

# GREEN BAY PRIMARY SCHOOL

## Board Meeting Minutes

Wednesday 20<sup>th</sup> November 2024

6.09pm

### 1. Present

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

#### In attendance

Marilyn Logan – with speaking rights

#### Welcome

Amelia welcomed everyone to the meeting.

#### 1.2 Apologies

Nicole Allington.

#### 1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

### 2. Monitoring

#### 2.1 Principal's Report

- Thank you to Marilyn for all your hard work on the Budget, very appreciated.

### 3. Strategic discussions and decision

#### 3.5 Draft Budget

- Board received a list of notes to go over, discussed and read these during the meeting.
- Tim and Amelia had some budget questions that Marilyn, Cheryl and Anand clarified.
- Draft budget needs to be accepted at the December meeting.

*Marilyn left the meeting at 6.41pm*

#### 2.1 Principal's Report

- Principals report tabled as read.
- Roll at 694 currently, will start with around 630 next year.
- Board confirmed they have read the Structured Literacy notes. Catherine congratulated the school for being ahead of the curve on this.
- Board discussed how Structured Literacy will affect current students with the changes.

- Student reports are being finalised at the moment and will be sent out Thursday 12 December.
- Job vacancies have been advertised in the Gazette.
- Audit repairs are being worked on.
- Attendance is around 91-93%.
- Our Kapa Haka performed at the Kotuitui festival and were fantastic.
- All Board members are invited to the final assemblies.

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

**Second: Catherine**

**Carried: All**

### **2.2 Property Update**

- Property committee convened on Monday to discuss upcoming projects.
- 2 priority projects came from this meeting - Shade and Senior Playground.
- Shade will be around \$25K and the Senior Playground around \$125K – Neeraj will ask Marilyn to update the GL codes.
- Catherine will contact the Shade company for them to update the quote and follow up on the Playground quotes.

### **2.3 Finance Update**

- Monthly accounts are looking good.

### **2.4 Board Elections**

- These are in September 2025.
- Schooled have approached Marilyn regarding signing up for next year. The school used them for the last Election and it worked well. The cost is \$5941.35, the Board agreed to engage them again.

**I Amelia, move that Schooled is appointed for the Board Elections for 2025 as the online Electoral Services.**

**Second: Tim**

**Carried: All**

## **3. Strategic discussions and decision**

### **3.1 Structured Literacy Report – Susan Jull**

- As per Principals report.

### **3.2 Swimming Pool**

- There were around 70 responses from the School community to the survey that was sent out.
- The Pool committee will send communication to the School regarding the outcome.

### **3.3 Grants Report**

- None.

### **3.4 Strategic Plan Update**

- None.

## 4. Board Reviews

### 4.1 Asset Management and Protection

- Asset Management and Protection assurances given in principal's report.

## 5. Policy Reviews

### 5.1 School Donations and Student Activity Payments

- School Donations and Student Activity Payments discussed in principal's report.

### 5.2 Prevention of Bribery, Corruption, Fraud and Theft

- Prevention of Bribery, Corruption, Fraud and Theft discussed in principal's report.

## 6. Assurances

### 6.1 Expenditure

- Expenditure assurances given in principal's report.

### 6.2 Gifts

- Gift assurances given in principal's report.

### 6.3 Internation Learners Review

- Internation Learners Review assurances given in principal's report.

### 6.4 Planning and Preparing for Emergencies, Disasters and Crises

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

## 7. Administration Matters

### 7.1 Confirmation of Minutes of previous meeting

*I Amelia, move that the October 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 December.

### 7.3 Correspondence as Listed

- As listed.
- Amelia signed the Procurement forms for Walls and Bathrooms.

#### **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 7.27pm

**Board meeting concluded at 7.42pm**

**Next meeting is at 6.00pm on Wednesday 11<sup>th</sup> December 2024.**

----- **Sign and Date**

Amelia Day  
Board of Trustees Chairperson

<b>WHO</b>	<b>ACTION</b>	<b>DONE</b>
Catherine, Nicole and Glen	Look into signage and sponsorship options.	ROLLOVER
Glen	To look into the removal of Room 26	ROLLOVER
Tim	Write a letter regarding Pool options to send to the School Community on Monday 4 November.	DONE
Tim	Will send out communications to the School community regarding the Pool survey.	
Glen	Following up with Steve re Block 1	