

**BROWNS BAY SCHOOL  
BOARD OF TRUSTEES MEETING - ZOOM  
28 October 2021 - 6.30pm**

**Present:** Peter Mulcahy, Nick Brown, Jerry Dai, Stacey Strang, Tanya Sheppard, Jacky Carr, Jo Hewitt

**Apologies:** Daniel Smith, Ben Sheeran, Liz Hammelburg

**Visitors:** Rachael McDonald

**BOT Board** No Conflict of Interest was revealed.

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**Interim Presiding Member:** Peter nominated Stacey.

**Seconded:** Tanya Sheppard **Carried**

Stacey was nominated and duly accepted to act as presiding member, in Daniel's absence.

**Confirmation of previous minutes**

**Moved:** Nick B

**Seconded:** Peter **Carried**

**Matters Arising:**

**Special Guest for the Opening Ceremony** – Peter to follow up

**EOTC Contract** – In Committee

**Swimming Pool Plan** – In Property Report

**Distance Learning** – Document continues to be updated

**Correspondence:** July/August/September Correspondence tabled

**REPORTS**

**FINANCIAL:**

Peter presented the September finances noting that there are some costs that BBS are saving due to Level 3 and 4 lockdown (e.g. Power, sick leave, leave, Consumables: curriculum, printing) yet there are costs attached (e.g. pre-booked relievers).

Peter moved the adoption of the September accounts.

**Seconded:** Jerry D **Carried**

**PRINCIPALS:**

The Principal's Report was taken as read

**Peter moved his report**

**Seconded:** Nick B **Carried**

**PROPERTY REPORT:**

Peter tabled a Property Report that included an update from the school's Property Manager, Mike Miller. Discussion ensued. Peter confirmed that the landscaping mentioned in the update conforms with the BBS Planting Plan developed by Ben S. Jerry appreciates Woodview's dedication to the build but would like it minuted that the pool plan/costing must be prioritised and any further delays are not acceptable. Peter reminded the board that they are welcome to attend the fortnightly 'new build' stakeholders zoom meetings whenever they can.

**Peter moved the Property Report**

**Seconded:** Stacey S **Carried**

**HEALTH AND SAFETY REPORT**

Health and Safety Report Tabled

PM

**Peter moved this report**

**Seconded:** Jerry D

**Carried**

**GENERAL BUSINESS:**

**BOT October Hours** – Recorded

**Strategic Planning Goal 3 Report** – Peter tabled information on Goal 3 - To build increasingly effective teaching practices through further refining and extension of the school wide teaching as inquiry so that student engagement and accelerate progress is maximised for all learners.

**ICT Review 2022** – Tabled

**2022 Parent Donation Review** - A school donation helps fund the running of the school and providing student facilities. It is tax-refundable and is due at the beginning of the school year - part payment options are available on KINDO. The preferred method of payment is through ONLINE KINDO SHOP. The current donation levels are \$250 for the year for the first and second child at the school and \$125 for the third and subsequent children at the school. Peter recommended that these amounts do not change in 2022. Board agreed.

**Nick moved that the School Donation stays the same for 2022**

**Seconded:** Tanya S

**Carried**

**BOT Election 2022** – Peter shared the changes to the regulations for School Board Elections that will now enable an electronic option if it is preferred. Peter also advised that the Triennial Elections for school boards are being moved from May 2022 and are now to be held between 5 and 23 September 2022, with the common (or preferred date) being 7 September. Peter explained that the change in date will mean a longer term of service than expected for board members.

Peter raised that some boards opt into the staggered (mid-term) election cycle. This means that the school would hold triennial elections for some of their parent representatives and mid-term elections for the remaining parent representatives. The mid-terms are held 18 months after the triennial elections. The next mid-terms are due to be held towards the end of 2023. The board discussed and also communicated that they would like to continue to pursue the co-opting of a Maori board representative.

*Rachael McDonald (Visitor) left the meeting at 7.50pm.*

**School Docs Training** – Peter informed the board that the SchoolDocs site is ready for them to review. SchoolDocs have tailored the site with the school-specific content provided by Peter and the SLT. Peter demonstrated the site in action and how to navigate around the content. The Board appreciated the many hours that have gone into integrating the two systems and thanked Peter for his perseverance.

*All  
Board*

**In Committee at 8.10pm**

The Board went In-committee to discuss Personnel, EOTC and the Privacy Report

**Exclusion of the Public: Local Government Official Information and Meetings Act 1987**

The Board resolved that the public be excluded from that part of the proceedings of this meeting but agreed that the appropriate processes would be adhered to and followed.

The grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 (“The Act”) for the passing of this resolution is that the public conduct the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reasons for withholding it exist, namely to protect the privacy of the person for whom it concerns (Section 7 (2) (a) of the Act).

**Out of Committee:** 8.30pm

**Meeting Closed:** 8.30pm

**Next Meeting:** Thursday 25 November 2021 – 6.30pm