GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 7th July 2026
6.00pm

1. Present

Present: Anand Muthoo (Principal), Amelia Day, Catherine Rochford, Nicole Allington, Neeraj Patel, Marco Claasen, Mahmood Nasir (Parent Elects), Heidi Smithson (minute taker)

In attendance:
Maria & Paula (Senior Literacy) - with speaking rights

Welcome
Amelia welcomed everyone to the meeting.

1.2 Apologies
Cheryl McElroy (Staff Elect)

1.3 Conflicts of Interest
No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Anand introduced Maria and Paula.

3.1 Senior Literacy Report – Maria and Paula

- Maria and Paula introduced themselves and discussed the Literacy Programme.
- Board has read report.
- Maria discussed how they have lined the Curriculum up and upskilling Staff.
- Resources were discussed – Year 6 kits have sold out; however, we do have 1 kit that is being shared.
- Paula discussed the Resources required to meet the demand of the new Curriculum, particularly at the Year 7 & 8 level.
- Paula discussed the benefits of Writers Toolbox resource.
- Amelia questioned is there a large gap between Year 6 & 7 – Maria advised they do not see one and Year 6 are generally ready for Year 7.
- Catherine questioned if there will be a large gap between Year 8 & 9 – Paula advised that the transition under the old Curriculum has been smooth, however this may change with the new Curriculum.
- Neeraj requested an estimate and priority for the Resources that are needed so the Board can discuss.

6.28pm Maria and Paula left the meeting

- Principals report tabled as read.
- Board discussed the Roll. There have been quite a few students moving overseas and out of Auckland.
- We have a high intake of short-term International Students.
- Discussed increasing the School Zone and opening the Enrolments for Out of Zone Students.
- Matariki Celebrations this morning were fantastic. The Kapa Haka performance at Pinesong went very well.
- There are 2 camps going out in Term 3.
- Anand passed on his sincere thanks to all Staff and the Board for all the time you make for the benefit of our School.

I Anand, move that the Principals Report be moved as accepted.
Second: Amelia
Carried: All

2.2 Property Update

- The Science class has around 2-3 weeks until completion.
- Catherine and Mahmood had a great meeting yesterday with the Staff re signage. Mahmood circulated a document around signage, waiting on feedback from the School. This should be ready to go ahead in a couple of weeks.
- The front of the school needs to be worked on – this can be a working Bee but needs to go through a Landscaper first.
- The holes in Room 1 & 2 Roof need to be discussed with Steve.
- Solar – Mahmood has spoken to Henderson Primary & Flanshaw and believes this is a good investment. At this stage the School will wait for more information from the Government.
- GBKO document has been circulated. Amelia will reply to Beth regarding this.
- Board discussed pros and cons of Van options. The Board would like to know a schedule that a Van would be used for, and if there are any trips that the School have not looked into due to transportation – Anand will ask the office for this. Amelia will look into pricing of hiring a Van vs buying a Van. This will now be communicated as a Transportation Project.

2.3 Finance Update

- There is a surplus of 47K at the moment, but this is due to timing of Grants.
- Expenses have been controlled well.
- Working Capital similar to last month.
- Property expenses are higher than expected but these are being monitored.
- We have overused our staff allocation as of May 2026, based on relieving teachers required.
- Financial Position is quite strong.
- Board noted Auditors recommendations that we require a separate bank account suffix for Property projects.
- Property team advised there are no large Board Funded projects coming up in 2026, except as where already noted in the management records.

I Amelia, move that the Signed Final Cashflow Budget 2026 be moved as accepted.
Second: Catherine
Carried: All

2.4 Fundraising Update

- Marco has had 11 people contact him re the Sponsorship signs but none of these have signed up as yet.

3. Strategic discussions and decision

3.2 2027 Draft Term Dates

- Draft Term Date are as per the email from Anand. This will only change if the MOE adds in some Teacher only days.

4. Assurances

4.1 Curriculum and Student Achievement Policy

- Curriculum and Student Achievement Policy assurances given in principal's report.

4.2 Assessing Student Learning

- Assessing Student Learning assurances given in principal's report.

4.3 Cell Phones and Other Personal Digital Devices

- Cell Phones and Other Personal Digital Devices 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 June meeting minutes be accepted as true and correct
Second: Nicole
Carried: All

7.2 Actions from previous meetings action sheet

- Actions not completed have been rolled over to August.

7.3 Correspondence as Listed

NONE

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 7.33pm

Board meeting concluded at 7.52pm

Next meeting is at 6.00pm on Wednesday 5 August.

--- **Sign and Date**

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Amelia	Send Code of Conduct to Board Members	ROLLOVER
Amelia	To look into what is required for a review of the school in-take zone	ON GOING
Nicole	To obtain Council’s report on swimming pool utilisation	ROLLOVER
Cheryl	Advise date for Staff Appreciation Event	ROLLOVER
Anand	Schedule of Events and dates that a Van would be used for. Also a schedule that shows when transport would be issued.	