GREEN BAY PRIMARY SCHOOL
Board Meeting Minutes
Wednesday 2nd September 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), Heidi Smithson (minute taker)

Welcome
Amelia welcomed everyone to the meeting.

1.2 Apologies
Mahmood Nasir – arriving late
Marco Claasen

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.
- The Board has read the Arts Curriculum as per the Principals Report. Anand thanked the team for the fantastic job they do covering Arts across the School.
- Some Year 7/8 students competed in the Casio Mathex Competition. They did extremely well with our Year 7 team achieving 75 and our Year 8 team achieving 80, respectively. Thank you to Ji Gao for her excellent organisation and also the caregivers and supporters who supported us on the night.
- Year 5/6 Camp is in week 9. Thank you to all the Parents helping to support this.

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

2.2 Property Update

- Property team had a meeting with the ministry and contractors re 10YPP. Meeting was very positive.
- Room 26 will go into the 10YPP to either remove or re-fit.
- Catherine has received a landscaping plan for the front of the school which she will circulate to the Board.
- The Roof on rooms 1 & 2 will be fixed over the holidays.

I Amelia, move that we co-opt Paul Southan onto the Board until Elections in April 2027
Second: Neeraj
Carried: All

- We are part of the 500 schools that qualify for Solar – this will be assessed later in the year.

6.21pm Mahmood arrived

- Digital signage – Mahmood has received quotes to upgrade the sign however these were expensive so are looking into alternatives.
- Way finding, this should arrive in the next couple of weeks to be installed.

2.3 Finance Report

- Results remain ahead of budget.
- Year-to-date surplus is approximately $87k versus budgeted deficit of $36k.
- Working capital and liquidity remain strong.
- Continue monitoring utilities, property costs, and staffing overuse.

I Neeraj, move that the Board approves the Budget Adjustments for July Finance Report
Second: Nicole
Carried: All

2.4 Fundraising Update

- The Father's Day raffle is underway and breakfast is on 11 September.

3. Strategic discussions and decision

3.1 The Arts – Daphne and Kendall

- As per Principals report.

4. Assurances

4.1 Emergency Management

- Emergency Management assurances given in principal's report.

4.2 Stand-down, Suspension and Exclusion

- Stand-down, Suspension and Exclusion assurances given in principal's report.

4.3 School Records Retention and Disposal

- School Records Retention and Disposal assurances given in principal's report.

4.4 Food and Nutrition

- Food and Nutrition assurances given in principal's report.

4.5 Bullying and Harassment

- Bullying and Harassment assurances given in principal's report.

4.6 Student Behaviour Management

- Student Behaviour Management assurances given in principal's report.

4.7 Computer Security and Cybersecurity

- Computer Security and Cybersecurity assurances given in principal's report.

5. Board Policy Reviews

5.1 Student Attendance

- Student Attendance Policy given in principal's report.

5.2 Concerns and Complaints Policy

- Concerns and Complaints Policy given in principal's report.

6. Policy Reviews

6.1 Student Uniform/Student Dress Expectations

- 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 not completed have been rolled over to October.

7.3 Correspondence as Listed

- Bizzy Bods.

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 6.48pm

Board meeting concluded at 7.53pm

Next meeting is at 6.00pm on Wednesday 14 October.

---------- **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	ON GOING
Nicole	To obtain Council's report on swimming pool utilisation	ROLLOVER
Cheryl	Ask Staff for preferred date for Staff Appreciation Event. 28 Aug/11 Sept/30 Oct	Date is 30 Oct – 6pm start. Nicole will do an invitation.
Nicole	To do Due diligence on Transportation with other Schools	ROLLOVER
Cheryl	Look into School Facebook Page	DONE