

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 21st June 2023

6.00pm

1. Present

Present: Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Nicole Allington, Tim Rickards, Glen Mitchell, Matt Child (Parent Elects), Heidi Smithson (minute taker)

In attendance: Alex Milich and Wayne Southgate - with speaking rights.

1.1 Welcome

Amelia welcomed the Board to the meeting.

1.2 Apologies

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

- Anand welcome Wayne to the meeting.
- Wayne is the SENCo / LSC (Learning Support Coordinator).
- Wayne's report is confirmed as read by all.
- We now have a BLENZ resource outreach teacher. BLENNZ society thank the Board and School for all their work.
- Incredible year's course, 95% of staff have completed this. This is also available for School Parents – free of charge.

6.15pm Catherine arrived at meeting

- Amelia asked the age range for the Incredible Years course – this is recommended for Parents of Year 1-6 Students but available to all Parents.
- Glen asked if the LSC needs more financial support – Wayne advised if the funding for the Teacher Aide programmes would be increased that would be helpful.
- Anand Thanked Wayne for all his hard work and his presentation this evening.

6.28pm The Board went into an In Committee meeting

6.49pm Wayne left the meeting

6.50pm Board meeting resumed

- Maryanne would like to meet with the Board re the Strategic Plan. This will be Thursday 20 September 6.30-8.30pm.
- Term dates have been confirmed for 2024. We do need to add to additional Teacher Only Days.
- Auditors report has been received. Thank You to Marilyn for all her hard work on this.
- Thank you to the Property Team for the installation of the Heat Pumps.
- The Colour Run was a great success. Thank you to Catherine and team for the fantastic organisation of this.
- Thank you to the Board and Teachers for the last 2 terms. Your continued support is appreciated.

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

Second: Catherine

Carried: All

1.4 Code of Conduct

- All Board Members have read the Code of Conduct.

1.5 Presiding Member delegation

- Amelia went through the list of items the Presiding Member has signed this month on behalf of the Board and checked the Board were all happy with this:
 - 1. Block 3 update for MoE records.
 - 2. Annual Report 31 Dec 2022.
 - 3. Representation letter for Year ending 31 Dec 2022.
 - 4. EOTC Yr7 and Yr8 2023 Camp Final sign off.
 - 5. Sports Camp 2023 Initial sign off with 1 question that Anand is getting an answer to.
 - 6. Anand's credit card for May 2023.
 - 7. Contract Works Procurement Plan Block 9 Heatpumps.
- Amelia has amended the Presiding Member Description/Delegations Policy.
- All Board Members have read this Policy.

I Amelia, move that the Presiding Member Description/Delegations Policy be moved as accepted.

Second: Nicole

Carried: All

2.2 Property Report

- Steve reallocated some 5YA funds from last year to the Heat Pumps.
- Planning has commenced for Block 1. Property team will meet regarding this Thurs 20th 7.30-8.30am.
- Glen has suggested we use a contractor that Steve recommends for the Senior Playground. Board agrees and Glen will ask Steve for contact details. Tim will put together a plan for this.
- 10year strategic property plan, please review for next meeting.
- Tim advised Woods have done a 3B model of the school yard with a drone.
- Climbing boards have been priced, would be great to have these completed during the October School holidays.

***I Glen, move that the Board approve up to 15K for the Climbing Boards
for the Senior Playground***

Second: Tim

Carried: All

I Glen, move that the Property Report be moved as accepted.

Second: Catherine

Carried: All

2.3 Finance Update

- The Finance Committee met on Friday.
- Forecast is on track.
- Fundraising ledger to be reviewed, but is looking promising. Cheryl to ask for an update on Fundraising by the end of next week.
- Kindo fees are paid monthly. This is going well and more people are engaging in Kindo.
- Budget Adjustment – Board queried this and Nicole will discuss with Marilyn.
- Audit – This went very well and RSM would like to Thank Marilyn for making it such a smooth process.

I Amelia, move that the Board supply the Mid-Year Wellbeing get together for staff with a budget of \$500 maximum

Second: Nicole

Carried: All

2.4 Fundraising

- The Colour Run was super successful, a great Community day.
- Final figures being worked on and Board will be advised once these are available.
- The Zoom meeting with the community was successful. Parents are willing to help with Fundraising ideas.
- There is already an event underway - Beats By Bingo. This is at the Suburbs Rugby Club sat 28 Oct.
- There will also be a disco in Term 3.

3. Strategic discussions and decision

3.1 Grants/Sponsorship

- Nicole is on top of this.

3.2 Green Bay Transport Plan

- The main outcome was to provide safe active school transport for Kids
- Students advised they do not currently feel safe riding to school along Godley Road.
- Tim has put together a through plan with the help of the Students to present to Auckland Transport. This includes a Bike Lane and a narrow carriageway so cars cannot U-turn around the school area.
- It would be appreciated if there could be Board presence at the meeting with Auckland Transport.
- Tim will discuss the plan with Chris at Green Bay High School.

4. Reviews

4.1 EOTC: Staff Competence

- EOTC Staff Competence discussed in Principals report.

4.2 EOTC Event Categories

- EOTC Event Categories discussed in Principals report.

4.3 EOTC: Communicating with Parents

- EOTC Communicating with Parents discussed in Principals report.

5. Assurances

5.1 Risk Management

- Risk Management assurances given in principal's report.

5.2 Child Protection

- Child Protection as given in principal's report.

5.3 Abuse Recognition and Reporting

- 3 Abuse Recognition and Reporting as given in principal's report.

5.4 Evacuation/Emergency kits and supplies

- Evacuation/Emergency kits and supplies as given in principal's report.

5.5 Expenditure

- Expenditure as given in principal's report.

6. Administration Matters

6.1 Confirmation of Minutes of previous meeting

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

Second: Tim

Carried: All

6.2 Actions from previous meetings action sheet

- All actions from May meeting completed.

4.3 Correspondence as Listed

- None.

4.4 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 8.07pm

Board meeting concluded at 8.18pm

Next meeting is at 6.00pm on Wednesday 26th July 2023.

----- Sign and Date
Amelia Day
Board of Trustees Chairperson

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