

# GREEN BAY PRIMARY SCHOOL

## Board Meeting Minutes

Wednesday 25<sup>th</sup> October 2023

6.00pm

### 1. Present

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

#### 1.1 Welcome

Tim opened the meeting with a Karakia.

Amelia welcomed the Board to the meeting.

#### 1.2 Apologies

Matt Child.

#### 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.
- We have had quite a few enrolments for Intermediate from other primary schools in the area.
- New Entrants meeting – there are still a lot of in zone parents to enrol.
- Thank you to Cheryl Squire for leading the meeting.
- Average attendance for the first 2 weeks is 92%

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

**Second: Catherine**

**Carried: All**

#### 2.2 Property Update

- DQLS Block 1, we have had 5 responses from the tender. There is quite a variance in prices so currently going through an equalisation process.
- Outdoor canopy is not currently within budget.
- Glen will call a property meeting regarding the Outdoor canopy.
- Tim advised the climbing wall has been paid and is currently being made. Installation will be in November.
- The Basketball court is booked 8-19 Jan 2024 to be installed.
- Catherine, Tim and Glen will meet re Senior Playground before the next meeting and provide an update.

- A shade sail is also needed over the small Playground. This is quite urgent. Catherine will look into this.
- Amelia signed the DQLS and BR Project forms for Steve.
- Heat pumps – this project is completed but we have not received the funds. Anand will look into this.
- Tim will send an emailed to Lisa at MOE for permission in regards to the Basketball Court.

### **2.3 Finance Report**

- No finance report.
- Budget – BOT expenses, these will be kept the same for 2024.
- All adjustments need to be made by 31 October 2024.
- Fundraising funds – 15K to stay in Fundraising funds. Remaining amount to be moved to School Projects.
- There will be a Full finance report and Draft Budget for the next meeting.

### **2.4 Staff Appreciation**

- Discussed the upcoming Bingo night - Amelia or Catherine will open the night.
- There will be no cash at all taken on the night.

### **2.5 Fundraising**

- Date confirmed as Friday 1 December 2023.
- Discussed venues for around 50 people.

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

### **3.1 Grants/Sponsorship**

- Cheryl to discuss with Teachers as to what they would like Grants for.

### **3.2 Mid-term Elections**

- Please ensure you Vote for the BOT Mid-term elections.

### **3.3 Strategic Plan – Mary-Anne Murphy**

- Anand will meet this Thursday regarding the Strategic Plan and will forward draft once received.

### **3.4 Swimming Pool**

- This will not be open for the Christmas Break. Amelia will draft correspondence regarding this.

## **4. Reviews**

### **4.1 Students' achievement information**

- Students achievement discussed in Principals report.

### **4.2 Home Learning**

- Home Learning discussed in Principals report.

### **4.3 Distance Learning**

- Distance learning discussed in Principals report.

#### **4.4 Health Education**

- Health Education discussed in Principals report.

#### **4.5 Religious Instruction**

- Religious Instruction discussed in Principals report.

### **5. Assurances**

#### **5.1 Risk Management**

- Risk Management assurances given in principal's report.

#### **5.2 Safety check**

- Safety check assurances as given in principal's report.

#### **5.3 Provisionally Certified Teachers**

- Provisionally Certified Teachers assurances as given in principal's report.

#### **5.4 Police vetting for non-teachers**

- Police vetting for non-teachers assurances as given in principal's report.

#### **5.4 Appointment procedure**

- Appointment procedure assurances as given in principal's report.

### **6. Administration Matters**

#### **6.1 Confirmation of Minutes of previous meeting**

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

**Second: Catherine**

**Carried: All**

#### **6.2 Actions from previous meetings action sheet**

- Actions to carry over from September meeting.

#### **6.3 Correspondence as Listed**

- None.

#### **6.4 Board Time spent**

- Please ensure you send in your Board Time Spent.

### **7. Administration Matters**

In the interest of Privacy to protect persons under discussion, the Board moved into "In Committee" at 8.07

**Board meeting concluded at 8.29pm**

**Next meeting is at 6.00pm on Wednesday 15<sup>th</sup> November 2023.**

----- **Sign and Date**

Amelia Day

Board of Trustees Chairperson

<b>WHO</b>	<b>ACTION</b>	<b>DONE</b>
Cheryl	Quotes for items we could apply for grants for around the school – Discuss with teachers (Sporting, enviro needs etc)	
Tim	Quotes needed for playground for the purpose of applying for grants	
Glen	Calling Property meeting re outdoor canopy	
Catherine	Look into options for Shade cover for the small playground	
Anand	Check Heat pump project has been signed off	