

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 20th March 2024

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)

In attendance: Alex Milich - with speaking rights.

Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Glen Mitchell will be late.

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.
- Nicole asked how many refugees there are on the roll. Anand is looking into this as there is special funding available for refugees.
- Anand had 2 points to add to the report:
 - There has been a resignation from an Intermediate Classroom teacher.
 - NZEI are holding paid Union meetings that all members are entitled to attend. ½ of the teachers will go in the morning and ½ in the afternoon so the school does not have to close.

6.11pm Glen arrived to the meeting

- The Art Teacher is funded by the MOE.

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

Second: Nicole

Carried: All

2.2 Property Discussion

- Amelia and Glen met to discuss 5YA, Block 1 and Toilet shortfall. Steve needs to get back to Lisa to close this off, Amelia and Glen will assist with this.

- Proposal has been received for Shade options. Catherine is asking for another quote with different shade options.
- Rooms 17-20 also have no shade. Catherine will look at options for here as well.
- Senior Playground Extensions – Quote received however Glen is going back with a couple of questions. Glen and Catherine to contact another company each for quotes.
- Thank You to Amelia for all your help on 5YA.

2.3 Finance Update

- 2023 accounts are finalised with no major changes.
- 8 April Auditors are at school for the day.
- March accounts – CES have advised we will not have accounts for April meeting as most schools are not holding April meetings due to Easter.
- February accounts – Finance team had a meeting everything is on target at this stage.
- Catherine needs to be added to the Finance Team.
- Big Thank you to Marilyn for all her hard work with the accounts.

3. Strategic discussions and decision

3.1 Fundraising

- Thank you to Cheryl for attending the meeting last week.
- A great group of Parents attended the Fundraising meeting.
- Events coming up: Easter Event at GB Community House/Mother's Day Raffle/ Knowledge-athon/Family Movie/Offsite Parent Event/Sausage sizzles/Bake Sale/Disco week 6 Term 2
- Next Fundraising meeting is 9 April, this is a Zoom meeting.
- Rosebank Primary Signage, all signs are School Sponsors. Glen will make contact re the designing of the signs.
- Nicole will have the Grants calendar for the next meeting.

3.2 Budget 2024 approval

- 2024 Budget has had 1 changed due to higher enrolments.

It was moved to approve the 2024 Budget as presented

Moved: Neeraj

Second: Tim

Carried: All

4. Board Reviews

4.1 Te Titiriti o Waitangi

- Te Titiriti o Waitangi assurances given in principal's report.

4.2 Board Responsibilities

- Board Responsibilities assurances given in principal's report.
- Tim queried KPI's and measurement of Strategic Plan. The Board discussed this.

5. Policy Reviews

5.1 Parent Involvement

- Parent Involvement discussed in principal's report.

5.2 Communicating with Parents

- Communicating with Parents discussed in principal's report.

5.3 School Planning and Reporting

- School Planning and Reporting discussed in principal's report.

6. Assurances

6.1 School Planning and Reporting

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

6.2 Learning Support

- Learning Support Assurances given in principal's report.

6.3 Health Education

- Health Education Assurances given in principal's report.

6.4 Healthcare

- Healthcare Assurances given in principal's report.

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

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

Second: Tim

Carried: All

7.2 Actions from previous meetings action sheet

- Actions not completed have been rolled over to April.

7.3 Correspondence as Listed

- None.

7.4 Board Time spent

- Please ensure you send in your Board Time Spent.

8. Administration Matters

- **Board Meeting Dates:**
10 April
29 May
26 June
31 July
28 August
25 September
30 October
20 November
11 December

In the interest of Privacy to protect persons under discussion, the Board moved into “In Committee” at 7.28

Board meeting concluded at 7.57pm

Next meeting is at 6.00pm on Wednesday 10th April 2024.

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

WHO	ACTION	DONE
Tim, Catherine & Glen	Quotes needed for playground for the purpose of applying for grants	
Glen	Write a property update to send to the School Community in Term 1	
Amelia & Tim	Look at options for School Pool	
Nicole	Grants Calendar for April meeting	