

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 18th May 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)

In attendance: Alex Milich with speaking rights.

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.

3. Strategic discussions and decision

3.3 Special Needs Presentation – Wayne Southgate

- Anand welcomed Wayne to the meeting, Thank you for taking your time to present to the Board.
- Wayne has put together a comprehensive report which the Board has read.
- There are 7 Learning Support workers at the School.
- Total number of Special needs students is 155, this is an increase of 20 from last year.
- There is an increased number of students needing counselling. Catherine questioned if this is due to COVID, Wayne advised possibly but he believes we have not seen the full effect of COVID as yet.
- Glen thanked Wayne for the report, it has a lot of detail but also very concise.
- The Board thanked Wayne for his presentation and appreciate the work that Wayne and his team are doing in this area.

Wayne left the meeting at 6.18pm

2. Monitoring

2.1 Principal's Report

- Principal's report is confirmed as read by all.
- The current roll is 667, this is concerning as in 2018 the roll was at this level. The decline in numbers is mostly due to families moving out of the area.
- Year 1 enrolments are also low, possibly due to some families are waiting for the COVID surge to be over to enrol.
- Hopefully in late Term 3 we will see some International students returning.
- There is only 1 student not back this term, Alex has been in touch with the family.
- ERO visit was on Friday, thank you to Catherine, Dilip and Amelia for attending. The next visit is in August where they will be visiting classes, talking to students and teachers. ERO are taking more of a collaborative approach this year.
- Policy review – please read and respond.
- Reporting to Parents – midyear reports are underway.
- There is a proposed new format for the strategic plan, please fill in the survey. This will also go out to families.
- We are currently fully staffed.
- The Lockdown drill we had was very successful. Thank you to Cheryl for heading the process and to the Leadership and Admin team for a very successful drill.

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

Second: Amelia

Carried: All

2.2 Property Update

- Anand would like to thank Glen, Catherine and Larissa for a very well prepared meeting with the Staff regarding the playground options. There was great feedback from the staff and it was good to see them engaged.
- Glen advised himself and Catherine had an energised meeting with the Staff. Great engagement, good brain storming and great to see everyone so involved.
- The Key items were presented and Alex will request feedback from the Staff on these concepts.
- Once the option is confirmed and costs are in we will look at applications for grants. Nicole advised there is not many grants available at the moment but she will keep looking.
- Sponsorship – is this something we could look at?
- Classrooms 18 & 19, junior area are almost complete. Glen to check re fencing in the contract.
- There is a new property advisor, Lisa.
- Roll growth classrooms have been signed off.

2.3 Finance Update

- Dilip and Marilyn had a finance catch up on Friday.
- Working capital looks quite good at the moment.
- Some items are at 100% but they have been paid out for the year.
- Catherine questioned the 12K from last year – this was put aside for the turf but wasn't needed so needs to be allocated elsewhere.
- Glen confirmed that the Turf project is complete. Anand to follow up with Steve for the form to close the turf project so the funds can be released.
- Design fees for Block 1 – we can get these funds released to recoup the costs. Anand to ask Marilyn to advise the accord to date amount and advise Glen.
- Fundraising, this has been on hold due to COIVD – Catherine, Amelia and Nicole to discuss further.

3. Strategic Discussions and Decisions

3.1 Covid 19

- Refer to Principals report.
- Discussed in committee.
- Board Elections, a date needs to be set for between 5 and 23 September. The generic date is 7 September.
- If Election date is set for 7 September the call for Nominations is 15 July and closes 5 August.

I Amelia, move that the Board sets the Election date for 2022 for 7 September 2022.

**Second: Glen
Carried: All**

I Amelia, move that we appoint Marilyn as the Returning Office for the 2022 Board Election.

**Second: Nicole
Carried: All**

3.2 Well-Being

- Refer to Principals report
- EAP has a new Gold Star service which has been emailed to the Staff.
- The Well-being team organised games and refreshments on Friday for the team.
- Large amount of relievers this term which is tough on staff.
- The Board will do an end of Term 2 function for staff, drinks and hot chips.

4. Reviews

4.1 Healthcare

- Refer to Principals report.

5. Assurances

5.1 Risk Management

- Refer to principals report.

5.2 Student Attendance Refer to principals report

- Refer to principals report.

5.3 Annual SUE

- Refer to principals report.

5.4 Emergency Evacuation/Emergency Kit Refer to principals report

- Refer to principals report.

5.5 Digital Technology and Cyber Safety

- Refer to principals report.

5.6 Cyber Bullying

- Refer to principals report.

6. Administration matters

6.1 Confirmation of previous minutes

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

Second: Matt

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.

Alex left the meeting at 7.24pm

7. In-Committee

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7.25pm

Board meeting concluded at 7.30pm

Next meeting is at 6.00pm on Wednesday 22th June 2022.

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

WHO	ACTION	DONE
Property Committee	<i>Property roll growth project update</i>	