

# GREEN BAY PRIMARY SCHOOL

## Board Meeting Minutes

Wednesday 10<sup>th</sup> May 2023

6.00pm

### 1. Present

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

**In attendance:** Alex Milich - with speaking rights, Ebony Andrews.

#### 1.1 Welcome

Amelia welcomed the Board to the meeting. Thank you for coming out in this terrible weather.

#### 1.2 Apologies

Matt Child.

#### 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.
- Anand welcome Ebony to Green Bay School.
- Condolences to the family who lost their child in Whangarei earlier in the week. Our thoughts are also with the Staff, students and community.
- Health & Safety is a priority for the school and the leadership team were keeping an eye on the recent flooding. They would like to thank the Board property team for keeping the drains clear and maintained.
- Anand thanked Tim and the Green Bay Planners for the transport meetings with the students. We appreciate the time you are putting into this.
- The Kip McGrath programme has started with Year 7 & 8 students. There will be an end of term assessment to see the progress.
- International Student numbers should be finalised by August. 2024 is looking promising for International students.
- There is a Health & Safety hazard outside the friendship table. Glen will look into this further.
- The Auditors have been in. Thank you to Marilyn for you her hard work. We are now awaiting the report.

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

**Second: Glen**

**Carried: All**

## **2.2 Property Update**

- The Property team asked Steve to include the Heat pumps in the 5YA plan. Alex will follow up on this.
- The quote for the climbing wall has come in around 10k.
- Tim advised the cost to tidy up the Sports Shed will be around 1K. He is waiting to hear back from Bunnings regarding this.

## **2.3 Finance Update**

- Nicole had a catch up with Marilyn today. There will be various budget adjustments for April.
- The Sports & Arts budgets need to be looked at.
- We will have a Financial Report next month.
- Glen asked for clarification around the figures for the Current Assets Account Receivable and the Current Liabilities Accruals. Nicole will check with Marilyn.

***I, Amelia have signed the statement of financial position for 2022 and move that the Board accepts that the statement of financial position is accepted as being correct***

**Second: Tim**

**Carried: All**

## **2.4 Fundraising**

- The Fundraising committee met 2 weeks ago. The Colour Run Fundraiser is now underway. This is on the 26<sup>th</sup> May (rain date TBC). The online fundraising will be closed off 9<sup>th</sup> June.
- There is a school wide online Fundraising meeting 24 May at 7.30pm. Alex will set up a Team's link for this.
- Catherine is meeting with a Graphic designer on Friday to help with Fundraising marketing.

## **3. Strategic discussions and decision**

### **3.1 Grants/Sponsorship**

- No update. Moved to June meeting.

## **4. Reviews**

### **4.1 EOTC Planning and Review**

- EOTC Planning and Review discussed in Principals report.

### **4.2 EOTC Risk Management**

- EOTC Risk Management discussed in Principals report.

### **4.3 EOTC Coordinator**

- EOTC Coordinator discussed in Principals report.

### **4.4 EOTC External Providers**

- EOTC External Providers discussed in Principals report.

## 5. Assurances

### 5.1 Risk Management

- Risk Management assurances given in principal's report.

### 5.2 Student Attendance

- Student Attendance as given in principal's report.

### 5.3 SUE Reports

- SUE Reports as given in principal's report.

### 5.4 Digital Tech and Cyber Safety

- Digital Tech and Cyber Safety as given in principal's report.

## 6. Administration Matters

### 6.1 Confirmation of Minutes of previous meeting

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

Second: Nicole

Carried: All

### 6.2 Actions from previous meetings action sheet

- All actions from March meeting completed.

### 4.3 Correspondence as Listed

- Signed statement of Financial Position 2022.
- Heat Pumps

### 4.4 Board Time spent

- Please ensure you send in your Board Time Spent.

## 7. Administration Matters

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

**Board meeting concluded at 7.21pm**

**Next meeting is at 6.00pm on Wednesday 21<sup>st</sup> June 2023.**

----- Sign and Date

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Glen	Look into the Health & Safety Hazard outside Friendship table	
Alex	Set up Teams link for School Fundraising meeting	
Nicole	Look into Glen's Finance queries	