

GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 6th May 2026
6.00pm

1. Present

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

In attendance:

Marco Claasen – via phone call

Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Mahmood Nasir

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.
- Apologies from Pavol he was unable to make it tonight for his Science presentation, if you have any questions regarding his report, please email him.
- Roll is at 615 which is quite light.
- We had a Fire drill recently, had everyone out in 5 minutes and 58 seconds, which was great.
- Board discussed draft ERO report – no-one had any questions. The Board was very pleased with the Report. Amelia needs to sign the Report and email it through.
- The School handed out 202 certificates for 100% attendance; this is a record for the School.
- Discussed Roadworks around School, these are being done through the Council so all questions need to go through them.

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

Second: Neeraj

Carried: All

2.2 Property Report

- MOE has approved the funds to fix the Science Classroom. Catherine will follow regarding the next steps for this process.

- Way Finding – finalising some quotes and will send to the Board.
- Anand has purchased some Goal Posts for the field.
- Rooms 1 & 2 have discussed with Yellowstone. Catherine will keep working on this.
- We have the costings for Solar Power – Nicole will keep an eye out for funding. This will be discussed further in the July meeting.
- Catherine and Mahmood are putting together a spreadsheet as a summary for Projects. Catherine wants to work on this a bit more before sending it out to the Board.
- There is no update on Room 26.

2.3 Finance Update

- We're 3 months into the year (25%). Income and expenses are tracking well at approx. 25%.
- Thanks to Management and Marilyn.
- Catherine questioned the Budgeted School Projects amount for the Senior Playground. Neeraj will follow this up.
- Amelia queried why there is 2 amounts for the School Hall upgrade. One is for the bathroom upgrade (completed) while the other is for future work (sound system etc). Neeraj will follow this up and confirm.
- Balance Sheet (page 3) Working Capital is on target as well as net assets.
- The March management accounts currently have the 2026 Draft Budget figures (reviewed in December). The April accounts will be updated to the final approved budget.

2.4 Fundraising Update

- There is a meeting Thursday next week (14 May). Cheryl will ask Robin to send an email out regarding this.
- Amelia will discuss projects that the Board would like Fundraising assistance with. The School Van around \$80k and Way finding around \$35k.
- School signage - Marco will organise a Newsletter to go out to the Parents. Anand confirmed this can go out next week.

2.5 Everyday Matters – Final Attendance Report for Green Bay School – Term 1, 2026

- Discussed in Principals Report

3. Strategic discussions and decision

3.1 Swimming Pool

- Nicole has contacted the Council regarding feedback and is waiting to hear back from them.

4. Assurances

4.1 Risk Management

- Risk Management assurances given in principal's report.

4.2 Safety Checking and Police Vetting

- Safety Checking and Police Vetting assurances given in principal's report.

4.3 Teaching Staff

- Teaching Staff given in principal's report.

4.4 Performance Management

- Performance Management assurances given in principal's report.

5. Board Policy Reviews

5.1 School Swimming Pool

- School Swimming Pool policy given in principal's report.

5.2 Education Outside the Classroom

- Education Outside the Classroom policy given in principal's report.

6. Policy Reviews

- No reviews.

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 June.

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 6.56pm

Board meeting concluded at 7.04pm

Next meeting is at 6.00pm on Wednesday 3 June.

----- Sign and Date

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Anand	Liaise with Privacy Officer: Policies to be updated to reinforce school related activities are to be performed only on school approved platforms	DONE
Anand & Catherine	To look into goalposts and field marking	DONE
Amelia	Send Code of Conduct to Board Members	ROLLOVER
Amelia	To work with Fundraising Committee in finalising their 2026 budget/plan	ROLLOVER
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	IN PROGRESS
Mahmood	Contact Tim & Steve re the shade for rooms 1-4.	DONE

Marco	School Advertising Signage	DONE
Neeraj	Follow up SBA membership payment	DONE
Nicole	To obtain Council's report on swimming pool utilisation	ROLLOVER
Amelia	Sign ERO report and email through	
Marco	Newsletter for School Advertising Signage	