

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 9th February 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)

1.1 Welcome

Anand welcomed everyone to the meeting.

1.2 Appointment of Board Chairperson

- Anand asked for Nominations for Board Chairperson
- Glen nominated Amelia

I Anand, move that the Amelia is elected as Board Chairperson for 2022

Second: Catherine

Carried: All

1.3 Apologies

None.

1.4 Conflicts of Interest

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Moved to March.
- Delegations 2022
 - Amelia requested please add short term absence is under 6 weeks and long term absence is over 6 weeks

I Anand, move that the Board accepts Delegations for 2022

Second: Catherine

Carried: All

2.2 Board Meeting Calendar 2022

- Amelia will add reviews etc. from School Docs to the Board Meeting Calendar.
- Everyone is happy for Board Committees to stay as per 2021 responsibilities.

- Board Meeting dates:
 - Wed 16 March
 - Wed 13 April
 - Wed 18 May
 - Wed 22 June
 - Wed 27 July
 - Wed 17 August
 - Wed 14 September
 - Wed 26 October
 - Wed 16 November
 - Wed 07 December

2.3 Property Discussion

- Anand discussed emails received regarding property.
- Team turf looking to finish by next Tuesday. There has been a Covid case at the company working on the turf which has caused delays.
- All current property jobs should be finished in 4-5 weeks.
- Volleyball court in COLA needs nets. Board agreed these are needed, they are \$2260 for permanent ground sleeves.

I Anand, move that the Board approves funding for Permanent Ground Sleeves for the Volleyball Court

Second: Glen
Carried: All

- The Cyclical Maintenance Painting wasn't completed over the holidays for 2021, so this needs to be rolled over to 2022.

The Board resolved to accept the revised Cyclical Maintenance Plan

Moved: Amelia
Second: Dilip
Carried: All

3. Strategic Discussions and Decisions

3.1 Covid 19

- Discussed in committee.
- Staffing won't change for this year as funding is already allocated for 2022.

3.2 Well-Being

- EAP services, the Ministry have extended their time period for this programme so the School does not need to pay for these services.
- During this time there is a lot of anxieties the Leadership team are aware of the strains of covid and doing all they can to support, motivate and reassure wherever possible.
- It is extremely hot in classrooms at the moment. The Ministry have provided CO2 temperature gauges which the teachers are using and some of the classes readings are too high to work in. The school has purchased some fans for the classes to try and help with this. Teachers are also teaching outside when possible.
- Room 5-8 Air con units are not working, this is being addressed.

4. Administration matters

4.1 Confirmation of previous minutes

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

Second: Nicole

Carried: All

4.2: Actions from Previous meeting action sheet

Property Committee – Property roll growth project update to be carried over.
Cheryl to provide latest fundraising report.

4.3 Correspondence as Listed

Discussed in committee

4.4 Board Time spent

Please ensure you send in your Board Time Spent.

5. In-Committee

In the interest of Privacy to protect persons under discussion, the Board moved into “In Committee” at 7.22pm

Board meeting concluded at 8.30pm

Next meeting is at 6.00pm on Wednesday 16th March 2022.

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

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Property Committee	<i>Property roll growth project update</i>	
Cheryl	<i>Provide latest Fundraising report</i>	