

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 16th March 2022

6.00pm, Zoom meeting

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

Amelia welcomed everyone to the meeting.

1.2 Apologies

None.

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.
- The current roll is 660, down by around 30 from last year.
- International student have dropped down to 1.
- All staff are now certified at First Aid trainers.
- All years have distance learning programmes in place for those students working from home.
- We have appointed a team to work on wellbeing of Teachers and Students.
- The COLA is now fully turfed and an amazing space to have at the school. Thank you to the BOT, Property Team, Ministry and all involved.
- CCTV – A school family kindly donated the cameras and labour to install. The School is very appreciative of this.
- Our new Property Advisor Amanda visited the School. It was a very promising visit.
- The Leadership team looks forward to working with the Board for 2022.
- We would like to acknowledge Green Bay High School for their continued support of our Students with Music and Technology.

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

Second: Dilip

Carried: All

2.2 Board Meeting Calendar 2022

- Board confirmed they were happy with the Calendar as it stands.

2.3 Property Update

- Property Team have a meeting next week with Tao to go over 10YPP.
- Looking into Sails for the area by the Hall. Glen will get Larissa to measure these up.
- Senior Playground – would like to get the ball rolling on this. Glen and Catherine will meet with Larissa to get a draft plan together to present to the BOT, Staff and students for feedback.
- Roll growth project, Amanda is looking into this.
- Waiting on finalisation or junior playground repair, Glen is happy to assist with this if need be.
- Nicole applied for The Trusts Grant which closed today. She will advise once she hears back.

2.4 Finance Update

- Finance team met on Zoom last week.
- Accounts were sent to Auditors and they will come back with any questions.
- At the next Finance meeting some items in the budget will need to be raised such as Relievers costs and cleaning items
- Finance Team will have a thorough meeting next month with a Report at the next Board meeting.

3. Strategic Discussions and Decisions

3.1 Covid 19

- Discussed In-committee

3.2 Well-Being

- Refer to Principals report

4. Reviews

4.1 Health and Safety

- Refer to Principals report

4.2 Visitors

- Refer to Principals report

5. Assurances

5.1 Equal Employment Opportunities (EEO)

- We are an equal opportunity school
- Refer to principals report

5.2 Risk Management

- Refer to principals report

5.3 Reporting and Recording Accidents, Medicines, Minor/Moderate Injury, Illness

- Refer to principals report

5.4 Police vetting for non-Teachers

- All Non-Teachers are police vetted
- Refer to principals report

5.5 School Planning and Reporting

- Refer to principals report

6. Administration matters

6.1 Confirmation of previous minutes

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

Second: Catherine

Carried: All

6.2 Actions from Previous meeting action sheet

- Property Committee – Property roll growth project update to be carried over.

6.3 Correspondence as Listed

- None.

6.4 Board Time spent

- Please ensure you send in your Board Time Spent.

7. In-Committee

In the interest of Privacy to protect persons under discussion, the Board moved into “In Committee” at 7.04pm

Board meeting concluded at 7.42pm

Next meeting is at 6.00pm on Wednesday 13th April 2022.

----- Sign and Date
Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Property Committee	<i>Property roll growth project update</i>	
Catherine	<i>To request latest Fundraising report</i>	