

GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 25th June 2025
6.05pm

1. Present

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

Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Tim 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 667 at the moment.
- At the moment we still don't have any Foreign Fee paying students but we have some short-term students coming in July.
- Anand and Cheryl discussed the Math curriculum. The supplied practice books are not quite aligned with the curriculum however by 2027 this should be rectified. Resources are covered for by the Ministry.

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

Second: Catherine

Carried: All

2.2 Property Discussion

- Catherine and Tim had a meeting with Modern Environments re Playground, should have a quote from them next week. Also spoke to Park Supplies and they will update their quote. We should be in the position to make a decision at the beginning of the Term 3. Apologies this has taken so long.
- Glen had some feedback that there is a hole in the Junior playground rubber – this appears to have been dug at. This is being looked into getting fixed by Laurens.
- Glen has organised someone to come and quote for the Pool pumps, Laurens will also get a 2nd quote.
- Glen has not heard back from Steve re Room 26 but he will have a meeting with him next week regarding this.

- Glen put together a draft proposal re Sponsorship for the front signs. Please send any comments through to Glen. Catherine is happy to help with this project.
- Rooms 1 & 2 are finished and are looking really good. Rooms 3 & 4 have been started.

2.3 Finance Update

- 2024 December year end
 - Accounts signed and Audit complete. Thank you to Marilyn and Senior Management for their hard work managing the finances of the school.
 - \$183K surplus compared to targeted budget of breakeven, due to various factors including:
 - *\$20k higher interest income compared to budget
 - *Staff development/training lower than budgeted
 - *Tight management of expenses
- Auditors have provided their Management Report – this was as expected for a school of our size. Suggestions for improvement:
 - Cyclical Maintenance plan covers longer than 7-10 yr period that is expected. Property committee to provide rationale as to why we are planning for longer and this needs to be formally accepted by the Board and minuted. Neeraj will follow this up.
 - Segregation of Duties: as with schools of our size we will have limited finance staff and therefore cannot have a full segregation of duties. The Auditors have stated that they do not have any concerns with Marilyn's integrity in this respect, but suggest the following to cover the segregation of duties issue:
 - *Senior Management to spot check creditors' bank accounts to creditor invoices and employee bank accounts to their contract.
 - *Run an exception report showing new creditors/staff and check their bank account is correct, and run an exception report showing changes in bank accounts for creditors and staff. These should be checked to source documentation to ensure correct. The exception reports should be either run independently by senior management, or with senior management present when Marilyn runs this report.

Anand and Cheryl confirmed this will be implemented

6.35pm Tim Rickards arrived
- May 2025 Management accounts:
 - We are 5 months into School Year which is 42%. Income and Expenditure are all tracking exceptionally well with all totals being at 40%-41% of the full year's budget. A big thank you to Marilyn and senior management in reducing expenditure in areas to offset larger than budgeted costs in other areas.
 - As at 31 May 2025 we have \$728k in our cheque account compared to \$228k in May 2024. The increase is due to recently matured term deposits. Marilyn advised that there are a number of large expenditures expected in the coming months and once those are paid a funds will be reinvested into term deposits.
- Fundraising – The team raised approximately \$9,500 from White Elephant sale, with expenses around \$2,000 so final funds raised around \$7,500. The Disco raised \$6500 and expenses were \$646.81 so final funds raised around \$5,900.

- Amelia signed the Audit email agreeing as per Audit requirements.

2.4 Camp Update

- Amelia confirmed that the Camp folder was received, read and signed off. There were a couple of questions re finances which Marilyn is looking into. Amelia also had some other questions which they went through and confirmed.
- Amelia was very impressed with the paperwork received from Carey Camp.
- Amelia would like to Thank everyone that worked together to organise Camp this year.

3. Strategic discussions and decision

3.1 Board Elections

- These are underway and all dates have been confirmed.

3.2 Health and Safety update

- There were slippery stairs and decking outside some classrooms but this has now been water blasted and rectified.
- In the Audit it was noted that there needs to be an update in the Fire Drill procedures. This is being worked on.

4. Assurances

4.1 Risk Management

- Risk Management assurances given in principal's report.

4.2 Planning and Preparing for Emergencies, Disasters and Crises

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

4.3 Child Protection and Abuse Recognition and Reporting

- Child Protection and Abuse Recognition and Reporting assurances given in principal's report.

4.3 Curriculum and Student Achievement Policy

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

4.5 Cell Phones and Other Personal Devices

- Cell Phones and Other Personal Devices Assurance assurances given in principal's report.

5. Board Policy Reviews

5.1 School Closure

- School Closure policy given in principal's report.

6. Policy Reviews

6.1 Disaster Management

- Refer to Principals report

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

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

Second: Neeraj

Carried: All

7.2 Actions from previous meetings action sheet

- Actions not completed have been rolled over to July.

7.3 Correspondence as Listed

- Community Consultation Full Primary from Woodlands Park School

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 7.20pm

Board meeting concluded at 8.14pm

Next meeting is at 6.00pm on Wednesday 30th July 2025.

----- Sign and Date

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Glen	To look into the removal of Room 26	Awaiting response from Steve
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 – awaiting feedback from Board
Tim & Catherine	To obtain 2 further quotes for playground	DONE
BOARD	Put together a fundraising plan	
Neeraj	Look into Cyclical Maintenance - term	