

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 29th May 2024

6.05pm

1. Present

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

In attendance: Wayne Southgate- with speaking rights.

Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

None.

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Special Needs Presentation – Wayne Southgate. Wayne confirmed his report is tabled as read.
- There is an increase in the number of students on the support register.
- Any funds that can be released for Teacher Aides would be greatly appreciated.
- The school has been using Gumboot Friday very successfully.
- PD is very important for the Teacher Aides. Please refer to the Principal's report to see the PD opportunities.
- Tim queried the Individual Education Plans, Wayne explained how these work.
- Anand and the Board thank Wayne for the amazing job that he does in this area. It is a very big job and your effort is very appreciated.

6.32pm Wayne left the meeting

- Principal's report is confirmed as read by all.
- Roll is at 664.
- International Students – we are expecting a few in June and then 20 in July for 3 weeks.

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

Second: Amelia

Carried: All

2.2 Property Update

- Amelia is working on the 5YA and Toilet block. She will update the Property Committee.
- Block 1 Shade options – Catherine advised these options have been sent to the Board. Board discussed options.
- Catherine will get a quote for both areas to apply for Grants.
- Contract Works Insurance – Anand will discuss this with Marilyn.
- Need to look at access for trucks.
- Anand discussed Cyclical Maintenance on Rooms 5-8.

2.3 Finance Update

- Neeraj to check if there is any budget for the Shading.
- Anand will follow up on Fundraising report for the next meeting.

3. Strategic discussions and decision

3.1 Fundraising

- Knowlegathon is very successful so far. Online is working well.
- Fundraising team are doing a great job and really appreciate the BOT support where possible.
- Nicole to purchase an Urn for the Fundraising team.

3.2 Grants

- Nicole will send latest Grants Calendar.
- Trillion Trust closes 10th of every month and could be a good option for the Shade work.
- Lion or Tindall Foundation Grants are a possibility for the Playground.
- Nicole is looking into the Rotary for possibly some funds towards Camp.
- Good for Grants is a company that can help with Grant Applications. The Board may look at using them in the future.

4. Board Reviews

4.1 Appointment Procedure

- Appointment Procedure assurances given in principal's report.

4.2 Safety Checking

- Safety Checking assurances given in principal's report.

5. Policy Reviews

5.1 Equal Employment Opportunities

- Equal Employment Opportunities discussed in principal's report.

5.2 Teacher Relief Cover

- Teacher Relief Cover discussed in principal's report.

6. Assurances

6.1 Risk Management

- Risk Management assurances given in principal's report.

6.2 Safety checking and Police vetting for Non-Teachers

- Safety checking and Police vetting for Non-Teachers assurances given in principal's report.

6.3 Teacher Registration, Certification, and Police Vetting

- Teacher Registration, Certification, and Police Vetting assurances given in principal's report.

6.4 Child Abuse Recognition and Reporting

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

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

I Amelia, move that the April 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 May.

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 7.28pm

Board meeting concluded at 7.42pm

Next meeting is at 6.00pm on Wednesday 26th June 2024.

----- Sign and Date

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Tim, Catherine & Glen	2 Quotes needed for playground for the purpose of applying for grants	
Glen	Write a property update to send to the School Community in Term 2	
Amelia & Tim	Look at options for School Pool	
Catherine	Quotes for both areas for Shade Options. Needed for Grant application	
Anand	Fundraising report for June meeting	