

BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING - ZOOM
22 June 2022 - 6.30pm

Present: Peter Mulcahy, Stacey Strang, Jo Hewitt, Tanya Sheppard, Nicola Gamble, Katherine Zhang

Apologies: Ben Sheeran, Nick Brown, Jerry Dai, Jacky Carr, Liz Hammelburg

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Peter

Seconded: Nicola G **Carried**

Matters Arising:

Hall Bookings – Zumba have been advised that future bookings will not be possible for the BBS hall.

Correspondence: Correspondence tabled.

BOT June Hours – Recorded

REPORTS

FINANCIAL:

Audited Annual Accounts - The Audited Annual Accounts 2021 will be covered in General Business

Financials – May - Peter presented the May 2022 finances and tabled the Edtech Report. Peter again mentioned to the board that there has been a significant increase in relieving costs due to the high number of staff absences relating to covid, seasonal sickness and household isolating cases. Funding has been applied for, when possible, for the absences.

Peter moved the adoption of the May 2022 accounts.

Seconded: Stacey S **Carried**

PRINCIPALS:

The Principal's Report was taken as read

Cleaning Contract - The Cleaning Contract expires in August 2022. After discussions, it was concluded that there is benefit in extending the contract to mid-January 2023. This would allow the school to advertise the contract with the New Build completed. It would also mean the contract can transfer to the new contractor after a full school clean has been completed rather than mid-year.

Peter moved that the Cleaning Contract with R and S Cleaners is extended to January 2023 and that BBS and R and S Cleaners enter a discussion regarding the cost for cleaning of the New Build.

Seconded: Stacey S **Carried**

PB4L - PB4L Framework - This year BBS has embarked on The Positive Behaviour for Learning three-year journey in conjunction with the MOE. The ultimate aim is to embed positive behaviour practices into our school values and school culture so that there is a consistent approach to behaviour across all staff, student, BOT and eventually our school community. This is not an off the shelf product but rather a framework that is developed collaboratively to ensure that it not only meets the needs of the immediate school community but is enduring.

Peter moved his report

Seconded: Tanya S **Carried**

Health and Safety Report – The Injury and Incident Report for the period 15 March to 27 May 2022 was tabled.

A suggestion was made to include a running total, in the report, for each area over the year. Peter will speak with the Property Manager to adopt this change in future H & S Reports.

Peter moved the Health and Safety Report

Seconded: Stacey S **Carried**

PROPERTY REPORT: New Build Update (Tabled)

Peter tabled a comprehensive up-to-date overview of the new build. The Property Sub-Committee had also previously met and reviewed the current phase of the new build. The board discussed the report.

Peter moved the Property Report

Seconded: Tanya S **Carried**

GENERAL BUSINESS:

Auditors Management Letter – Peter addressed the three questions raised in the Management Letter, Board Approval of Cyclical Maintenance, Ongoing Deficit Budgeting and Signing of Minutes by the Chairperson. All three auditor points raised were considered and answers were provided.

School Docs – Policy updates were completed online at the meeting.

ERO – In preparation for the ERO visit the board went over the Board Assurance Statement and the Annual Plan. The School Self Audit and Board Assurance Statement was agreed with and signed.

The board also discussed the potential ERO focuses for ERO and agreed with the areas identified.

Carbon Neutral Government Programme Reporting - The MOE is meeting the reporting requirements of the Carbon Neutral Government Programme on behalf of boards and schools. This meant Boards needed to authorise the Ministry to access information from their providers on their behalf and complete the energy stocktake. The board authorised by email that the MOE could access information from the school's Energy Providers for the Carbon Neutral Government Programme

Peter moved to ratify the decision

Board Unanimous Carried

BOT Elections - The MOE released a new updated set of regulations to enable the introduction of electronic voting, and other changes, for this year's triennial school board elections in September. The updates required the board to choose from three options for their election process. The board decided by email to opt for the 'My School Election NZ' company to manage the BBS Triennial Election process for 2022 (i.e. Option 1).

Peter moved to ratify the decision

Board Unanimous Carried

In Committee at 8.10pm

The Board went In-committee to discuss Pastoral Care, Staff Leave, OoZ Enrolments, Finance and Principal Appraisal 2021-2022

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).

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PM

Out of Committee: 8.50pm

Peter M left the meeting.

The Board can report that they have completed the Principal Appraisal.

Meeting Closed: 9.00pm

Next Meeting: Thursday 28 July 2022 – 6.30pm