is continuing to manage the expenditure.
- The deficit for the month is \$6k, which will be offset in the coming months as Fundraising events occur (no events were planned for July)
- Amelia signed off Credit card statements for Anand.
- The budget for Staff Appreciation was increased by \$350.
- Amelia & The Board thanked Marilyn for all her help with the Auditing process.
- Amelia suggested the Board think about the 2026 Budget and if there are any extra costs that need to be accounted for.

2.4 Sports Camp Update

- We had a very successful Sports Camp at Totara Springs where we came 4th.
- Anand shared an email received from Totara Springs commending the School on their exemplary manner at Sports Camp.

3. Strategic discussions and decision

3.1 Board Elections

- Voting return rate 13.24% with 15 days left to vote.
- Catherine will post a reminder on the Whanau FB page.
- November 2026 Election, it is recommended that we look at different options for who to run our Election process.

3.3 Fundraising

- Dad's Pies closed last night.
- Parents Event is on 11 October.
- Colour run save the date – 7 November.

4. Assurances

4.1 Planning and Preparing for Emergencies, Disasters and Crises

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

4.2 Searches, Surrender, and Retention of Property

- Searches, Surrender, and Retention of Property assurances given in principal's report.

4.3 Minimising Physical Restraint

- Minimising Physical Restraint assurances given in principal's report.

4.2 Appraisal

- Appraisal assurances given in principal's report.

5. Board Policy Reviews

5.1 Abuse Recognition and Reporting

- Abuse Recognition and Reporting policy given in principal's report.

6. Policy Reviews

6.1 Police Vetting

- Refer to Principals report.

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

I Amelia, move that the July 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 September.

7.3 Correspondence as Listed

- Woodlands Park.

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 7.31pm

Board meeting concluded at 8.16pm

Next meeting is at 6.00pm on Wednesday 17th September 2025.

----- **Sign and Date**
Amelia Day
Board of Trustees Chairperson

WHO	ACTION	DONE
Glen	To look into the removal of Room 26	ROLLOVER