

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING - ZOOM
23 September 2021 - 6.30pm**

Present: Peter Mulcahy, Daniel Smith, Ben Sheeran, Nick Brown, Jacky Carr, Jo Hewitt, Liz Hammelburg, Jerry Dai

Apologies: Stacey Strang, Tanya Sheppard

Visitors: Stanley Zhang, Brett Wainhouse, Christina Giannakidou

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Peter M

Seconded: Nick B **Carried**

Matters Arising:

Special Guest for the Opening Ceremony – Peter to follow up

EOTC Contract – In Committee

Swimming Pool Plan – In Property Report

Correspondence: July/August Correspondence to be accrued for the September Correspondence report

BOT September Hours – Recorded

REPORTS

FINANCIAL:

Peter presented the August finances noting that the Working Capital is remaining steady and the monthly variance report showed most ledgers were at expected levels.

Nick B moved the adoption of the August accounts.

Seconded: Ben S **Carried**

PRINCIPALS:

The Principals Report was taken as read

Audit - OAG closely monitors the fees that school auditors propose to charge, including the proposed audit hours and hourly charge-out rates. The Audit fees from UHY have increased with the reasons given for the change being an increase for predicted staff salary and other cost movements.

Peter moved that the BBS Board accepts the audit fees for the audit of the 2021, 2022, and 2023 financial years as quoted from UHY, and understand and accept the assumptions on which they are based.

Seconded: Nick B **Carried**

Teacher Only Day – Peter reminded the board that the school will be closed on 26 October 2021 for a Teacher Only Day. And that the Mid Bays schools are proposing the dates of February 2, April 14 and 23 June for 2022. Discussion ensued regarding the October T.O.D.

Computer Network – As the board is already aware, Peter’s email account was used to send a “phishing” email to a variety of accounts. Many actions were taken as a result of this at the advice of the school’s Cyber and Privacy lawyer, Joseph Fitzgerald (Wotton and Kearney), who was provided through the school’s insurance policy. Peter has had a report from the Forensic Computer group on the impact of the incident and all recommendations will be reviewed / actioned.

Peter moved his report

Seconded: Nick B **Carried**

PM

PROPERTY REPORT:

Peter tabled a Property Report updating the board on the school's current projects including points of key importance from the latest New Build meeting that involved all the relevant parties.

GENERAL BUSINESS:

Strategic Planning 2022 and beyond – Peter tabled information on the changes in motion for the 3 Year Strategic Plan and the annual implementation plan for 2023. Boards are expected to have consulted with their school communities, staff, students, and “others” as part of preparing the strategic plan, publish strategic and annual implementation plans on the school website and make sure the annual report includes the statement of variance and annual financial report. New planning and reporting regulations are planned. They will provide the board with more guidance about the new framework. The board discussed this information and how they would consult with the school community, staff, students, and “others”. The Board discussed the impact of this new format on a new board coming into BBS in 2022 and decided that the new board would also be involved and they would confirm the final draft of the Strategic Plan.

The Board agreed that Public consultation questions should be similar to those suggested by NZSTA.

Distance Learning – Peter tabled a comprehensive report on the development of Distance Learning at Browns Bay School. The purpose of the report was to document the growth in different areas in Distance Learning over the past year and a half. The report also incidentally highlighted how much time has been injected into a progressively more superior model to utilise at each subsequent lock down. Putting into practice everything that had been identified and improved upon from consistent reviews of best practice for providing Distance Learning at BBS. The board appreciated the report and the overall picture it provided of the progression of Distance Learning at BBS. It was suggested that the only addition that could be helpful in the future would be to note why various changes and improvements were implemented. The board noted that Browns Bay School's usual analytical organisation set down by the SLT is what allowed them to approach and provide Distance Learning in this progress-focussed manner.

Brett Wainhouse (Visitor) left the meeting at 7.45pm.

Jerry Dai (Board Member) joined the meeting at 7.45pm

Stanley Zhang, Christina Giannakidou, Jacky Carr and Liz Hammelburg Left the Meeting at 8.00pm

In Committee at 8.00pm

The Board went In-committee to discuss Staffing, EOTC and Covid-19 Ramifications

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: 8.40pm

Meeting Closed: 8.45pm

Next Meeting: Thursday 28 October 2021 – 6.30pm

*All
Board*

PM