GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 14th October 2026
6.05pm

1. Present

Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Amelia Day, Catherine Rochford, Nicole Allington, Neeraj Patel, Mahmood Nasir (Parent Elects), Paul Southan (Co-opted Parent)

Welcome
Amelia welcomed everyone to the meeting.

1.2 Apologies
Heidi Smithson (minute taker)

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.
- Drop in the roll is due to International Students leaving. Ballot for out of zone enrolments has closed with the school now assessing these.
- The Board has read the ESOL and international students update as per the Principals Report.
- Attendance dropped from 84% (Term 1) to 68% (Term 3), attributed to illness/medical leave and family holidays.
- Successful intermediate sports camp, Y5/6 camp, music (concert for parents) and Pasifika performance – than you to Toni and Angeline. Also a successful open morning for out of zone parents, thank you Cheryl for facilitating.
- A Kōtuitui speech competition is next Friday 23rd Oct, and Kōtuitui Kapahaka is on 12th November.
- Thank you to all the Parents/Guardians helping to support our school and children.

I Anand, move that the Principals Report be moved as accepted.
Second: Neeraj
Carried: All

2.2 Property Update

- Science room and roofing of rooms 1 and 2 are complete.
- Planning workshop for new Oaklynn classroom scheduled for 10th November.
- Awaiting 10YPP planning to begin later this year through MOE.

- Front of school improvement concept reviewed, some feedback was shared around the table (i.e. do stairs first, solid roof over waiting area). Paul will incorporate initial feedback and create a prioritised program with costings of each key area (stairs, waiting area, digital signage, garden area).
- Wayfinding signage will be delivered to the school shortly for installation.
- School LED digital signage will be incorporated as part of front of school improvements. Mahmood and Marilyn seeking alternative quotes.
- Hall sound system was discussed due to ongoing faults. Noted budget remaining for hall improvements and feedback to be given to Alex to utilise to upgrade speaker and sound system/s.

2.3 Finance Report

- For August and September combined, income was $340,075 and expenditure was $287,422, producing an operating surplus of $52,653.
- At 30 September, the YTD surplus was $140,064. The favourable result remains partly timing-related, with expenses still to come, particularly School Activities ($54k budgeted expenses for Y5/6 Camp) and planned property expenditure ($23k Cyclical Expense).
- ACC reimbursements ($28.5k) included within fundraising income would be more appropriately classified as Other Income.
- Working capital remained strong at $1.567m.
- $28.5k of ACC reimbursements was coded to *fundraising* and should be reclassified as *Other income*.
- Quiet year for fundraising, with the biggest project funded being wayfinding signage.
- Transport options including an annual contribution from Board funds is being considered, and the potential for top up from fundraisers, as a way to manage escalating transport costs. Cheryl will collate transport expenses from this year and share with team.

3. Strategic discussions and decision

3.1 ESOL and International Students – Helen

- As per Principals report. International student numbers has dropped, largely due to overseas uncertainty and events. Key intake periods are Term 1 and Term 3. School will continue to monitor income against the cost of programme.

3.2 Swimming Pool

- Funding confirmed, with similar plan to last year (3 weeks over summer break, and possibly a week in February). Nicole will follow up and issue timetable/comms once Council confirms.

4. Assurances

4.1 Curriculum and Student Achievement Policy

4.2 Risk management

4.3 Concerns and Complaints Policy
4.4 Visitors
4.5 Opening and Closing the School

All assurances given in principal's report.

5. Board Policy Reviews

5.1 Curriculum and Student Achievement Policy
5.2 Reporting about Student Progress and Achievement

All policies given in principal's report.
Amelia shared updated login details/process for BoT to access and record policy feedback via School Docs.

6. Policy Reviews

6.1 Māori Educational Achievement

- Refer to Principals report.

7. Administration Matters

7.1 Confirmation of Minutes of previous meeting

I Amelia, move that the August meeting minutes be accepted as true and correct
Second: Catherine
Carried: All

7.2 Actions from previous meetings action sheet

- Actions updated.

7.3 Correspondence as Listed

- NIL

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 6.45pm
Board meeting concluded at 7.26pm

Next meeting is at 6.00pm on Wednesday 4 November.

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

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Amelia	To look into what is required for a review of the school in-take zone	Done
Nicole	To obtain Council's report on swimming pool utilisation	Monitoring
Cheryl	Ask Staff for preferred date for Staff Appreciation Event. 28 Aug/11 Sept/30 Oct	Done
Nicole	To do Due diligence on Transportation with other Schools	Done
Cheryl	Look into School Facebook Page	Done
Paul	Create a prioritised program of work for front of school improvements and share budget requirements with Neeraj.	
Neeraj	Follow up with Marilyn to recode the ~$29k ACC reimbursements to other income.	Done
Cheryl	Collate bus hireage and transport costings for 2026.	