

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 15th November 2023

6.00pm

1. Present

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

1.1 Welcome

Tim opened the meeting with a Karakia.
Amelia welcomed the Board 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.
- Discussed Staff movements.
- Thank you to Anya and Lorraine for your thorough reports.
- Discussed the Roll Growth Project.

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

Second: Amelia

Carried: All

2.2 Property Update

- Shade sail in the senior playground has some rips in it, will be around 8K to fix this.
- Cheryl to price the shade sail for the Junior Playground.
- Steve is still going through the Tender analysis for Block 1.
- Glen and Catherine to catch up re Senior Playground. Park supplies are now also quoting this.
- Glen to write a property update to send to the School Community in Week 8.
- Moving forward Project Manager will be done online. Senior leadership to attend the training for the new system.

2.3 Finance Report

- Nothing to report.

2.4 Fundraising

- Bingo night was a great success, thanks to everyone involved.
- Worked well being off site.
- Catherine will get a Fundraising financial update for the next meeting.
- Discussed signage outside the front of the school for fundraising.

2.5 Staff appreciation

- Venue booked for 7pm Fri 1 Dec.
- Food and decorations confirmed.
- Amelia to get an invitation made.

3. Strategic discussions and decision

3.1 Grants/Sponsorship

- Nothing to report.

3.2 Draft Strategic Plan

- Strategic Plan as read.
- Board to fill in their feedback for the plan ASAP.

3.3 Swimming Pool

- Discussed the meeting with the Parents.
- Board to draft an email that would be sent to the School Community ASAP re the swimming pool.
- Glen to look into an External Provider for the Pool.

The Board discussed options re opening the pool for 2023/2024 season and after voting all members have decided note to open the pool

Second: Catherine

Carried: All

4. Reviews

- No reviews for November.

5. Assurances

5.1 Risk Management

- Risk Management assurances given in principal's report.

6. Administration Matters

6.1 Confirmation of Minutes of previous meeting

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

Second: Catherine

Carried: All

6.2 Actions from previous meetings action sheet

- Actions not completed have been rolled over to December or February.

6.3 Correspondence as Listed

- None.

6.4 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 7.19

Board meeting concluded at 7.27pm

Next meeting is at 6.00pm on Wednesday 13th December 2023.

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

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Cheryl	Price shade sail for Junior Playground	
Tim	Quotes needed for playground for the purpose of applying for grants	
Glen & Catherine	Meet re Senior Playground	
Glen	Write a property update to send to the School Community in Week 8	
Amelia	Create an invite for the Staff appreciation function	
Catherine	Fundraising update for December meeting	

Glen	Look at external pool providers	
Board	Board to draft an email that would be sent to the School Community ASAP re the swimming pool.	