

GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 17th September 2025
6.00pm

1. Present

Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Nicole Allington, Glen Mitchell, Neeraj Patel, Marco Claasen, Mahmood Nasir (Parent Elects), Heidi Smithson (minute taker)

In attendance: Catherine Rochford, Beth Peters and Pavel Granger - with speaking rights.

Welcome

Anand welcomed everyone to the meeting and congratulated Amelia and for being re-elected to the Board and Marco and Mahmood for their elections to the Board. Anand also thanked Tim and Catherine, who are leaving the Board, for all their help over the years on the Board. The Senior Leadership Team has appreciated your assistance.

1.1 Appointment of Presiding Member

Anand called for nominations for Presiding Member
Glen & Nicole nominated Amelia. There were no other nominations.

Anand declared Amelia as the Presiding Member

Amelia and the Board thanked Catherine and Tim for their contribution over the years. Catherine welcomed the new Board and thanked everyone for an enjoyable time on the Board.

Amelia discussed portfolios with Marco and Mahmood. The following was agreed:
Marco – Finance and Property
Mahmood - Property and Health & Safety

1.2 Apologies

Tim

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

1.4 Code of Conduct

Amelia will send this out to all Board members and this will be discussed at the next meeting.

2. Monitoring

2.1 Principal's Report

- Anand welcomed Pavel to the meeting. Pavel is the lead Science Teacher at school and will do a presentation regarding Science at School.

3.1 Science – Pavel Granger

- Pavel gave each Board member a Science Curriculum Overview document and discussed this document with the Board.
- The Board asked how the students are selected for the programme. Pavel explained how this process worked this year.
- The Board thanked Pavel for his work around Science in School and his presentation tonight.

2.1 Principal's Report

- Principals report tabled as read.
- Roll - There are 6 students leaving due to various reasons.
- We have 2 full fee-paying International Students presently and this program is being worked on for next year.
- Sports Camp was very successful and we placed 4th.
- The School attended a maths competition and competed very well.
- We had a very successful Year 7/8 Open morning at the High School.
- There were great results for Green Bay School from the Kōtuitui CoL Te Reo and English Speech Competition held at Green Bay High School.
- One our students, Libby, was the Intermediate School winner for Young Authors Challenge Winner for 2025. Congratulations to Libby.
- The Senior Leadership Team would like to acknowledge the Board for all your involvement with our Students.
- Anand thanked the School Staff for all their work this term and wished the Staff, Students and Families a safe and happy holiday.

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

Second: Neeraj

Carried: All

2.2 Property Discussion

- Paperwork has been sent to the Ministry regarding approval for placement of Senior Playground as per approved plans. This has gone to for MOE finance approval.
- The School has a new property advisor, Kelsey Robinson however the School/Board have not met her yet. Anand will arrange a meeting.
- We are still waiting on a second quote for the pool. Cheryl will follow this up with Laurens.
- Anand discussed with the Board that the School would like the field marked into 4 sections and that the field is collecting a lot of water. Glen will find what was installed and Anand will follow with the Installers as to what needs to be done.

6.42pm Catherine left the meeting

2.3 Finance Update

- This month we are at 66% of the school year and income is tracking at 66%.
- Expenditure has been handled very well and is tracking very close to 66%.
- There was unexpected expenditure in April/May and this had been added to the reforecast.
- The School is tracking on target.
- Working capital - we are up 28K compared to December last year.
- We will start looking at the Budget for 2026.

3. Strategic discussions and decision

3.2 Fundraising

- As Tim & Catherine are no longer on the Board we need a new Board Representative for the Fundraising Committee. Amelia advised she will take on this Role for the time being.
- Colour run is Friday 7 November, please keep the date free for the Board to assist with the Event from mid-morning. Sausage sizzle/Bake sale/Ice blocks.
- The Fundraising team are organising a Parent Event on the 11th October. This will be the last Fundraising event for the year.

3.3 Swimming Pool

- Tim, Nicole and Amber met with the Local Board regarding the Pool. The Board has some funds for potentially opening the Pool over the Summer period. This is all run through the Parks & Property team at Auckland Council. They have run 2 successful Pilot programmes at Waterview School and Avondale Intermediate for the last 2 years.
- The School Pool would be open Monday to Saturday in January and Saturdays only in February, Midday to 5pm. This will be open to anybody in the community that wants to use the Pool. There will be 2 funded Lifeguards (through Swimsation) who also do the pool maintenance and the limit is 25 people per Lifeguard.
- Nicole suggested a subcommittee to facilitate this. The Council and Swimsation need to come out and view the Pool.
- Anand will call Waterview and Avondale Intermediate to follow up how they have found the programme.
- The School Board agreed to go ahead with this in conjunction with the Local Board.

4. Assurances

4.1 Stand Down, Suspension and Exclusion

- Stand Down, Suspension and Exclusion assurances given in principal's report.

4.2 School Records Retention and Disposal

- School Records Retention and Disposal assurances given in principal's report.

4.3 Food and Nutrition

- Food and Nutrition assurances given in principal's report.

5. Board Policy Reviews

5.1 Child protection

- Child protection policy given in principal's report.

6. Policy Reviews

6.1 Missing Student Procedure

- Refer to Principals report.

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

I Amelia, move that the August 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 October.

7.3 Correspondence as Listed

- Public Service Commissioner.

7.4 Board Time spent

- Please ensure you send in your Board Time Spent.

7.21pm Beth left the meeting

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7.22pm

Meeting resumed 7.40pm

The Board Discussed Co-opting Catherine Rochford till the next election in November 2026 for the purposes of continuing property projects she has been running. This will give time for final finishes on projects to be completed as well as new parent elects to gain valuable historical and future planning information.

I Amelia, move that the Board Co-opts Catherine through till the next election in November 2026.

Second: Nicole

Carried: All

Board meeting concluded at 7.43pm

Next meeting is at 6.00pm on Wednesday 29th October 2025.

----- **Sign and Date**
Amelia Day
Board of Trustees Chairperson

WHO	ACTION	DONE
Glen & Anand	To look into the removal of Room 26 with Kelsey	ROLLOVER
Anand	Contact Waterview School & Avondale Intermediate	
Nicole & Sub-committee	Meet with the Local Board regarding the School Pool	