

GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 26th March 2025
6.00pm

1. Present

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

In attendance: Wayne Southgate – with speaking rights

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

- Anand Welcome Wayne to the meeting and thanked him for his time tonight:

- Waynes's report was tabled as read – some points to note:
- Currently only have 7 Teacher Aides which is quite low and 174 students on the Special needs register.
- IEP (Individual Education Plan) meetings are becoming difficult to organise due to lack of Relivers.
- Wayne is very appreciative of the team he works with – Anand, Cheryl and Alex.
- Funding for services from MOE is very tight.
- Oaklynn Special School waitlist has been closed due to no capacity.
- Wayne ran a very successful Baking programme that he would like to continue. The Board would like to support this.
- Board discussed options to assist Special needs students, Wayne will investigate further.

6.53pm Wayne left the meeting

- Principals report tabled as read.
- The School has a long term student starting in May and are in discussions with another student.
- Glen requested a change to the enrolments data on the report, Anand will amend from the next report.
- Attendance data has been amended to match the Ministry.

- Board discussed Health and Safety assurances; this will be addressed at the next meeting.

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

Second: Catherine

Carried: All

2.2 Property Discussion

- The Board reviewed the 10 year Strategic Masterplan as The Fundraising team is wanting to know what the next project will be to fundraise for.
- Discussed ideas and agreed to fundraise to tidy up the front of the school.
- Board reviewed School Signage document and agreed on:
 - Option 1 Boxed up stand
 - Option 2 on Fence
- Anand advised work on classrooms has started.
- Senior playground – we have 3 quotes for the Playground, refining these quotes at the moment.
- Nicole is applying for a Grant through Air NZ – Sustainability, she is working with Anya on this (\$5000).
- Discussed Pay it Forward – load activities on Kindo such as Cultural groups, school camps etc in small amounts for people to contribute to. This can also be a public link to go out to Grandparents and Sponsors etc. Board agreed, Nicole will discuss with Marilyn.
- Board discussed Whau local board Grant ideas. Need to discuss further.

2.3 Finance Update

- Learning resources & Personal spending is a little higher than expected. Neeraj discussed with Marilyn to ensure correct in Budget.
- Neeraj will investigate Playground amount currently in Budget.

3. Strategic discussions and decision

3.1 Board Planning and Calendar

- Board happy with Calendar Amelia sent through.

3.2 Finalise Budget 2025

- Board happy with Budget.

4. Assurances

4.1 Planning and Preparing for Emergencies, Disasters and Crises

- Planning and Preparing for Emergencies, Disasters and Crises assurances given in principal's report.

4.2 Safety Management and Worker Engagement, Participation and Representation

- Safety Management and Worker Engagement, Participation and Representation Assurances given in principal's report.

4.3 Healthcare

- Healthcare Assurances given in principal's report.

4.4 Digital Technology and Cyber Safety

- Digital Technology and Cyber Safety Assurances given in principal's report.

5. Board Policy Reviews

5.1 Risk Management

- Risk Management Policy given in principal's report.

5.2 Healthcare

- Healthcare policy given in principal's report.

6. Policy Reviews

Refer to Principals 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: Nicole

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.

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 8.05pm

Board meeting concluded at 8.16pm

Next meeting is at 6.00pm on Wednesday 30th April 2025.

----- **Sign and Date**

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Catherine, Nicole and Glen	Look into signage and sponsorship options.	COMPLETED
Glen	To look into the removal of Room 26	ROLLOVER
Glen	Engage with a company to do a maintenance report on the Pool	ROLLOVER
Neeraj	Look at other schools Working Capital	
Catherine, Nicole and Glen	To look into costings for signage.	