

eGREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 29th October 2025
6.07pm

1. Present

Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Nicole Allington, Glen Mitchell, Neeraj Patel, Marco Claasen, Mahmood Nasir (Parent Elects), Catherine Rochford (Co-Opted)

In attendance: n/a

Welcome

Amelia welcomed everyone to the meeting.

1.1 Apologies

Heidi Smithson

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.
- School roll is currently 688.
- Enviro 2025 Report prepared by Anja
- Scale A positions for 2026 have been advertised.
- Gifts Policy for departing teachers was reviewed.
- The MoE is continuing to make Attendance a priority. The school had a total of 42 students on holiday over the course of the current term. Overarching discussion held regarding the differing reasons for students to be away (sickness, holidays)

Senior Management are developing a School Attendance Management Plan. This will be brought to the next Board meeting for review.

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

Second: Neeraj

Carried: All

2.2 Property Discussion

- MoE have approved the Board's plan for Senior Playground upgrade. Catherine will liaise with the contractors to schedule this (possible timing early Term 1).
- Swimming Pool: The pool requires maintenance, particularly the replacement of the filters. The property committee's paper on the two quotes was discussed. The second quote was more comprehensive, with commercial grade filters that will suit the school's needs. The contractor was also requested to provide quotes

on a pool cover and test kits. The Board agreed that the pool cover and test kit would be a good addition as it would help keep water quality consistently high. The total cost for this project (filters, pool cover, test kits) is \$35,000+GST.

Glen moved that the preferred quote be moved as accepted. Second: Catherine. Carried: All

Nicole will forward the suppliers Terms & Conditions for a final review and once accepted will organise scheduling for the repairs (ideally before end of the year, dependent on the contractors availability).

Neeraj to review the financial statements and prepare a summary of how the Board can fund this project.

- Fence Signage/Sponsorship: The draft contract was discussed, including the pricing for the sponsorship. Glen will update the agreement for comments made.
- 5YA plan is due for review in 2026.
- Anand advised that the school has been given approval for \$27k grant for maintenance of the buildings, including power-wash, gutter cleaning.
- Sports field: Anand to liaise with Laurens to get the drainage pipes to be flushed out.

2.3 Finance Update

- This month we are at 75% of the school year. Income and expenditure is tracking at 72% of the reforecast.
- The Board thanked senior management for keeping the expenditure within the reforecasted amounts.
- The 2026 budget is being worked on.
- The Board will need to discuss at the next meeting what projects the Board would be able to contribute towards in 2026, for inclusion in the budget.
- The senior playground upgrade budget will be carried forward to 2026.
- Discussion held about the likely expenditure (insurance, maintenance) for the school van (once this has been purchased).
- Due to lack of Government funding the Board currently funds for two Teacher Aides from Board Funds. Senior management thanked the Board for this and have requested this funding to be continued for 2026.

3. Strategic discussions and decision

3.2 Fundraising

- The Board discussed the costs of fundraising to date. Neeraj to review the existing fundraising policies and draft a fundraising expenditure policy to provide guidance for fundraising events.
- Colour Run: The breakeven point for the colour run is \$4,000. The school has raised approximately \$8,000 as of today. Discussion held about further

sponsorship options, such as sponsorship of colours to be used. There has been a positive uptake of volunteers to assist with the event.

- School Frontage Improvement project: this project is to be discussed and worked in 2026.
- Amelia advised that the Fundraising Committee will be preparing their plan for 2026 events.

3.3 Swimming Pool

- Opportunity to open the school swimming pool to the community between 12pm to 4pm Mondays through to Saturday during 5 January 2026 – 24 January 2026. Discussions with Swimsation have been progressing well. The contract will be between the School and Swimsation with funding from the Council.
- Swimsation will organise 2 lifeguards and complete pool maintenance during this period.
- Nicole to obtain and forward the Memorandum of Understanding (MoU) to the Board for review.

4. Assurances

4.1 Risk Management

- Risk Management assurances given in principal's report.

4.2 Income

- Income assurances given in principal's report.

4.3 Gifts

- Gift assurances given in principal's report.

5. Board Policy Reviews

5.1 Bullying and Harassment

- Bullying and Harassment policy given in principal's report.

6. Policy Reviews

6.1 Searches, Surrender, and Retention of Property

- Refer to Principals report.

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

I Amelia, move that the September meeting minutes be accepted as true and correct

Second: Nicole

Carried: All

7.2 Actions from previous meetings action sheet

- Actions not completed have been rolled over to November.

7.3 Correspondence as Listed

- Resignation of Glen Mitchell as Board Member. Anand thanked Glen for his invaluable contributions during his tenure as a Board Member, particularly with respect to Property.

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 7.43pm

Meeting resumed 7.57pm

Board meeting concluded at 7.57pm

Next meeting is at 6.00pm on Wednesday 26th November 2025.

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

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Anand	To look into the removal of Room 26 with Kelsey	ROLLOVER
Anand	Liaise with Laurens to get sports field drainage pipes flushed out	
Nicole	Forward the Swimsation/Council Memorandum of Understanding (Swimming pool)	
Amelia	Send Code of Conduct to Board Members	
Neeraj	Prepare report on the Board’s funding for the pool repairs	

Neeraj	Draft policy -on fundraising expenditure	
Glen	Update draft signage sponsorship contract	
All	Consider Board funding for 2026 Budget <ul style="list-style-type: none">- Teacher Aides- Capital Projects	