

GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 12th December 2025
6.03pm

1. Present

Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Catherine Rochford, Marco Claasen, Mahmood Nasirm, Nicole Allington, Neeraj Patel

(Parent Elects), Heidi Smithson (minute taker)

In attendance:

Alex Milich (with speaking rights)

Marilyn Logan (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

- Alex presented the Board the Reading PAT and Maths PAT data & findings for the Year.
- The School is over the National Mean for testing in Year 4-8 PAT Maths.
- The School is very close to the National Mean for the Year 4-8 PAT Reading.
- Alex Thanked the Board for all their support this year.

6.16pm Alex left the meeting

6.18pm Marilyn arrived at the meeting

3.3 Draft Budget

- Marilyn presented the 2026 Draft Budget.
- The Final budget is done in March; however, the draft needs to be approved at tonight's meeting.
- The Board funded projects have been added.
- Catherine queried the Hall upgrade - Marilyn advised this is Cyclical Maintenance, Curtains, Kitchen Cabinets (rotted) and Toilets. This does not include the Sound/PA System.
- Nicole will apply for some funding for the Hall upgrade.
- Marco queried some of the costs in the Budget, Marilyn answered these queries.

6.49pm Marilyn left meeting

- Principals report tabled as read.
- Next year we have gone with some smaller Class sizes, due to difficulties teaching 2 different Year levels. All Classes except one (yr 7/8) are single Year Level.
- Nicole questioned the additional Year 7 Students. There are some students that are coming into Zone from other Primary schools.

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

Second: Catherine

Carried: All

2.2 Property Discussion

- Pool is completed, just needing the test kit and cover.
- Playground works will be underway late Feb, early March.
- 5YA is due again next year.
- Catherine has circulated the Signage agreement. Board needs to decide on the Funding structure. This project will be passed onto Amelia and Marco.

I Catherine, move that we go ahead with Signage project under the delegation of the Subcommittee (Amelia & Marco)

Second: Cheryl

Carried: All

2.3 Finance Update

- The November report only came in this morning, so this hasn't been looked over as yet. Neeraj will forward this to the Board after this meeting.

- Cyclical Maintenance Plan 2026

It was moved the Board accepts the updated Cyclical Maintenance Plan for 2026

Moved: Amelia

Second: Catherine

Carried: All

- Asset Register

It was moved that the Board accepts that the Asset Register is correct

Moved: Amelia

Second: Marco

Carried: All

- Asset Value

It was moved that the Board accepts the Policy is staying the same for next year

Moved: Amelia

Second: Catherine

Carried: All

- Life of Asset

It was moved that the Board accepts these as the useful life

Moved: Amelia

Second: Nicole

Carried: All

It was moved that the Board accepts the Draft budget and approves it for 2026

Moved: Amelia

Second: Mahmood

Carried: All

It was moved that the Board approves that the Principal Wellness fund for 2024 is carried forward into the 2026 budget

Moved: Amelia

Second: Nicole

Carried: All

- The Board confirmed they have no further changes or feedback to the Fundraising Event Budget.

I Neeraj, move that the Fundraising Event Budgeting and Expenditure Policy be accepted.

Second: Catherine

Carried: All

- Van update – Amelia looked into Leasing a Van however this is not Financially Viable.
- Mercedes is very expensive, LDV have rust issues. Renault is a good option. Amelia has been looking at New and Second-hand options. The Board would like to look into purchasing New rather than Second-hand. Amelia will look into getting an Insurance quote and look into liability.

2.4 Health & Safety

NONE

3. Strategic discussions and decision

3.1 Fundraising

- Beth is leaving the Fundraising committee and there will be 2 new leaders, Ana and Nicola.

3.2 Swimming Pool

- This has been sorted and will be up and running for the Community over the Summer.

3.4 End of Year Data

- Cheryl handed out Data sheets to the Board and discussed these results.

3.5 Green Bay School Attendance Management Plan

- Anand advised this a requirement from the Ministry that needs to be put in place for next year.
- The Plan has been sent to the Board; there were some discussions around the Plan.

I Anand, move that the Green Bay School Attendance Management Plan be accepted.

Second: Mahmood

Carried: All

4. Assurances

4.1 Opening and Closing the School

- Opening and Closing the School assurances given in principal's report.

5. Board Policy Reviews

NONE

6. Policy Reviews

NONE

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

I Amelia, move that the November 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 February.

7.3 Correspondence as Listed

- None.

7.4 Board Time spent

- Please ensure you send in your Board Time Spent.

7.5 Meeting dates for 2026

- First meeting back will be Wednesday 25 February.

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 8.15pm

Board meeting concluded at 8.20pm

Next meeting is at 6.00pm on Wednesday 25th February 2025.

----- Sign and Date

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Catherine	To look into the removal of Room 26	ROLLOVER
Amelia	Send Code of Conduct to Board Members	ROLLOVER
Amelia	To organise meeting with MOE Property contact	ROLLOVER
Catherine	Contact Tim & Steve re the shade for rooms 1-4.	ROLLOVER
Amelia and Marco	Look at Signage options and pricing	
Amelia	Look at Van options including insurance and liability	