

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 25th September 2024

6.05pm

1. Present

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

In attendance: Beth Peters

Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Glen Mitchell
Paval Granger

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.

3.3 Science report – Anand on behalf of Paval Granger

- As per report.
- Anand advised Kids very engaged and enjoying their science.
- Science is 1hr a week as a specialist subject.

2.1 Principal's Report cont'd

- Sincere condolences to students, staff and parents at Green Bay High School for their heavy loss.
- Roll is currently at 684.
- Focus on long term International students.
- Senior Leadership team met with Emma Dobson from ERO on Monday. She will be back in November to complete this process.
- Professional development is slower this term due to a lack of reliving teachers and course offered.
- Jobs have been advertised for 2025.
- We had a very successful Māori language week. We would like to thank the team for their leadership and for a fantastic week.

- School camp last week was a great success and Sports camp this week is going very well. Thank you to all Teachers involved and our Parent helpers. These camps could not happen without you.
- We would like to acknowledge the Board for all the work they do. Thank you very much to all of you.
- Thank you to all our hard-working staff and fundraising staff, enjoy a relaxing holiday period coming back ready for Term 4.

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

Second: Neeraj

Carried: All

2.2 Property Update

- Toilets are looking very good; completion will be in the school holidays.
- As Glen is away there will be more detailed update at the next meeting.

2.3 Finance Update

- Draft Budget needs to be completed by December. Board decisions to be made by the next meeting.
- Catherine, Nicole and Beth to work on draft figures for Budget for next meeting.

3. Strategic discussions and decision

3.1 Swimming Pool

- Laurens has offered to take over the running of the pool over the Holidays, in conjunction with a Swim School.
- Tim queried how this would work with vandalism and un-supervised children swimming. Board discussed this.
- Catherine queried the costs involved as there is no budget for this. This needs to be cost neutral over the holidays.
- Board discussed options regarding employing Pool staff.
- Tim and Amelia will communicate options with interested Parents – this will be sent to the Board to review first.

3.2 Grants report

- No update from Nicole at this stage.
 - Amelia asked re signage at the front of the school.
- Beth was given speaking rights to discuss this***
- Beth advised that there is a lot of interest in signage and sponsorship for the School. Board discussed these options. Beth, Catherine and Amelia will form a committee and work on ideas and options.

3.3 Presiding Sign off

- Year 5 & 6 camp.
- Sports camp.
- Col letter for Lorraine.
- Procurements for toilets.
- Power of Attorney appointed Schooled to act on behalf of Principal for school payments, e.g. Board payments, transactions etc.
- Authority for Power of Attorney.

4. Board Reviews

4.1 Protection Disclosure

- Protection Disclosure assurances given in principal's report.

5. Policy Reviews

- Completed in previous meetings.

6. Assurances

6.1 Planning and Preparing for Emergencies, Disasters and Crises

- Planning and preparing for emergencies, disaster and crises assurances given in principal's report.

6.2 School Records Retention and Disposal

- School Records Retention and Disposal assurances given in principal's 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 not completed have been rolled over to October.

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 7.32pm

Board meeting concluded at 8.18pm

Next meeting is at 6.00pm on Wednesday 30th October 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).	Rollover
Amelia & Tim	Provide options to the School community for the Pool opening over summer.	
Neeraj	Provide a Working Capital breakdown.	DONE
Glen	Property update.	
Neeraj	Provide pool costs for last time it was open over the summer.	
Amelia, Catherine and Beth	Look into signage and sponsorship options.	