

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 13th April 2022

5.00pm, Zoom meeting

1. Present

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

In attendance: Alex Milich with speaking rights.

1.1 Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Glen Mitchell, Matt Child.

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

3. Strategic discussions and decision

3.3 Literacy presentation – Structured Literacy – Susan Jull

- Anand welcomed Susan to the meeting, Thank you for taking your time to present to the Board.
- Structured Literacy is being introduced into the school.
- Reading and Spelling go hand in hand.
- Kids are very engaged with the programme and we are getting very good feedback from Parents.
- There is a lot of learning involved for the Teachers and they are in need of some more Personal Development.
- The School is needing more books for the programme as there are not enough available for the children.
- Anand thanked Susan for the informative presentation.

Susan left the meeting at 5.10pm

- Cheryl advised that the Junior teachers are doing online courses.
- RTL – 4 Teachers will work with Facilitators to officially roll the programme out to the school.

I Anand, move that the board approves the amount of 25K for Professional Development and resources for Structured Literacy and The Code

Second: Catherine

Carried: All

2. Monitoring

2.1 Principal's Report

- Principal's report is confirmed as read by all.
- Welcome to Alex, appreciated your time attending the board meeting.
- The current roll is 662, at this time last year we were close to 700.
- Alex has called all the families not currently attending to try and encourage them to come back for Term 2.
- Policy review – please read and respond.
- Reporting to Parents, good feedback from the Board Parents regarding online Parent Teacher interviews.
- The Auditors are in Thursday 1 May.
- A concerned Green Bay High School Parent contacted the school. Drivers cannot see the smaller children exiting the school by the High School. Alex and Anand checked this and it was correct. Fiona had a property meeting with her team and they are knocking down the current wall and putting in a see through wall. The High School will cover this cost.
- International Students – There is no updates here. We had 6 students this time last year and have 1 this year. We do not foresee an increase anytime this year.
- Friday 13 May Emma Dobson, ERO Review Officer for GBS will be at School. All Board welcome to attend the meeting.
- Health & Safety Risk assessment – The school had an independent Auditor come in and highlighted the areas of the school that needed to be worked on. He advise that GBS was one of the better schools dealing with Health & Safety that he has seen. Thank you to Alex and Laurens for this.
- Staff of Green Bay School would like to thank the Board for their continued work in making our school a school of choice and a great place to work. Have a safe and happy Easter holidays.

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

Second: Dilip

Carried: All

2.2 Property Update

- Met with the Property team to discuss 10 year plan. Amanda was there which was great and it was a productive meeting.
- CML accessible bathroom still on going
- C5 Lease agreement was discussed and signed by Amelia.
- Thank you to Nicole for being successful in obtaining the 5K funding.
- Roll Growth classrooms, no update at this time.
- Junior Playground repair – the playground has been successfully repaired and the children have been playing on this for 2-3 weeks.
- New Entrants Playground, this is under process but will take time to be completed.

2.3 Finance Update

- Finance committee will meet first week back at school and they will send a report out.
- We have around 579K working capital.
- Amelia shared the Auditors letter.

I Amelia, move that the Board accepts that the budgeted statement of financial position for 2022 is accepted as being correct.

Second: Dilip

Carried: All

2.3 Senior playground discussion

- Catherine & Glen met with Larissa and came up with a concept which was sent to the Board via video.
- This has been broken into 4 areas to make it easier to obtain funding.
 - Work on existing playground
 - Where the dome currently sits
 - Under the tree in front of the Library
 - Relocating Dome and changing ground/play equipment
- Catherine and Glen will present the ideas to a staff meeting early Term 2 and then will ask for Parents & Students feedback.
- Once we have decided on ideas we can get confirmed costings for each individual options.
- Option to present at Staff Meeting Week 3 Tuesday at 3.15pm (18th May). Catherine to confirm with Anand.

3. Strategic Discussions and Decisions

3.1 Covid 19

- Refer to Principals report
- Board Elections – need to decide if this will be an Electronic or Standard process this year.
- Amelia will collate information with different options and send to the board.
- Need to set all Election dates at next meeting.

3.2 Well-Being

- Refer to Principals report
- Added pressure on Teacher with some Teachers doing online and in class learning.

4. Reviews

4.1 Health and Safety

- Refer to Principals report

5. Assurances

5.1 Risk Management

- Refer to principals report

6. Administration matters

6.1 Confirmation of previous minutes

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

Second: Catherine

Carried: All

6.2 Actions from Previous meeting action sheet

- Property Committee – Property roll growth project update to be carried over.

6.3 Correspondence as Listed

- Discussed in committee.

6.4 Board Time spent

- Please ensure you send in your Board Time Spent.

Alex left the meeting at 6.30pm

7. In-Committee

In the interest of Privacy to protect persons under discussion, the Board moved into “In Committee” at 6.31pm

Board meeting concluded at 6.49pm

Next meeting is at 6.00pm on Wednesday 13th May 2022.

----- Sign and Date

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Property Committee	<i>Property roll growth project update</i>	