

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 23rd August 2023

6.16pm

1. Present

Present: Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day (Presiding Member), Tim Rickards, Catherine Rochford (Parent Elects).

In attendance: Susan Jull - with speaking rights.

1.1 Welcome

Amelia welcomed the Board to the meeting.

1.2 Apologies

Nicole Allington, Glen Mitchell, Matt Child (parent elects) and Heidi Smithson (minute taker)

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Susan Jull presented BSLA report to Board.
 - Susan thanked the Board for all the readers.
 - Looking at readers for older year groups now.
 - Teacher aides have now completed BSLA course and can now better support the teachers in this reading pathway.
 - Shared a 10 week testing progress report for Yr 1's.
 - Shared with the Board some Yr1 and Yr2 writing books to show the progress in this area and how reading and writing go hand in hand.

Susan Jull left at 6.30pm

- Board discussed Sound groups, Irlens and some support programmes, agencies, and the processes around these.
- Documents to review were highlighted.
- Transport project was presented to the council, proud of all involved and thank you to Tim for all of his work on this to date.
- Principles Report tabled as read.

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

Second: Catherine

Carried: All

2.2 Property Report (Update)

- Catherine presented and shared the property report/Update on behalf of Glen.
- Discussed and updated on the following projects:
 - Senior playground
 - Basketball court.
 - Block 1 is at the drawings stage.
 - Block 9 and 13 bathroom updated.

2.3 Finance Report (Update)

- Cheryl shared and updated the Board on the budget adjustments, the reasonings and rationale for all of these. The Board is pleased with this thorough update and information.
- Discussed Kindo, possibility of adding the ability to add extra payments on Kindo to donate or other students etc.
- Increase of income overall.

I Cheryl, move that the Board accepts the budget adjustments presented tonight.

Second: Catherine

Carried: All

2.4 Fundraising

- Catherine and Cheryl informed the Board of the Quiz night and the planning, sponsorship, prizes and information to date.
- Huge thank you to the parents organising this.

3. Strategic discussions and decision

3.1 Grants/Sponsorship

- Moved to October.

3.2 Green Bay Transport Plan

- Updated in Principals report.

3.3 Mid-Term Elections

- Discussed dates and the current status is waiting for confirmation o if the dates will be moved to align with the new dates of the main election dates.

3.4 Strategic and Annual Plan update

- Email has been sent to the Board to review the questions from Mary-Anne.
- Board to go over the questions and email the team with any comments.

4. Reviews

4.1 Learning Support

- Covered in Principals report.

4.2 Inclusive Education

- Covered in Principals report.

4.3 Maori Educational Success

- Covered in Principals report.

5. Assurances

All the following Assurances were covered and discussed in the Principal's Report.

5.1 Risk Management

5.2 Minimising Physical Restraints

5.3 Stand Down, Suspension and Exclusion

5.4 Search, Surrender and Retention of Property

5.5 Appraisal Assurance

5.6 School Swimming Pool Assurance

5.7 Safety Management System/Worker Engagement, Participation and Representation

6. Administration Matters

6.1 Confirmation of Minutes of previous meeting

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

Second: Tim

Carried: All

6.2 Actions from previous meetings action sheet

- All actions from June meeting completed.

6.3 Correspondence as Listed

- 1 item received and listed

6.4 Board Time spent

- Please ensure you send in your Board Time Spent.

7. Administration Matters

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7.24pm.

Board meeting concluded at 7.36pm

Next meeting is at 6.00pm on Wednesday 20th September 2023.

----- Sign and Date

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Glen	Check with Steve re Senior PG Contractor	Completed Aug 23
Cheryl	Request Fundraising update to be sent to Catherine	Completed Aug 23
Nicole	Discusses Budget Adjustment with Marilyn	Completed Aug 23