

**BROWNS BAY SCHOOL**  
**BOARD OF TRUSTEES MEETING - ZOOM**  
**26 August 2021 - 6.30pm**

**Present:** Peter Mulcahy, Daniel Smith, Stacey Strang, Tanya Sheppard, Ben Sheeran, Nick Brown, Jacky Carr, Jo Hewitt, Liz Hammelburg

**Apologies:** None

**Visitors:** Sarah Strong – School Parent

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

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**Confirmation of previous minutes**

**Moved:** Peter M

**Seconded:** Tanya S                      **Carried**

**Matters Arising:**

**EOTC Contract** – In Principals Report

**Fee Refund/Food & Nutrition Policies** – A decision on this will be decided after SchoolDocs has been reviewed and implemented

**Swimming Pool Plan** – In Property Report

**Correspondence:** July Correspondence to be included in the August Correspondence Table

**BOT August Hours** – Recorded

**REPORTS**

**FINANCIAL:**

**Auditor 2022-2024** – The school has been advised that UHY will continue to be the school’s auditor however, the quote for these services is still to arrive.

**2020 Management Letter** – Peter tabled the Management Letter 2020 and highlighted the points raised by the auditor. These items were the suggestion of a Business Disaster Recovery Plan and the BOT Approval of the Cyclical Maintenance which Peter addressed in a tabled finance report. Both items are in hand.

Peter presented the July finances.

Peter moved the adoption of the July accounts.

**Seconded:** Daniel Smith                      **Carried**

***Peter moved the Budgeted Statement of Financial Position***

**Seconded:** Nick Brown                      **Carried**

**PRINCIPALS:**

The Principals Report was taken as read

**Covid-19 Level 4** - Peter outlined the plans in action currently for addressing the snap Level 4 announced on 17 August 2021. Approximately 30 chrome books and at least 72 hard packs were distributed by contactless delivery within a few days of locking down. Most students have engaged with online learning and the SLT will follow up with any families that have yet to engage. Teachers have started regular communication with their students via etap emails, Seesaw, Google and Zoom. The Board discussed levels of online contact with students being aware of the obstacles that the different year levels present and the conditions that various teachers are working in from their homes.

The Property Manager has confirmed that BBS is set up for cleaning, hygienic and sanitising resources.

Staff have been reminded that EAP is available to them should they need it.

**Enrolment Zone** – With 2022 advancing and Staffing Entitlements about to be decided in September, Peter addressed the board re roll numbers and what could be done to include out of zone students if it was a planning consideration. The Ballot Process was discussed.

**EOTC Contract** – Peter and Jo have continued to work through a contract from Big Foot (EOTC Providers) regarding hiring their equipment and use of their personnel. They have advised Big Foot of the legal advice the school has received regarding various clauses in the contract and now await their response.

PM  
JH

**Peter moved his report**

**Seconded:** Stacey Strang                      **Carried**

#### **PROPERTY REPORT:**

**Property** – Peter tabled the MOE/Woodview Construction’s plan of the latest design for the BBS pool area and surrounds. The Board discussed the amended design. Peter will acquire costs for landscaping and screed. The BBS Board agree to the Browns Bay Pool Area Proposal as outlined in the agreement but would need to know costings before fully committing to the final plan.

PM

*Peter moved the acceptance of the BBS Pool Design Plan subject to a costing being provided by the MOE/Woodview.*

**Seconded:** Nick Brown                      **Carried**

Peter provided the board with details from the MOE Property Meeting held on 18 August. Ben Sheeran commented on the handling of the overflow issues, the subsequent Council Abatement Notices and the delays in dealing with sediment control by the council and building company. Ben would like it minuted that the lack of sediment control has been unacceptable and the time taken to address it was very disappointing. If this does become an issue again in the future, action must be taken more swiftly.

The board discussed the Opening Ceremony for the new build and thoughts on a person to officially open it. Board agreed that Peter initially approach the Prime Minister, Jacinda Ardern and then the Minister of Education, Chris Hipkins and then Erica Stanford, MP for East Coast Bays depending on the outcomes of the requests.

PM

Peter presented information on Stage Two of the build at Browns Bay School. Commenting that it currently looks likely to be one modular classroom yet depends on the Budget 2021. This is for the area by classes Room 24 – 25. An example of a Modular classroom was tabled. The board discussed.

**Peter moved the Property Report**

**Seconded:** Nick Brown                      **Carried**

#### **GENERAL BUSINESS:**

**Covid Alert Level 3 - DELTA** – Level 3 Planning for Covid 19 Delta was tabled and discussed. Stacey indicated to the board that she could provide vaccination material if it was needed and that maybe a list of vaccination sites could be included in the Level 3 information when it is shared with the school community. These suggestions will be considered although most communications that go out contain information directed by the Ministry of Education.

**SchoolDocs** – Peter shared a document on how SchoolDocs is looking now that he has laboriously integrated existing school policy with the SchoolDocs matrix. Peter informed the board that an additional meeting may be required with board members to finalise the SchoolDocs site before going live to the community.

Board

**NELP 1 (Introduction)** – Peter introduced information on BBS’s approach to NELP 1 and how BBS relates it’s current goals to NELP OBJECTIVE 1: LEARNERS AT THE CENTRE. Peter will continue to introduce a new NELP at each meeting to cover off all 7 NELPs. From 1 January 2023, the new strategic planning and reporting

framework will be introduced, and the NEGs and the NAGs will be removed. The new planning and reporting framework will require schools and kura to show how they've reflected the NELP in their three-year strategic plans.

***In Committee at 8.05pm***

The Board went In-committee to discuss Parent Request for Enrolment/Personnel

**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:** 8.25pm

**Meeting Closed:** 8.25pm

**Next Meeting:** Thursday 23 September 2021 – 6.30pm