

## Board Meeting Minutes

Wednesday 14<sup>th</sup> September 2022

6.00pm

### 1. Present

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

**In attendance:** Alex Milich, Dilip Patel and Marilyn Logan - with speaking rights.

#### 1.1 Welcome

Marilyn welcomed everyone to the meeting and introduced Tim as a new board member.

The Board thanked Dilip for his time and contribution to the School. It is a loss to Green Bay School Board and the Senior Leadership team passes on its appreciation. The Board presented Dilip with a gift for his time on the Board.

Dilip thanked the Board for the gift and wishes everyone the best moving forward.

#### 1.2 Apologies

None.

#### 1.3 Appoint Presiding Member

- Marilyn called for nominations for Presiding Member.
- Catherine nominated Amelia.

*I Marilyn, move that Ameila is appointed as the Presiding Member of Green Bay School Board.*

**Second: Catherine**

**Carried: All**

#### 1.4 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.
- National Education Learning Priorities, please ensure you read as this is an important focus for the School and Board
- Thank you to the Board for filling in the Framework.
- Congratulations to Amelia, Catherine, Tim and Cheryl for your nomination onto the Board. And also congratulations to Amelia for being appointed as Presiding Member.

- Congratulations to Dan Whiting who won a Scholarship to continue his studies for next year.
- Thank you to Alex and Jarrod for organising Māori Language Week and for the delicious Hangi. And thank you to the Kapa Haka group for a great performance.
- Thank you to Alice and Daphne for working tirelessly over the year and delivering an amazing Art Exhibition. The Board agreed that the Art exhibition was outstanding.
- Staffing 2023, there has been a delay on the entitlement from MOE.
- Next ERO visit is 21 September.
- School is closed Monday 26 Sept for the Public Holiday, however sports camp will go ahead.
- The Board would like to acknowledge the support the Teachers gave to the students who attended Mathex.
- The Intermediate Open night was very well run. Excellent night and very informative.
- Anand has received a cheque from a Parent that is wanting to donate to the School. This is very much appreciated.

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

**Second: Glen**

**Carried: All**

### **2.3 Finance Report**

- The Finance team had a meeting last week.
- Working Capital is in a strong position and Budget is on track.
- The School Project Budget has been adjusted, there is now 37K in there. 12K from 2021 Fundraising and 25K left over from Property funds.
- The Board needs to plan what they want to do for next year so when the budget in being done in October the funds can be allocated accordingly.
- Exterior painting starts these holidays.

***I Dilip, move that the Budget Adjustments be moved as accepted.***

**Second: Amelia**

**Carried: All**

***I Dilip, move that the Finance Report be moved as accepted.***

**Second: Matt**

**Carried: All**

- Amelia asked if anyone wants the role of Finance Chair. Nicole volunteered for this role. The new Finance committee will be Nicole, Amelia, Catherine, Matt, Tim, Cheryl and Anand. Marilyn advised there are some good Finance webinars through NZSTA.

*6.19pm Marilyn and Dilip left the meeting*

### **2.2 Property Update**

- The property team would like to Thank Alex for co-ordinating the survey for the senior playground preferences from the students and for creating the graph of results.

- Catherine and Glen are working on a plan, and once they have this they will get this costed up.
- 5YA, Lisa advised that heat pumps will not be included. Glen has tried to contact Lisa regarding this but hasn't been able to get hold of her. Heat pumps are very important and Glen will re-iterate this with Lisa.
- Cheryl had a meeting with Michaela regarding the New Entrants fence. This cannot be done through Special needs funding as it needs to be a Health & Safety issue which is a very long process and this fencing is needed urgently.
- Cheryl will get Lauren's to cost up some options that will be sent to the Board to approve.

### **3. Strategic discussions and decision**

#### **3.1 Covid 19**

- Due to the latest Government announcement this can now be removed from the agenda.
- Catherine asked if fundraising events such as discos etc. can be underway again now. Anand agreed, with the Art exhibition currently running, that fundraising is allowed and will be exciting to have back.

### **4. Reviews**

#### **4.1 Staff Well-being and Safety**

- Staff Well-being discussed in Principals report.

### **5. Assurances**

#### **5.1 Risk Management**

- Assurances given in principal's report.

#### **5.2 Surrender and Retention of Property and Searches**

- All procedures have been followed as discussed in principal's report.

### **6. Administration matters**

Tim brought his thoughts on the meeting minutes and website to the Board. The Board discussed his concerns. The Board has decided the wording for all assurances given in Principals report will read as '(assurance title, eg: Risk Management) assurance given in Principals report'. The Board also has decided the website will have added to it information on how supporting documents can be requested by emailing [admin@greenbay.school.nz](mailto:admin@greenbay.school.nz)

#### **6.1 Confirmation of previous minutes**

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

Second: Catherine  
Carried: All

### 6.2 Actions from Previous meeting action sheet

- Property Committee – Property roll growth project update to be carried over.

### 6.3 Correspondence as Listed

- OIA Koiwi in schools – Anand will respond with No with full board acceptance of this response.

### 6.4 Board Time spent

- Please ensure you send in your Board Time Spent.

## 7. In-Committee

In the interest of Privacy to protect persons under discussion, the Board moved into “In Committee” at 7.41pm

**Board meeting concluded at 7.56pm**

**Next meeting is at 6.00pm on Wednesday 26<sup>th</sup> October 2022.**

----- Sign and Date  
Amelia Day  
Board of Trustees Chairperson

WHO	ACTION	DONE
Property Committee	<i>Property roll growth project update</i>	
Cheryl	<i>Ask Laurens to quote fencing options for New Entrants</i>	
Anand	<i>Have meeting minute info as discussed added to the website. Regarding how supporting Board documents can be requested by emailing admin@greenbay.school.nz</i>	