GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 5th August 2026
6.03pm

1. Present

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

Attendance via online:
Mahmood Nasir

Welcome
Amelia welcomed everyone to the meeting.

1.2 Apologies
None

1.3 Conflicts of Interest
No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Apologies from Cathy who was presenting tonight, she is unwell.
- Roll has increased to 647, including 23 International Students.
- There has been good uptake on Out of Zone enrolment interest.

3. Strategic discussions and decision

3.1 Mathematics Report

- Report was tabled as read by the Board.
- There were no questions from the Board.
- Cheryl has ordered resources for next Year.

2.1 Principal's Report cont'd

- 131 students will receive certificates for 100% attendance.
- International students going well. Would be great to get a few more long-term students but the short-term ones have settled in well.
- Book week was amazing; feedback has been that it is one of the best the School has had. Thank you to Cheryl and her team for organising this.

- Anand asked the Board to review the Mid-Year Report, please email all feedback by End of Week.

I Anand, move that the Principals Report be moved as accepted.
Second: Neeraj
Carried: All

2.2 Property Update

- Room 1 & 2 will be fixed next School Holidays.
- Spoke with a Landscaper about ideas for front of school – waiting on a plan to put a working Bee in place.
- Way Finder – the quote is $1440. Amelia suggested some of this comes from the Fundraising budget. She will confirm this with the Fundraising Committee.
- Mahmood and Board discussed GBKO and Hall hire.
- Anand thanked Mahmood for the Boom gate quote – this is quite a significant cost so at this stage the School will use the chain for this issue.
- There has now been a good uptake on the School fundraising signs, the Board agreed these are looking good. These positions are now full until the end of 2027.
- Discussed possible Co-option on Board for Property Team.

I Catherine, move that the Board approves $2500 to be allocated to the Way Finder Project.
Second: Amelia
Carried: All

2.3 Finance Update

- Anand supplied the Board a Calendar for Van usage – Senior Management have advised the Van will sit a lot unused. There may be better ways of using this money for Transportation. Board discussed options regarding this.
- Financial position is on track and ahead of budget at half-year.
- Year-to-date surplus is approximately $48k versus a budgeted deficit of approximately $36k. Costs tend to increase in winter and so we are in a good position to manage this.
- Working capital remains strong at approximately $1.52m, with projected available working capital of approximately $1.03m at year-end.
- Main areas to continue monitoring are property-related costs, water, learning/admin costs, and banking staffing overuse.

2.4 Fundraising Update

- There will be a Father's Day Breakfast and Raffles.
- The last disco will be Junior school and up to year 6. This is due to Graduation.
- Discussed School Facebook page – Cheryl will look into this further.

2.5 Term 2 Attendance Report

- As per Principals report.

4. Assurances

4.1 Risk Management

- Risk Management assurances given in principal's report.

4.2 Student Attendance

- Student Attendance assurances given in principal's report.

4.3 Reporting about Student Progress and Achievement

- Reporting about Student Progress and Achievement assurances given in principal's report.

4.4 Searcher, Surrender, and Retention of Property

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

4.5 Minimising Physical Restraint

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

5. Board Policy Reviews

5.1 School Community Engagement Policy

- School Community Engagement Policy given in principal's report.

5.2 Inclusive School Culture

- Inclusive School Culture Policy given in principal's report.

6. Policy Reviews

6.1 Enrolment

- Refer to Principals report.

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

I Amelia, move that the July 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 September.

7.3 Correspondence as Listed

- In committee.

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 7.03pm

Board meeting concluded at 7.11pm

Next meeting is at 6.00pm on Wednesday 2 September.

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

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Amelia	Send Code of Conduct to Board Members	DONE
Amelia	To look into what is required for a review of the school in-take zone	ON GOING
Nicole	To obtain Council's report on swimming pool utilisation	ROLLOVER
Cheryl	Ask Staff for preferred date for Staff Appreciation Event. 28 Aug/11 Sept/30 Oct	
Nicole	To do Due diligence on Transportation with other Schools	
Cheryl	Look into School Facebook Page	