

# GREEN BAY PRIMARY SCHOOL

## Board Meeting Minutes

Wednesday 28<sup>th</sup> August 2024

6.03pm

### 1. Present

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

**In attendance:** Maria Leaity – with speaking rights.

#### Welcome

Amelia welcomed everyone to the meeting.

#### 1.2 Apologies

Glen Mitchell will be late.

Sheryl Squier

#### 1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

### 2. Monitoring

#### 2.1 Principal's Report

- Anand welcomed Maria; Maria leads Senior Literacy team.
- Apologies from Sheryl as she is not well.

#### 3.3 Literacy report – Maria Leaity and Sheryl Squier

- Maria did a Literacy presentation to the staff yesterday.
- Year 4-8 have been using Writers Toolbox, an online tool. The great thing about this program is it has AI embedded in it so children can get instant feedback.
- Children can go through a learning journey that teaches them how to use difference sentences. Teachers can set learning journeys as needed.

**6.07pm Glen arrived**

- Writers toolbox is good for sentence structure. The Code is being used for, spelling and punctuation.
- Anand thanked Maria for all the work she does in the Senior school.
- Cheryl advised BSLA is running really well in the Junior school.

#### 2.1 Principal's Report

- Principals report tabled as read.
- Roll currently at 681.

- Foreign fee-paying students, looking for more long-term students. Working with Agencies in regards to this.
- We have received a draft curriculum from MOE Literacy (121 pages), Maths (49 pages). Some feedback – we need resources that are consistent across the country and quality professional development.
- There are quite a few policy reviews and assurances due to no July meeting.
- We had our Learning conference, thank you for all your support there and to those who organised it.
- Thank you to Glen for following up on the open plan classrooms and to the Property team for their work on the toilets.
- Tim had a query re Staff leave entitlements.
- Book week was great, acknowledgements to our Librarian and the team for organising this.
- Thank you to Maria for organising School Camp.

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

**Second: Neeraj**

**Carried: All**

### **2.2 Property Update**

- Glen talked to Steve re update on Block 1 and Bathroom projects. Steve is in the process of redoing the scope for Block 1. Work should be completed in Christmas Holiday period.
- In regards to Bathrooms, Cheryl will take some photos of the work and send them to the Property committee.
- Also discussed 2 new builds being closed off to single cell. Need to check Fire requirements and access to toilet facilities. Steve will meet with Anand next week to discuss.

### **2.3 Finance Update**

- Year to date results are looking good. Currently at 58% of income and 55% of expenses.
- Neeraj will provide a Working Capital breakdown to the next meeting.
- Cheryl made a request for funds of \$632 for Gardening at the front of the school. The Board advised this is a Senior Leadership decision.

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

### **3.1 Swimming Pool**

- Discussed the School Pool and some possible options to look into. Tim will have an update at the next meeting of options and costings etc.

### **3.2 Grants update**

- Nicole submitted for the Trillian Trust, will hopefully hear in next few days.

## **4. Board Reviews**

### **4.1 Concerns and Complaints**

- Concerns and Complaints assurances given in principal's report.

#### **4.2 Performance Management**

- Performance management assurances given in principal's report.

### **5. Policy Reviews**

#### **5.1 Staff Conduct**

- Staff Conduct discussed in principal's report.

#### **5.2 Staff Leave**

- Staff leave discussed in principal's report.

#### **5.3 Media**

- Media discussed in principal's report.

#### **5.4 Professional Development**

- Professional Development discussed in principal's report.

### **6. Assurances**

#### **6.1 Risk Management**

- Risk Management assurances given in principal's report.

#### **6.2 Student Attendance**

- Student attendance assurances given in principal's report.

#### **6.3 Reporting to Parents on Student Progress and Achievement**

- Reporting to Parents assurances given in principal's report.

#### **6.4 Appraisal Assurance**

- Appraisal assurances given in principal's report.

#### **6.5 Searches, Surrender and Retention of Property**

- Searches, Surrender and Retention of Property assurances given in principal's report.

#### **6.6 Minimising Physical Restraint**

- Minimising Physical restraint assurances given in principal's report.

#### **6.7 Stand-Down, Suspension and Exclusion**

- Stand-down, Suspension and exclusion assurances given in principal's report

## 7. Administration Matters

### 7.1 Confirmation of Minutes of previous meeting

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

Second: Tim

Carried: All

*I Amelia, move that the June 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 September.

### 7.3 Correspondence as Listed

- T Rickards – Pohutukawa – Nut free.

### 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 7.25pm

**Board meeting concluded at 7.40pm**

**Next meeting is at 6.00pm on Wednesday 25<sup>th</sup> September 2024.**

----- Sign and Date

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Catherine and Glen	To obtain final quote for shades, and liaise with Nicole re: grants	DONE
Glen	Obtain options for partitioning rooms (including compliance with any requirements), and discuss with Steve to include as part of current project management	DONE

Glen	Write a property update to send to the School Community in Term 3	Rollover
Nicole	To approach Trillian Trust for grants	DONE
Neeraj	Follow up with Marilyn to confirm whether net fundraising \$56k after expenses account for the completed upgrades (basketball etc)	DONE
Tim	Provide detailed options and costings for the school pool	
Neeraj	Provide provide a Working Capital breakdown	