

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
19 May 2022 - 6.30pm**

Present: Peter Mulcahy, Stacey Strang, Jo Hewitt, Tanya Sheppard (until 6.45pm), Jacky Carr, Liz Hammelburg
Nicola Gamble, Katherine Zhang, Ben Sheeran (until 9.00pm)

Apologies: Nick Brown, Jerry Dai, Sue Moscrip

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Peter

Seconded: Tanya S **Carried**

Matters Arising:

Special Guest for the Opening Ceremony – Peter has sent a request to the offices of Jacinda Ardern. We have been advised it is too soon to confirm attendance. Plan B will be to issue an invitation to Chris Hipkins or Erica Stanford.

Returning Officer – included in Principals Report

BOT Selection Process – completed.

Selection of New Board Members

The Board the selection of new Board members

- Nicola Gamble
- Catherine Zhang

Moved: Peter

Seconded: Stacey S

Tanya Sheppard left the meeting.

Correspondence: Correspondence tabled. Discussion over future hall bookings for Zumba as concern around noise had been expressed by neighbours. Recommendation was made not to allow future bookings for Zumba to continue in the school hall.

BOT April Hours – Recorded

REPORTS

ANNUAL REPORT

The Principals and Chairperson's report was tabled. As the Annual Accounts have not been received in time for this meeting the following motion was put:

'The BOT approve the Chairperson and Principal accepting the Annual Accounts on behalf of the Board, if they are satisfied with them, to enable the accounts to be presented to MOE in a timely manner (i.e. before May 31)'

Moved: Peter

Seconded: Nicola **Carried**

FINANCIAL:

Peter presented the April 2022 finances.

Discussion occurred around the Wellness and Health and Safety Budgets.

Stacey moved the adoption of the April 2022 accounts.

Seconded: Peter **Carried**

PM

PRINCIPALS:

The Principal's Report was taken as read

Peter moved his report

Seconded: Nicola G ***Carried***

Election Officer

'The Board agrees to the appointment of Holly Harnett as the Election Officer for 2022'.

Moved: Peter

Seconded: Stacey ***Carried***

2023 Year Dates

The BOT approve the 2023 Term Dates.

Moved: Peter

Seconded: Stacey. ***Carried***

PROPERTY REPORT:

The Property report was taken as read.

The opening of the new Build is now likely to be late September. The finishing dates at the current time is July 27th and it is expected to take at least 2 weeks for the consent process.

Peter moved the Property Report

Seconded: Stacey ***Carried***

GENERAL BUSINESS:

2022 Achievement Report: PAT and Term 1 – Peter tabled the report, the board discussed.

November results will be presented back to the Board in the March/April meeting 2023.

2022 Analysis of Variance: The Analysis of Variance for 2022 was approved.

Moved: Peter

Seconded: Stacey ***Carried***

Education Review Office – Peter explained the process for ERO involvement. The initial profile report needs to be completed in 6 months.

The School self-audit and Assurance statement is currently being completed and will need to be signed off by the Board Chair. The Board are encouraged to review the document for input – Peter will put it up on google docs.

PM

BOT Training– A reminder that School Trustee training is readily available for Board members.

Ben Sheeran left the meeting

The In-Committee part of the meeting could not take place as there was no longer a quorum for decisions.

Meeting closed at 9.00pm

Next Meeting: Thursday 16 June 2022 – 6.30pm