

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 11th December 2024

6.10pm

1. Present

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

In attendance: Alex Milich – with Speaking rights

Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Glen Mitchell – will be late

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.
- Alex reported on 2024 Data – Years 4-8.
Maths – Every Year group of ours is above the NZ mean. We achieved our First 5B for Maths.
Glen arrived 6.14pm
Reading - Every Year group of ours is above the NZ mean.
Symphony Maths – The time students spend on this makes a difference. Have asked for support from Parents. Good improvement over the Year.
- The Board is very pleased with the School's results and thanks all those involved.
6.23pm Alex left the meeting
- Roll around 691, starting with around 636 in 2025.
- We have 6 Intermediate classes for 2025.
- We have 5 staff leaving and have employed 5 staff.
- Cheryl discussed Curriculum Level End of year results.

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

Second: Neeraj

Carried: All

2.2 Property Update

- Anand is now dealing with Block 1.
- Catherine, Glen and Tim met with Shade company. Price is \$22,000. Looking at end of Jan/beginning Feb. Excavation could start prior to school starting. Board agreed on Safety pads. Glen will contact Steve to hand this project over.

I Catherine, ask that the Board move to accept the Shade quote of 22K with a contingency up to 27K

Second: Cheryl

Carried: All

- We have 2 proposals for the Playground extension, the main difference being the flooring. Tim went to Titirangi Primary to look at their flooring and the Board agreed on the Interlocking flooring.
- Tim will get in touch with Modern Environments for another quote.
- The Property team will send through an e-motion during the holiday break.

2.3 Finance Update

- Need to review asset register.
- No major changes to the Draft Budget.

- Cyclical Maintenance Plan 2025

It was moved the Board accepts the updated Cyclical Maintenance Plan for 2025

Moved: Amelia

Second: Glen

Carried: All

- Asset Register

It was moved that the Board accepts that the Asset Register is correct

Moved: Amelia

Second: Catherine

Carried: All

- Asset Value

It was moved that the Board accepts the Policy is staying the same for next year

Moved: Amelia

Second: Neeraj

Carried: All

- Life of Asset

It was moved that the Board accepts these as the useful life

Moved: Amelia

Second: Tim

Carried: All

It was moved that the Board accepts the Draft budget and approves it for 2025

Moved: Amelia

Second: Nicole

Carried: All

It was moved that the Board approves that the Principal Wellness fund for 2024 is carried forward into the 2025 budget

Moved: Cheryl

Second: Nicole

Carried: All

3. Strategic discussions and decision

3.1 Swimming Pool

- No feedback from letter sent to School Community.
- Thank you to Tim for all your hard work on this.

3.2 Grants Report

- Will look at Minivan and Pool maintenance for 2025 Grants.

3.3 Strategic Plan Update

- Ministry have advised we do not need to create a new Strategic Plan for 2025; however, the Board can update the old one.

3.4 Draft Budget

- Covered in Finance.

3.5 End of Year Data – Reading, Writing and Mathematics

- Covered in Principals Report.

4. Board Reviews

None

5. Policy Reviews

None

6. Assurances

6.1 SUE

- SUE assurances given in principal's report.

6.2 School Year, Terms and Holidays

- School Year, Terms and Holiday Assurances given in principal's report.

6.3 Principal Professional Mentoring Programme

- Principal Professional Mentoring Programme Assurances given in principal's report.

6.4 Planning and Preparing for Emergencies, Disasters and Crises

- Planning and Preparing for Emergencies, Disasters and Crises Assurances given in principal's report.

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

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

Second: Neeraj

Carried: All

7.2 Actions from previous meetings action sheet

- Actions not completed have been rolled over to February.

7.3 Correspondence as Listed

- Forbes Terms of Engagement – signed by Amelia.

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 7.48pm

Next meeting is at 6.00pm on Wednesday 26th February 2025.

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

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Catherine, Nicole and Glen	Look into signage and sponsorship options.	ROLLOVER
Glen	To look into the removal of Room 26	ROLLOVER
Tim	Will send out communications to the School community regarding the Pool survey.	DONE
Glen	Follow up with Steve re Block 1	DONE

Glen	Engage with a company to do a maintenance report on the Pool	
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