

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 30th October 2024

6.05pm

1. Present

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

Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Tim running late – he called in until he arrived at 6.31pm.

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

2. Monitoring

2.1 Principal's Report

- Principals report tabled as read.
- Roll we are at 693 which is good, however this will change.
- Anja's report is very well presented. Thank you for being so thorough Anja.
- End of year reports being finalised due to go out 12 December.
- Advertised jobs for 2025 in the gazette.
- Attendance average 92.5%.
- Very successful new entrance open morning, thank you to all of those involved.
- Board is very welcome to attend end of year Assemblies.

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

Second: Neeraj

Carried: All

2.2 Property Update

- Block 1 may not be completed over the holidays due to timings – this may be rolled over to Term 1.
- Toilet refurbishments almost complete.
- Discussed the Condition Assessment Report from the MOE.
- Glen discussed school signage – he has some pricing through work that he presented to the Board. Board discussed options around the signage.

- Property update letter has been completed and will be sent with the next School newsletter.

I Glen, move that the Property Update Letter be moved as accepted to be sent to the School Community.

Second: Catherine

Carried: All

2.3 Finance Report

- ¾ of the way through the year and tracking well.
- Management and team have worked hard to stay within allocations.
- Finance team to meet and discuss budget allocation before the end of the year.
- Pool costs have been passed onto Tim.
- Board discussed Budget for Staff end of year function. This was agreed at \$50 per person only for Staff attending the end of year staff function.

I Amelia, move that the \$50 pp budget for those attending the End of Year Staff function be moved as accepted.

Second: Glen

Carried: All

I Neeraj, move that the Financial Report be moved as accepted.

Second: Nicole

Carried: All

3. Strategic discussions and decision

3.1 Annual Plan Update

- A lot of changes due to the new Government plans.
- The School has made a decision to go with the following Maths programmes - Years 1-6 Prime Mathematics, Year 7-8 Oxford. The MOE will pay for these programmes until 2026.
- Notice from Minister – final copies of curriculums will be out tomorrow. A lot of work is needed around this.

3.2 Swimming Pool

- Costs have been discussed; Tim advised we need to send a letter out regarding options. Board agreed for this to be sent out Friday with the Property Letter.

3.3 Grants Report

- No update, moved to November meeting.

3.4 Enviro Report – Anja Henning

- In Principals Report

4. Board Reviews

4.1 Finance and Asset Management

- Finance and Asset Management assurances given in principal's report.

4.2 Managing Income and Expenditure

- Managing Income and Expenditure assurances given in principal's report.

4.3 Financial Conflicts of Interest

- Financial Conflicts of Interest assurances given in principal's report.

5. Policy Reviews

5.1 Expenditure

- Expenditure discussed in principal's report.

5.2 Property Planning and Maintenance

- Property Planning and Maintenance discussed in principal's report.

6. Assurances

6.1 Risk Management

- Risk Management assurances given in principal's report.

6.2 Managing Income and Expenditure

- Managing Income and Expenditure assurances given in principal's report.

6.3 School Year, Terms and Holidays

- School Year, Terms and Holidays assurances given in principal's report.

6.4 School Donations and Student Activity Payments

- School Donations and Student Activity payments assurances given in principal's report.

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

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

Second: Catherine

Carried: All

7.2 Actions from previous meetings action sheet

- Actions not completed have been rolled over to November.

7.3 Correspondence as Listed

- As listed.

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 7.16pm

Board meeting concluded at 7.49pm

Next meeting is at 6.00pm on Wednesday 20th November 2024.

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

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Glen & Catherine	Write a property update to send to the School Community in WEEK 3 of TERM 4 (playground to be included).	DONE
Amelia & Tim	Provide options to the School community for the Pool opening over summer.	DONE
Glen	Property update.	DONE
Neeraj	Provide pool costs for last time it was open over the summer.	DONE
Catherine, Nicole and Glen	Look into signage and sponsorship options.	ROLLOVER
Glen	To look into the removal of Room 26	
Tim	Write a letter regarding Pool options to send to the School Community on Monday 4 November.	