

**BROWNS BAY SCHOOL  
BOARD OF TRUSTEES MEETING  
15 April 2021 - 6.30pm**

**Present:** Peter Mulcahy, Stacey Strang, Tanya Sheppard, Daniel Smith, Jo Hewitt, Liz Hammelburg

**Apologies:** Nick Brown, Jerry Dai, Ben Sheeran, Jacky Carr

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

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**Confirmation of previous minutes**

**Moved:** Stacey Strang

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

**Matters Arising:**

**Donation** – Peter to contact the families concerned regarding the re-purposing of their drop off shelter donation.

**Dilapidation Report** - A dilapidation report has been done by Woodview on the exterior perimeter of the admin and hall buildings closest to the build site. Beca will follow this up with an extra dilapidation survey of the interior of the two buildings. The works are being regularly checked by the geotech and structural engineers and the works and the buildings are fully insured should anything happen. Woodview are working on a plan to restore phones and intercom to the hall.

**Food and Nutrition** - Nick and Stacey to confirm a date in Term 2 to meet and finalise the Food and Nutrition Policy/Implementation.

**Community** - Jerry to confirm a date to attend a Chinese Group meeting.

**Correspondence:** Tabled

**BOT April Hours** – Recorded

**REPORTS**

**FINANCIAL:**

Peter presented the March finances and suggested some projects that the working capital could go towards. Board discussed. Board agree that any spending should be once the new build is finished and any overrun has been dealt with.

Peter moved the adoption of the March accounts.

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

**PRINCIPALS:**

The Principals Report was taken as read

**Urgent Fund Application** – Peter acknowledged Liz Hammelburg who has been successful in obtaining funding for students from the fund set up by the MOE as part of Covid support in 2020, this funding will support counselling and TA support for specific students.

**5 Year Agreement** – Peter has met with John Collins and discussed the works being completed under the 5YA. John believed that there was \$116 000 not used in the SIP fund. Peter will meet with Nick in the holidays to check this is correct. The SIP money needs to be allocated to a project as soon as possible and the areas of focus will be Room 22 and 23. There may also be a considerable amount that will go to removing the boiler. The board will be consulted regarding distributing funds should there be SIP funding still to spend.

**School Bells** – There has been an issue with the school bell system, various technicians have worked on them with the final result being that Wormald has advised that the school has a critical defect in that 90% of the school had no fire alarms. The school bells are connected to the fire alarm system and without them the school has no alarm coverage.

*PM*

*NB SS*

*JD*

*PM*

A meeting was held to discuss possible causes and solutions with all parties that could be linked to the school bells and the fire alarms.

To compensate for the lack of a bell, air horns will be used to signify an emergency, this has been trialled.

Board discussed staff safety and possible solutions over the holidays while there are no effective fire alarms/bells. Peter will advise staff to avoid visiting the school over the coming weekend and to only be on site in the first week of the holidays when the Property Manager is working. Should a solution not be found in the next few days, stand-alone smoke alarms will be installed in all class rooms/hallways.

PM

#### **Privacy Officer**

This position is to be confirmed each year.

*Peter moved that Sue Moscrip is appointed the Privacy Officer for Browns Bay School*

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

#### **Peter moved his report**

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

**Property** – Peter presented a property report for April.

*Dilapidation Report* – Covered in Matters Arising

*AT Concern* - Auckland Transport conducted a random drive by and traffic management assessment and found the site entrance set-up non-compliant. Woodview to issue a Traffic management plan to Auckland Transport to reflect the site setup showing that the road reserve is free to the public. Woodview will also apply for a Work Access Permit and prepare another traffic management plan which requires use of the road reserve.

#### **GENERAL BUSINESS:**

**PAT Progress and Achievement** – Peter shared the data from the latest round of testing, highlighting how helpful the results can be in supporting the teachers in deciding on next teaching steps for individual children and groups of children. Peter/Jo reiterated that PAT's and the data collected are just part of the testing regime. Board discussed the outcomes, factors that may effect those outcomes and the vast planning that goes into maintaining and improving on positive outcomes for the students.

**BOT Training 2021** – Due to low board member numbers at this meeting, this discussion will be deferred to the next meeting. The attending board briefly discussed that NZSTA offer many options for board development and training and Daniel suggested one avenue for further investigation could be centred on student achievement.

**In Committee** - Postponed as the possible Maori Representative has withdrawn their nomination. The Maori Whanau group will continue to meet and will discuss future representatives.

**Meeting Closed:** 8.05pm

**Next Meeting:** Thursday 27 May 2021 – 6.30pm