

GREEN BAY PRIMARY SCHOOL

Board Meeting Minutes

Wednesday 28 February 2024

6.05pm

1. Present

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

1.1 Welcome

Amelia welcomed everyone to the meeting.

1.2 Apologies

Catherine Rochford and Glen Mitchell will be late.

1.3 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.
- Today's roll includes foreign students. There are still quite a few at School currently.
- Dates of Enrolment and Teachers only day are incorrect. Anand will update.
 - **6.09pm Glen arrived to the meeting**
- Discussed One hr a day of Reading/Writing/Maths
- Discussed Kip McGrath programme for Year 4-8 students
 - **6.25pm Catherine arrived to the meeting**

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

Second: Amelia

Carried: All

2.2 Property Update

- Glen and Catherine had a team's meeting with Park Supplies re pricing for the Senior Playground. Should receive a quote in the next couple of weeks.
- Catherine met with the Shadesail Company last week. They have a couple of options, we are just waiting on the quotes to be sent through.
- Tim is chasing the Basketball Hoop supplier.

2.3 Finance Update

- No update as we are waiting on Accountants.
- Need February accounts for March meeting.

2.4 Strategic and Annual Plan 2024 - 2025

- Everyone received the plan 15 December.
- Need to approve and send to MOE and add to the School website.

I Anand, move that the Strategic and Annual Plan 2024 – 2025 be accepted as true and correct.

Second: Glen

Carried: All

3. Strategic discussions and decision

3.1 Fundraising

- Catherine met with a Parent that is willing to run the Fundraising team.
- Catherine and Cheryl will attend the Fundraising meeting 12th March.
- Reviewed the Marketing signs at Rosebank Primary. Board agrees these look good and Catherine will contact the school for some more information.

3.2 Board Planning and Calendar

- H&S Committee, this will be moved to a month earlier and we will have a H&S report at the end of each term.
- BOT Meetings: Wed 20 March and Wed 10 April.
- Cheryl to get feedback re End of Year Staff Appreciation Event.
- Add to Agenda next month: School pool over Christmas. Pool Sub group will discuss prior to March meeting.
- Tim advised there is a Transportation Conference in June and he would like to put forward the School Transport Plan for feedback. Board agreed.
- Committees:
 - Finance: Neeraj (Chair), Amelia, Cheryl and Catherine
 - Fundraising: Catherine (Chair), Cheryl, Nicole and Glen
 - Coms: Amelia (Chair), Glen, Catherine and Neeraj
 - Grants: Nicole (Chair), Amelia and Neeraj
 - Property: Glen (Chair), Catherine, Tim and Amelia
 - H&S: Tim (Chair) and Amelia

7.13pm Meeting broke for Dinner

7.30 Meeting resumed

3.3 Delegations

- Anand to check re Leadership Delegation timeframes.

4. Assurances

4.1 Risk Management

- Risk Management assurances given in principal's report.

4.2 Planning and Preparing for Emergencies, Disasters, and Crises

- Assurances given in principal's report.

5. Administration Matters

5.1 Confirmation of Minutes of previous meeting

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

Second: Catherine

Carried: All

5.2 Actions from previous meetings action sheet

- Actions not completed have been rolled over to February.

5.3 Correspondence as Listed

- In Committee.

5.4 Board Time spent

- Please ensure you send in your Board Time Spent.

6. Administration Matters

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 7.36

Board meeting concluded at 8.03pm

Next meeting is at 6.00pm on Wednesday 20th March 2024.

----- Sign and Date

Amelia Day

Board of Trustees Chairperson

WHO	ACTION	DONE
Tim, Catherine & Glen	Quotes needed for playground for the purpose of applying for grants	
Glen	Write a property update to send to the School Community in Term 1	
Amelia & Tim	Look at options for School Pool	
Catherine	Look into Sign options for front of school	