

**GREEN BAY PRIMARY SCHOOL**  
**Board Meeting Minutes**  
**Wednesday 25<sup>th</sup> February 2026**  
**6.02pm**

## **1. Present**

**Present:** Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Catherine Rochford, Marco Claasen, Mahmood Nasirm, Nicole Allington (Parent Elects), Heidi Smithson (minute taker)

### **Welcome**

Amelia welcomed everyone to the meeting.

### **1.2 Apologies**

Neeraj Patel.

### **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.
- Happy belated New Year to everyone.
- The roll is at 611 which is lower than anticipated.
- We have 2 long term and 5 short term International students and we will have a big intake in July.
- ERO review on Monday and Tuesday, possibly until Wednesday. They would like to meet with the Board Monday after school – please email Anand if available.
- Thank you to those who attended our Meet the Teachers evening. One of the best attendances we have had.
- Discussed Staffing and attendance.
- We had a very successful Powhiri to open the term. Thank you to Matua Jared and Alex for the organisation of this.
- We have appointed 10 prefects, a deputy Head Boy & Girl and a Head Boy & Girl.
- We are very happy to announce that New World Green Bay will be donating 20 Chromebooks to our school. We are very thankful to Marco for this.
- EOTC policy, Amelia will need to sign this. If you have any notes please email these through to Anand.

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

**Second: Catherine**

**Carried: All**

## **2.2 Property Discussion**

- The Playground is underway! Thank you to Laurens for sorting out the trees this was appreciated. This should be completed in the next 2 weeks.
- The Board would like to do an official Playground opening, Catherine will discuss with Alex & Matua Jared.
- Catherine will follow up with Graeme re Room 26.
- Anand has purchased some goal posts as a temporary measure. Anand would like the Board to look into the Field as a project and how this can be better utilised. Catherine will look into this.
- The field was flushed last year and is in much better condition this year but this will need to be monitored over Winter.
- The Board agrees to move forward with applying for Funding with Grassroots Trusts for the School Van.
- Signage:
  - Board agreed on the location of signs.
  - Marco, Nicole and Amelia will decide on the Supplier.
  - Board discussed how to advertise this opportunity. Nicole will draft the coms for this.
  - Board discussed the design and agreed on Number 4.
  - Pricing and number of signs was agreed on.

## **2.3 Finance Update**

- Neeraj suggested we move our meetings to the 1<sup>st</sup> meeting of every month so that we have the Financials each month.
- 2025 Full Year Draft Accounts:
  - Full Year surplus of \$36.5k against a budgeted loss of \$31.5k.
  - International Student Income was \$19.5k higher than budgeted.
  - Interest Income down \$23k due to drop in interest rate.
  - Expenditure is being very well controlled by the SLT and the school staff.
- 2026 Management Accounts:
  - set of 2026 accounts will be Feb 2026, available mid-late March.
- 2026 Budget:
  - FC will work with Marilyn to review the draft 2026 budget before the March meeting for sign-off.
- Amelia completed on behalf of the Board the Fraud Risk Assessment.

## **2.4 Annual Plan 2026**

- Anand forwarded this to ERO and is awaiting feedback.

# **3. Strategic discussions and decision**

## **3.1 Board Planning and Calendar**

- Amelia has sent this through to the Board.
- Meeting dates:
  - Wed April 1
  - Wed 6 May

- Wed 3 June
- Wed 1 July
- Wed 5 August
- Wed 2 September
- Wed 14 October
- Wed 4 November (TBC)
- Wed 2 December
- Please confirm to Amelia that the Sub committees are correct and everyone is happy to be on these committees.

### **3.2 Delegations**

- These are in the Principals Report.

### **3.3 Swimming Pool**

- This will close after this weekend and then results will be sent through as to how this went.

### **3.4 GBS EOTC Safety Management Plan**

- Please refer to Principals Report.

### **3.5 NZQA attestation and self-review of the Code for Internation Students**

- Please refer to Principals Report.

## **4. Assurances**

### **4.1 Risk Management**

- Risk Management assurances given in principal's report.

### **4.2 Health, Safety and Welfare**

- Health, Safety and Welfare assurances given in principal's report.

### **4.3 Learning Support**

- Learning Support assurances given in principal's report.

### **4.4 Health Support**

- Health Support assurances given in principal's report.

### **4.5 Worker Engagement, Participation and Representation**

- Worker Engagement, Participation and Representation assurances given in principal's report.

## **5. Board Policy Reviews**

### **5.1 Sun Protection**

- Sun protection policy given in principal's report.

## 5.2 Alcohol, Drugs, and Other Harmful Substances

- Alcohol, Drugs, and Other Harmful Substances policy given in principal's report.

## 6. Policy Reviews

### 6.1 Cell phones and Other Personal Digital Devices

- Refer to Principals report.

## 7. Administration Matters

### 7.1 Confirmation of Minutes of previous meeting

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

Second: Mahmood

Carried: All

### 7.2 Actions from previous meetings action sheet

- Actions not completed have been rolled over to April.

### 7.3 Correspondence as Listed

- 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 7.21pm

**Board meeting concluded at 7.31pm**

**Next meeting is at 6.00pm on Wednesday 1 April.**

----- 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
Catherine	Contact Tim & Steve re the shade for rooms 1-4.	ROLLOVER

Amelia	Look at Van options including insurance and liability	ROLLOVER
Nicole	To apply for Grassroots funding	
Catherine	To look into options for the Field	