

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 26th June 2024

6.10pm

1. Present

Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Catherine Rochford, Nicole Allington, Glen Mitchell, Neeraj Patel (Parent Elects)

In attendance: N/A

Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Tim Rickards

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Roll at 665 with new enrolments matching leaving students. 16 short term students for 3 days each resulted in additional income
- Teacher Only Days: Kotuitui Conference & Curriculum Refresh.
- Chrislyn Averill started in Y7 Intermediate class. Moved to single room rather than double room layout.
- Request to property committee to consider partitioning/separating out double rooms (DRs). DRs are disruptive to students and teachers. Glen asked if there was any financial support from the MoE in this regard and Anand replied there was none. Glen requested Anand to check cyclical maintenance for any amounts that could be surplus after allocation of budgeted works.
- Have elected Nimisha as reliever till end of the year.
- Continuing to look for more relievers.
- Knowledgeathon: \$15k raised
- Sports Camp and year 5/6 camp: being worked through.
- Pink Shirt Day: \$679 raised
- Disco Night was successful
- Thank you to the fundraising team
- Matariki: to thank Alex for organising a wonderful morning & the teachers for helping with the morning tea. It is great to get parents engaging in school activities.

- School Open Day: 24 October 2024
- 25 October 2024: Y6+ students to attend Green Bay High School open day
- This is the 9th year that out of zone students are being turned down due to lack of space for students. Anand requested property committee to consider this.
- Principal's report is confirmed as read by all.

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

Seconded: Nicole

Carried: All

2.2 Property Update

- Catherine and Glen advised update on shades. Quotes to be ready next week. Looking at some saving from original estimates/quotes. Once quote is finalised the next step will be to look at grants.
- Supplementary funding: Amelia advised MoE representative have confirmed that Supplementary Funding can be applied for to include remediation works such as the toilets shared by Rooms 21 – 25. Additional supplementary funding application to be approx. \$75k from prior calculations, with total requested funding to be approx. \$250k
- Amelia advised that the Canopy is in AMS funding.
- Glen to look at options for partitioning double rooms into single rooms. Needs to be noise reducing and sufficient quality to ensure no issues with MoE. He advised that he talk to Steve regarding partitions for amending double rooms to single rooms as part of the already approved projects, to minimise project management expenses.

2.3 Finance Update

- May financial statements discussed, in particular the School Projects line in non-current assets.
- Fundraising Report received from Marilyn. The \$56k fundraising raised (after fundraising expenses) is likely to be the total fundraising to date (2023 up to June 2024) and the amounts spent on the playground (Basketball court etc) should be manually adjusted to confirm what is the current unutilised fundraising. This will give a clearer picture to the fundraising committee and the Board.
- Glen requested clarification on how the \$7k fundraising income in the financial statements related to the \$27k fundraising income in the Fundraising Report. He was advised that approx. \$19k was in the fundraising report for June which will be reflected in the June financial statements.

I Neeraj, move that the Finance Update be moved as accepted.

Seconded: Glen

Carried: All

3. Strategic discussions and decision

3.1 Swimming Pool

- To be discussed at next meeting

3.2 Fundraising

- Knowledgeathon was a success
- Term 2 Dance was a success. Another dance to be organised for Term 4.
- Catherine requested estimate of camp fees for 2024 compared to 2020 year of \$360. Advised current year estimate is \$450. Anand and Cheryl commented that approx. 20 families were not sending kids. Neeraj asked whether these are due to personal preference rather than finances/budgets. Cheryl confirmed that the reasons were personal rather than financial.

3.3 Grants

- Nicole to approach Trillian Trust. Needs set of accounts & management/school endorsement for applications.
- Nicole will send latest Grants Calendar
- Lion or Tindall Foundation Grants are a possibility for the Playground.
- Nicole is looking into the Rotary for possibly some funds towards Camp.
- Good for Grants is a company that can help with Grant Applications. The Board may look at using them in the future.

3.4 Staff Appreciation

Staff to hold function at end of year and have started raffles internally to build funds. BoT to also provide funding.

4. Board Reviews

- n/a

5. Policy Reviews

- Amelia reminded BoT members to check School Docs website to complete policy reviews.

6. Assurances

6.1 Planning and Preparing for Emergencies, Disasters and Crises

- Assurances given in principal's report.

6.2 Performance Management

- Assurances given in principal's report.

6.3 Equal Employment Opportunities

- Assurances given in principal's report.

6.4 Appointment Procedure, Staff Conduct and Professional Development

- Assurances given in principal's report.

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

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

Seconded: Glen

Carried: All

7.2 Actions from previous meetings action sheet

- Actions not completed have been rolled over to June.

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 6.51pm

Board meeting concluded at 7.04pm

Next meeting is at 6.00pm on Wednesday 31st July 2024.

----- Sign and Date

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Catherine and Glen	To obtain final quote for shades, and liaise with Nicole re: grants	
Glen	Obtain options for partitioning rooms (including compliance with any requirements), and discuss with Steve to include as part of current project management	
Glen	Write a property update to send to the School Community in Term 3	

Nicole	To approach Trillian Trust for grants	
Neeraj	Follow up with Marilyn to confirm whether net fundraising \$56k after expenses account for the completed upgrades (basketball etc)	
All	To send Board time spent to Marilyn (if not already done)	
Tim, Catherine & Glen	2 Quotes needed for playground for the purpose of applying for grants → is this additional to shade quote? Or same item?	
Amelia & Tim	Look at options for School Pool	