

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
23 March 2023 - 6.30pm**

Present: Peter Mulcahy, Michael Corbett, Jo Hewitt, Stanley Zhang, Jacky Carr, Jin Feng
Nicola Gamble, Mark McDonald, Jen Iverson

Apologies: Tanya Sheppard, Liz Hammelburg, Sue Moscrip

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Peter **Carried**

Matters Arising:

Health Consultation – to be brought up in General Business

Cyclical Maintenance – this is still being reviewed.

School Docs – Jin has set up a google folder for reviewing School Docs. He will review all School Docs and wants a second BOT member to also review – he will share this document to the Board.

PM

JF

Strategic and Annual Plan Draft 2023 – To be brought up in General Business.

Correspondence: Correspondence tabled.

BOT March Hours – Recorded

Confirmation of School Closure – Peter emailed the motion to the Board that the school close on Thursday 16 March, because of industrial action by teaching staff. The Board agreed unanimously by email.

Peter moved to ratify the decision.

Seconded: Jin Carried

REPORTS

ANNUAL REPORT

The Principals and Chairperson's report was tabled.

FINANCIAL:

Peter presented the draft 2022 Annual Accounts

Peter commented that in the past there has been an issue with the timing of the final audited accounts being received and there may need to be a motion that the Principal and Board Chair sign off on the Annual Accounts on behalf of the Board – if these are not received in time for the next BOT Meeting.

The Annual Accounts need to be into the Ministry by 1st June.

There was some discussion around this.

Peter presented the February accounts.

Peter moved the adoption of the February 2023 accounts.

Seconded: Stanley **Carried**

PRINCIPALS:

The Principal's Report was taken as read.

Peter moved his report

Seconded: Michael **Carried**

HEALTH AND SAFETY REPORT

The Health and Safety Report was taken as read.

Discussion occurred around aspects of the report related to unsafe practices by parents in relation to crossing the road with students – not using the school crossings. The school Travelwise programme does not currently operate Walking School buses due to lack of volunteers. We will talk to Travelwise /Auckland Transport around potential options and report back to the June meeting.

PM

GENERAL BUSINESS:

BOT Responsibilities - The Board approves the allocation of responsibilities for 2023.

Moved: Jin

Seconded: Stanley *Carried*

2023 Analysis of Variance - The Analysis of Variance for 2023 was approved.

Moved: Jin

Seconded: Michael *Carried*

2023 Strategic Plan and Charter - The Strategic Plan and Charter for 2023 were confirmed.

Moved: Jin

Seconded: Michael *Carried.*

PM

Parent Survey Comments - Peter will come back to the next meeting with next steps.

Health Consultation - The Board was asked to reconsider its decision around the teaching of skills to manage puberty.

The following motion was put:

The Board agrees to reverse its decision made in February and investigate programmes available to support skills to manage changes at puberty.

Moved: Nicola

Seconded: Jin Carried

A suggestion was made that parents are surveyed with the intention of starting this programme in 2024. Peter will report back at the end of Term 2

PM

Surrender and Retention of Property and Searches - The Board confirms the authorisation for the Surrender and Retention of Property and Searches

Moved: Peter

Seconded: Michael *Carried*

Meeting closed at 9.35pm

Next Meeting: Thursday 25 May 2023 – 6.30pm