

GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 26th November 2025
6.00pm

1. Present

Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Catherine Rochford, Marco Claasen, Mahmood Nasir (Parent Elects), Heidi Smithson (minute taker)

Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Nicole Allington
Neeraj Patel

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.
- Marco confirmed will join the Health & Safety team.
- Marco advised he couldn't locate the Behaviour management policy – Amelia will look into this.
- Fee paying students for next year – we are in the process of signing up full timers.

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

Second: Catherine

Carried: All

2.2 Property Discussion

- Playground – Catherine has been in contact with Park Supplies. Works will be done late February, early March.
- Field – work will be done in the holidays.
- Pool – this will open next week for the School.
- Catherine would like to meet with the new MOE Property contact. Amelia will try to organise this.
- Catherine will chase Tim & Steve re the shade for rooms 1-4.
- Signage will be discussed at the next meeting. Amelia and Marco will lead this process.

2.3 Finance Update

- There will need to be a budget adjustment for the pool. Amelia will liaise regarding this.
- The Board discussed Projects and funds to allocate to these Projects:
 - School frontage project
 - School signage/ Way finding
 - Senior Playground
 - School Van
- The Board discussed options re purchasing Vans. Nicole and Amelia will look into options.

3. Strategic discussions and decision

3.1 Fundraising

- Board discussed the Fundraising Event Budgeting and Expenditure Policy. As this policy came in late to review this will be discussed at the next meeting.
- Catherine Thanked everyone for their help with the Colour Run. It was a great success and an amazing day that everyone enjoyed.

3.2 Swimming Pool

- The School is moving forward with the Swimsation/Council program for the Summer.

3.3 Draft Annual Plan

- Anand emailed through the Draft Annual Plan to the Board. All feedback is needed before the next meeting.

4. Assurances

4.1 Planning and Preparing for Emergencies, Disasters and Crises

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

4.2 Protected Disclosures

- Protected Disclosure assurances given in principal's report.

4.3 School Swimming Pool

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

5. Board Policy Reviews

5.1 Behaviour Management

- Behaviour Management policy given in principal's report.

5.2 Minimising Physical Restraint

- Minimising Physical Restraint policy given in principal's report.

6. Policy Reviews

6.1 Stand-Down, Suspension and Exclusion

- Refer to Principals report.

6.2 Staff Well-Being and Safety

- Refer to Principals 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

- 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 7.04pm

Board meeting concluded at 7.26pm

Next meeting is at 6.00pm on Wednesday 10th December 2025.

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

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Catherine	To look into the removal of Room 26	ROLLOVER
Anand	Liaise with Laurens to get sports field drainage pipes flushed out	DONE
Nicole	Forward the Swimsation/Council Memorandum of Understanding (Swimming pool)	DONE
Amelia	Send Code of Conduct to Board Members	
Neeraj	Prepare report on the Board's funding for the pool repairs	DONE
Neeraj	Draft policy on fundraising expenditure	DONE
Catherine	Update draft signage sponsorship contract	
All	Consider Board funding for 2026 Budget <ul style="list-style-type: none"> • Teacher Aides • Capital Projects 	DONE
Amelia	To organise meeting with MOE Property contact	
Catherine	Contact Tim & Steve re the shade for rooms 1-4.	
Amelia	Budget Adjustment for Pool	