

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 26th February 2025

6.05pm

1. 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)

Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Glen Mitchell

Catherine Rochford – will be late

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Happy new year and welcome to our first meeting of 2025. We look forward to working with you all again.
- Principal's report is confirmed as read by all.
- Board discussed what a non-enrolment notification is.
- Board discussed Release teachers and roles.

6.11pm Catherine arrived

- Board discussed Board policy reviews and School docs.
- Tim questioned if we can report the attendance as per what the MOE are needing. Anand advised this can be sent through. Board discussed attendance.
- Anand advised there is a lot of Professional Development going on at the moment.
- Discussed Staff appointments.
- Thank you to the Property team for the shade sails in the Junior Area.
- We are continuing with Science, Arts and PE alternative weeks.

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

Second: Nicole

Carried: All

2.2 Property Discussion

- Work is starting on room 1 & 2 and then 3 & 4 on 24 March.
- Waiting on 3rd quote for the Playground.

2.3 Finance Update

- Need to set targets for Fundraising team in March meeting.
- Discussed December Monthly report, budget is looking good.

2.4 Strategic and Annual Plan 2024 - 2025

- MOE advised no new plan needed to be developed for 2025.

3. Strategic discussions and decision

3.1 Board Planning and Calendar

- Amelia is putting this together and will email out.
- Nicole will take over the Fundraising role.

2025 Meeting dates:

- Wed 26th March
- Wed 30th April
- Wed 28th May
- Wed 25th June
- Wed 30th July
- Wed 27th August
- Wed 17th September
- Wed 29th October
- Wed 26th November
- Wed 10th December

3.2 Delegations

- Occupancy certificate for Bathrooms signed by Amelia.
- Budget statement of financial position signed by Amelia.

3.3 Swimming Pool

- Discussed school swimming pool over the summer.

3.4 Godley Road Safety Improvements

- Designer from AT contacted Tim to discuss plan of which the amended version has been sent to the Board.

4. Assurances

4.1 Risk Management

- Risk Management assurances given in principal's report.

4.2 School Planning and Reporting

- School Planning and Reporting Assurances given in principal's report.

4.3 Learning Support

- Learning Support Assurances given in principal's report.

4.4 Health Education

- Health Education Assurances given in principal's report.

5. Board Policy Reviews

5.1 Health, Safety and Welfare Policy

- Health, Safety and Welfare Policy given in principal's report.

5.2 Safety Management System

- Safety Management System given in principal's report.

6. Policy Reviews

6.1 Health, Safety and Welfare Policy

- Worker Engagement, Participation and Representation discussed in principal's report.

6.2 Recording and Reporting Accidents, Injuries and Illness

- Recording and Reporting Accidents, Injuries and Illness discussed in principal's report.

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

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

Second: Catherine

Carried: All

7.2 Actions from previous meetings action sheet

- Actions not completed have been rolled over to March.

7.3 Correspondence as Listed

- None

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 7.28pm

Board meeting concluded at 7.50pm

Next meeting is at 6.00pm on Wednesday 26th March 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
Glen	Engage with a company to do a maintenance report on the Pool	ROLLOVER