GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 3rd June 2026
6.00pm

1. Present

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

In attendance:
Mahmood Nasir – via Teams
Paul Southan – no speaking rights
Deborah & Susan (Junior Literacy) - with speaking rights

Welcome
Amelia welcomed everyone to the meeting.

1.2 Apologies
Catherine Rochford

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

2. Monitoring

2.1 Principal's Report

- Anand introduced Deborah and Susan to the Board.

3.2 Junior Literacy Report – Susan and Deborah

- Deborah & Susan introduced themselves and discussed the Literacy Programme.
- Board has read reports – Nicole questioned what is needed from the Board.
- At the moment the focus is on Tier 2 (small groups), ideally it would be good to have Literacy support spread to included Tier 3 (one on one approach). BSLA – this is stretched resource wise and the children are not being picked up as early as they need to be.
- Deborah advised it would be good to go to other schools to see how they handle their Tier 2 & Tier 3 students.
- The Board discussed Finances with Deborah and Susan and what they need to know in the future to help support the Literacy programme.
- Mahmood advised that Konini might be a good school in the area to have a look at their Literacy programme.

6.19pm Deborah and Susan left the meeting

- Principals report tabled as read.
- Board discussed the roll.
- There will be a few short-term International Students in July – staying between 2-4weeks. We are looking for a few more long-term students.
- There is a slight drop in attendance this term due to illness.
- Kapa haka is performing at Pinesong on 1 July, there are around 80 Students going.
- Roadworks in front of School are now complete.

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

2.2 Property Update

- Science room works start tomorrow; this will take a month or 2 to be completed.
- Rooms 5-8 the carpets, lino & leaks will be getting completed in the school holidays.
- Rooms 1&2 - the roof will be attended to but we cannot complete the canopy at this stage.
- Mahmood & Catherine are putting together a Project list and the order to be completed in. Mahmood will share this with the Board once completed.
- Room 26 – Mahmood has some quotes in regards to this and will discuss with Catherine.
- Way Finding – Mahmood has some quotes for this and will discuss at the next meeting.
- Nicole will look into the National Partys statement regarding Solar Panels for 500 Schools.
- Amelia signed off Contract Works Procurement Block 9 & Block 5

2.3 Finance Update

- Follow up from last month's meeting:
  - Playground project has been completed and will be closed.
  - Hall upgrade coding issue (Block 9–16 electrical work) has been corrected.
- 2025 accounts have been audited and signed off.
- Neeraj will request the Auditor's Management Report from Marilyn and circulate to the Board.
- April accounts:
  - Hall upgrade expenditure noted for the month (bathroom & painting).
- Financial tracking:
  - Income and expenditure are slightly behind the budgeted amount for this stage of the year.
  - Currently still in surplus, which should taper off towards budgeted loss as expenses increase in winter.
  - Overall financial position remains on track.
- Water costs are at 82% of Budget.
- Budget updates:
  - Some budget adjustments are expected, including Professional Development and Planning and Assessment.

- Full budget review to take place in July.
- Summary:
  - Financial position is stable.
  - Variances are timing-related and being actively monitored.

2.4 Fundraising Update

- Amelia attended the Fundraising meeting.
- Paige is now running the Fundraising committee.
- Amelia advised the FR team that the 2nd priority will be the Way Finding.
- The Fundraising team asked some questions in regards to the Van. If we have 1 Van at 80K taking 10 Children, how often will we use this and what will we be saving. Amelia suggested a Transportation fund as appose to a new Van. The Board discussed this situation and this will be looked into further.
- There will be no Parent Event this year and 2 Discos.
- Marco advised that the School is welcome to Fundraise at New World Green Bay. He is happy to Sponsor this. These requests need to come through the School, not individual Parents.
- Amelia will find out when the next FR meeting is.

3. Strategic discussions and decision

3.1 Health & Safety Audit

- Audit tabled as read – there were no questions.

4. Assurances

4.1 Emergency Management

- Emergency Management assurances given in principal’s report.

4.2 Appointment Policy, Staff Conduct, and Professional Development

- Appointment Policy, Staff Conduct, and Professional Development assurances given in principal’s report.

4.3 Employment Policy and Equal Employment Opportunities

- Employment Policy and Equal Employment Opportunities assurances given in principal’s report.

4.4 Child Protection and Abuse Recognition and Reporting

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

5. Board Policy Reviews

5.1 International Learners

- International Learners discussed in principal's report.

6. Policy Reviews

6.1 EOTC Governance Roles and Responsibilities

- EOTC Governance Roles and Responsibilities discussed in principal's report.

6.2 EOTC Risk Assessment and Management

- EOTC Risk Assessment and Management discussed in principal's 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

- 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 7.20pm
Board meeting concluded at 7.45pm

Next meeting is at 6.00pm on Wednesday 1 July.

-- **Sign and Date**
Amelia Day
Board of Trustees Chairperson

WHO	ACTION	DONE
Amelia	Send Code of Conduct to Board Members	ROLLOVER
Amelia	To work with Fundraising Committee in finalising their 2026 budget/plan	ON GOING
Amelia	To look into what is required for a review of the school in-take zone	ROLLOVER
Catherine	To look into the removal of Room 26	DELAYED
Nicole	To obtain Council's report on swimming pool utilisation	ROLLOVER
Amelia	Sign ERO report and email through	DONE
Anand	Newsletter for School Advertising Signage	ROLLOVER
Cheryl	Advise date for Staff Appreciation Event	