

GREEN BAY SCHOOL

RespectWhakaute PositivityMatika InitiativeAuahatia



GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 16th November 2022

6.00pm

1. Present

Present: Anand Muthoo (Principal), Cheryl McElroy (Staff Elect), Glen Mitchell (Acting Chairperson), Catherine Rochford, Nicole Allington, Glen Mitchell, Tim Rickards (Parent Elects), Heidi Smithson (minute taker).

In attendance: Marilyn Logan - with speaking rights.

1.1 Welcome

Glen welcomed the Board to the meeting.

1.2 Apologies

Amelia Day, Matt Child.

1.3 Conflicts of Interest

No declarations of conflict of interest were declared.

3. Strategic discussions and decision

3.3 ACoL Presentation – Lorraine Sauvarin

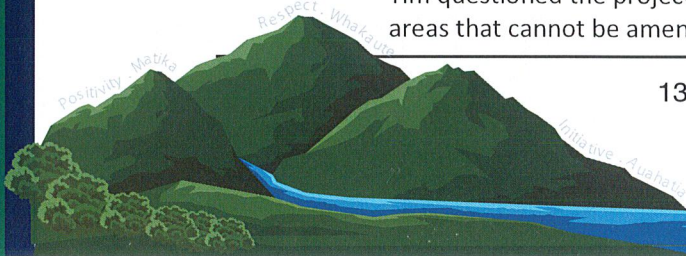
- Lorraine thanked the board for the opportunity to attend the meeting.
- Lorraine is the Across Community of Learning Leader (ACoL) for Kōtuitui Kāhuii Ako.
- ACoL report as per Principals report.
- 2021 was greatly affected by COVID.
- Lorraine is currently working at Green Bay, Titirangi and Fruitvale Schools.
- Glen asked how many ACoL are in our area – there are 12 schools and 8 ACoL.
- ACoL meet every week, it is a very collaborative service.
- Lorraine's 2 year term is up, she has reapplied and is waiting on the outcome.
- Anand thanked Lorraine for her presentation tonight, the Board appreciates your time.

Lorraine left the meeting at 6.20pm

3.2 Draft Budget

- First page of the Draft Budget is the summary, all figures come from the budget.
- Grants are as per the MOE with a roll of 693 students.
- If the roll increases by 25 we need to do a roll return.
- The Board agreed to reduce the Enviro budget by 5K.
- Tim had some questions:
 - Tim questioned the projected total for Government Grants. These are grey areas that cannot be amended

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- Camps budget - Green Bay School is part of the donations scheme and the Ministry have changed the criteria around this for 2023.
- BOT expenses seems high - this is budgeted but not necessarily spent.
- Warehouse donation – when uniform is brought at the Warehouse the School receives a rebate.
- Art, there is a large drop in budget – this is due to the Art exhibition (only every 2 years) and also grants received.
- Special needs, there is a large drop in budget – this is due to a lot of grants being available in 2022 due to COVID.
- 2 painting lines in Property maintenance – this is for internal and external painting.
- International students – this is very conservative based on 2022.

Marilyn left the meeting at 6.48pm

2. Monitoring

2.1 Principal's Report

- Principal's report is confirmed as read by all.
- Veronica is to compile a document regarding International students. We will be in contact with Korea, China, Thailand and Japan.
- The Board noted that PE & activities have been great in 2022.
- Glen noted that in the winter season other than Netball no school teams are put together. This needs to be driven by the Parents and can be included in the school Newsletter.
- PE Shed is very full – the Property team will have a look into this.
- Term 1 we will be starting with 613 students, this is similar to 2016.
- Latest Fire Drill went very well.

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

Second: Catherine

Carried: All

2.2 Property Update

- Project Playground – we are getting quotes for the climbing wall boards to match the other end of the school.
- Glen has applied for a grant to concrete the Basketball court.
- A final plan is being done and then we will get a couple of quotes to have on file.
- Property team to meet and discuss School frontage strategy which will include consideration to the Taniwha.
- 5YA has been approved. Thank you to the Board for the Emotion. Property team will meet with Yellowstone in the New Year for a planning exercise.
- Glen to set a date for Strategic projects moving forward.

2.3 Finance Update

- As per Draft Budget

3. Strategic discussions and decision

3.1 Strategic Plan Update

- Strategic plan update – need to form a committee for this within the Board.
- 7 Dec, will report on data.

3.4 Fundraising/Grants

- Fundraising - We need to fundraise for Project Playground. Catherine is happy to form a fundraising team.
- Nicole will also apply for Grants in regards to the Playground.
- The Board will look at a Go fund-me/Give-a-little page in February 2023.
- Nicole will look into a graphic designer for comms around this.
- Nicole is looking into funding from Auckland Council, regional and local and also the Lotteries Grant.

4. Reviews

4.1 N/A

5. Assurances

5.1 Risk Management

- Risk Management assurances given in principal's report.

5.2 Appointment procedure

- Best Practice is use as given in principal's report.

5.3 Appraisal of Staff/Professional Growth Cycle

- Appraisal of Staff/Professional Growth Cycle given in principal's report.

6. Administration matters

6.1 Confirmation of previous minutes

I Glen, move that the October meeting minutes be accepted as true and correct

Second: Nicole

Carried: All

6.2 Actions from Previous meeting action sheet

- Amelia – Emotion for Pool Committee to be carried over.

6.3 Correspondence as Listed

- Resignation letter received.
- 10year Property Plan - Emotion

6.4 Board Time spent

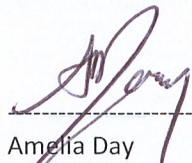
- Please ensure you send in your Board Time Spent.

7. In-Committee

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7.25pm

Board meeting concluded at 7.43pm

Next meeting is at 6.00pm on Wednesday 7th December 2022.



Amelia Day
Board of Trustees Chairperson

7/12/22
Sign and Date

WHO	ACTION	DONE
Nicole	<i>Funding calendar – Feb meeting</i>	
Catherine	<i>Fundraising plan – Feb meeting</i>	
Glen	<i>PE Shed – with property team</i>	
Glen	<i>Strategic projects moving forward</i>	
Property team	<i>Discuss School frontage strategy</i>	