

# GREEN BAY PRIMARY SCHOOL

## Board Meeting Minutes

Wednesday 17<sup>th</sup> August 2022

6.00pm

### 1. Present

**Present:** Anand Muthoo (Principal), Amelia Day (Chairperson), Cheryl McElroy (Staff Elect), Catherine Rochford, Nicole Allington, Dilip Patel, Glen Mitchell, Matt Child (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

None.

#### 1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

### 2. Monitoring

#### 2.1 Principal's Report

- Principal's report is confirmed as read by all.
- 2018 Roll was 688 and we are at 685 now.
- Staff well-being and safety review, please read.
- Emma from the review office was at school last week. She was very happy with the lessons she attended and the student participation.
- Emma found the Yr 4 & 5 quite chatty and Yr 6-8 more reserved. We were the only school that she has been too where the students spoke about the impact of COVID on their learning.
- Book week – thank you to the team for organising this and to the board members who could attend. This was appreciated.
- The next ERO visit is 21 September

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

**Second: Glen**

**Carried: All**

## **2.2 Property Update**

- Senior playground – The senior school has been asked to pick their top 5 choices of equipment for the Playground. Alex is collating these results.
- Once the equipment choice is sorted plans will be finalised and we can get some firm quotes.
- Lines have been confirmed, plans finalised and quote coming in for ½ Basketball court.
- It has been noted that the concrete by the basketball court is damaged. Looking at options to tidy this up.
- Thank you to Alex for all your help with this process.

*Julie Mercer arrived at the meeting at 6.17pm*

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

### **3.4 Presentation – Mathematics – Julie Mercer**

- Anand welcomed Julie to the meeting, the Board looks forward to the presentation.
- Julie went through the report that had been sent to the Board.
- The Curriculum is being refreshed, there are positive changes to how Mathematics is being taught.
- Rich tasks, the students really like this – they are finding Maths fun.
- Anand and Amelia thanked Julie for her time today.

*Julie left the meeting at 6.35pm*

### **2.2 Property Update cont'd**

- 5YA – There was a meeting with Lisa (the new property advisor) and team. They are now looking at a 2 storied option with 8 classrooms. This will take 3-6months for the masterplan to be revised.
- The funding is already approved and the contractor is on board.
- There is no redevelopment funding therefore we cannot rebuild the classrooms underneath, need to build new.
- This is the right solution for the school moving forward.
- The New Entrants class has 5 special needs children in it and the un-fenced area is very unsafe for them. There needs to be fencing on the back of Block 3 and this needs to be safe and secure for the children. This is a serious security and safety issue.
- Anand will talk to Michaela regarding this and Glen to Lisa. This needs to be sorted ASAP.

### **2.3 Finance Update**

- As per finance report we are currently on track.
- Dilip to have a meeting with Marilyn before the next Board meeting.
- Glen questioned where the 25K in School Project Budget has gone. Anand to query with Marilyn.
- The Board needs to plan what they want to do for next year so when the budget in being done in October the funds can be allocated accordingly.

### **3. Strategic Discussions and Decisions**

#### **3.1 Covid 19**

- Refer to Principals report.
- Latest MOE bulletin states masks still strongly encouraged for Y4 upwards.
- Cheryl has done an amazing job with staffing during these trying times. Relievers are still very hard to come by.

#### **3.2 Well-Being**

- Refer to Principals report

#### **3.3 BOT Elections - 2022**

- 6 new people have put their names forward for the Board elections.

### **4. Reviews**

#### **4.1 Staff Well-being and Safety**

- Refer to Principals report.

### **5. Assurances**

#### **5.1 Risk Management**

- Refer to principals report.

#### **5.2 International Learners**

- Refer to principals report.

#### **5.3 Principal Appraisal**

- Refer to principals report.

#### **5.4 Physical Restraint**

- Refer to principals report.

### **6. Administration matters**

#### **6.1 Confirmation of previous minutes**

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

**Second: Nicole**

**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**

- None.

### **6.4 Board Time spent**

- Please ensure you send in your Board Time Spent.

## **7. In-Committee**

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7.28pm

**Board meeting concluded at 7.38pm**

**Next meeting is at 6.00pm on Wednesday 14<sup>th</sup> September 2022.**

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

Amelia Day

Board of Trustees Chairperson

<b>WHO</b>	<b>ACTION</b>	<b>DONE</b>
Property Committee	<i>Property roll growth project update</i>	
Anand	<i>Query with Marilyn where 25k in school project budget has gone</i>	
Anand	<i>Discuss fencing with Michaela</i>	
Glen	<i>Discuss fencing with Lisa</i>	