

**GREEN BAY PRIMARY SCHOOL**  
**Board Meeting Minutes**  
**Wednesday 30<sup>th</sup> July 2025**  
**6.10pm**

## **1. Present**

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

6:12pm Glen Mitchell

### **Welcome**

Amelia welcomed everyone to the meeting.

### **1.2 Apologies**

Glen Mitchell – will be late

### **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.
- Roll is at 696, we have 21 International Students at the moment – expecting around 30.
- Thank you to Maria for the Literacy report – all Board members have read.
- Ministry have advised there is a new assessment tool for the new curriculum – this is through an Australian Company and is named SMART. This will be operational in Term 1 2026 with PD for Staff in Term 4 2025.
- Still looking for a Year 7/8 Team Leader to start Term 1 2026. Paula McKean will act as Team Leader for the remainder of the year.
- Thank you to all who attended Learning Conferences, we had good feedback from the Parents.
- Attendance is currently low due to students being on holidays and sickness.
- Term dates for 2026 have been set.
- Thank you to the Board for making it possible for our 2 new classrooms to be single cell.

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

**Second: Neeraj**

**Carried: All**

## **2.2 Property Discussion**

- Glen sourced a quote for the Pool Maintenance, we are just waiting on a second quote. Anand to follow up on the second quote.
- Glen spoke to Steve regarding the Senior Playground, Steve advised that the veranda outside Block 1 requires storm water retention tanks. Tim advised that these are not required and will liaise with Steve and the Council.
- Classes have moved into Room 3 and 4 so the Block of rooms 1-4 are now completed internally.
- Classroom 26 – there is now momentum for this project and we should have an update in the next few weeks.
- Members of the Board attended the Fundraising meeting to discuss projects. The Board discussed Fundraising projects and decided on Entrance to front of the school, School Van, Field reconfiguration, Signage - Way finding.
- Cyclical maintenance – The Board has reviewed the Auditors comments regarding the length of Cyclical Maintenance and are comfortable with the current plan.
- Senior Playground – Report and Plan read by all. This will be completed over the January Holidays due to weather and timings.

***I Catherine, move that the Board approve a funding envelope of up to \$135k+gst for the packages of work associated with the Senior playground that will allow for Project management and contingencies***

**Second: Amelia**

**Carried: All**

## **2.3 Finance Update**

- The Balance sheet is tracking well. We are currently at 1.5mil working capital.
- Profit & Loss is currently -31k due to:
  - Cleaners' wages were budgeted for 93k for the year, already at 88k as at June due to illness and paying overtime for replacements.
  - International Students income lower than budgeted but more income will come in July.
  - Board expenses of 10K.
- There is a formal Finance Committee meeting next month.

## **2.4 Sports Camp Update**

- Anand to discuss sports camp to see where it is at.

# **3. Strategic discussions and decision**

## **3.1 Board Elections**

- We have received 2 nominations for the Board; nominations close in around 7 days.

## **4. Assurances**

### **4.1 Risk Management**

- Risk Management assurances given in principal's report.

### **4.2 Student Attendance**

- Student Attendance assurances given in principal's report.

### **4.3 Reporting about Student Progress and Achievement**

- Reporting about Student Progress and Achievement assurances given in principal's report.

### **4.3 Appraisal**

- Appraisal assurances given in principal's report.

## **5. Board Policy Reviews**

### **5.1 Safety Checking**

- Safety Checking policy given in principal's report.

## **6. Policy Reviews**

### **6.1 Food and Nutrition**

- Refer to Principals report.

## **7. Administration Matters**

### **7.1 Confirmation of Minutes of previous meeting**

*I Amelia, move that the June 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 August.

### **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 7.02pm

**Board meeting concluded at 8.01pm**

**Next meeting is at 6.00pm on Wednesday 27<sup>th</sup> August 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	DONE
Neeraj	Look at other schools Working Capital	DONE
Catherine, Nicole and Glen	To look into costings for signage.	DONE
Tim	To obtain 2 further quotes for playground	DONE