

**BROWNS BAY SCHOOL  
BOARD OF TRUSTEES MEETING  
28 July 2022 - 6.30pm**

**Present:** Peter Mulcahy, Ben Sheeran, Nick Brown, Jerry Dai, Liz Hammelburg, Jo Hewitt, Tanya Sheppard, Katherine Zhang

**Apologies:** Stacey Strang, Nicola Gamble, Jacky Carr, Sue Moscrip

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

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**Ben Sheeran took on the role of 'presiding member' in Stacey's absence.**

**Confirmation of previous minutes from 22 June 2022 and 24 July 2022 (special meeting)**

**Moved:** Ben

**Seconded:** Katherine *Carried*

**Matters Arising:**

22 June Minutes were amended to remove the word – 'zoom meeting from the heading, as it was held as a physical meeting'

R & S Cleaners were happy to sign the amended contact

**Correspondence:** Correspondence tabled. There was some discussion around one letter from a parent querying mask wearing.

**BOT July Hours** – Recorded

**REPORTS**

**FINANCIAL** - Peter presented the June 2022 finances and tabled the Edtech Report. This will be the final report provided by Edtech as we have moved to a new provider. Peter noted that working capital remains high, however expenses for the new build will start coming out shortly.

Peter moved the adoption of the June 2022 accounts.

**Seconded:** Nick *Carried*

**PRINCIPALS:**

The Principal's Report was taken as read

**2022 Roll** – The numbers indicated a possible reduction in numbers from previous years which will impact on finances and staffing for 2023. There has, however, been quite an influx of unexpected enrolments this week.

**New Build** – Two dates for the Board to be aware of:

- 12 August – 5am Blessing of the Build
- 22 September Opening Ceremony

The BOT will be sent invites to these events.

**Teacher-Only Day** – Peter commented on the TOD held on 23 June to tie in with the Matariki focus. The Professional Development was well received by staff. The Board recommended that the PD focus for TOD be communicated to parents.

**July 1 Roll Return** - The predictions for March 1, 2023, show a reduction of approx. 20 students – this may affect our staffing level for 2023.

**2023 Equity Index Number** - The decile system has been replaced by an Equity Index Number from January 2023. The Browns Bay School Index is 373

The range of Index numbers is from 344 to 569 – our number is therefore near the lowest index number and therefore means we will receive a lower-level of 2023 equity funding than most schools.

**Peter moved his report**

**Seconded:** Tanya S      **Carried**

**PROPERTY REPORT:**

Property report was taken as read.

**Peter moved the Property Report**

**Seconded:** Tanya S      **Carried**

**GENERAL BUSINESS:**

**Learning Support Report** – Liz presented a Learning Support update to the Board.

**Health Consultation** – Peter spoke to the Health Consultation process that should occur with the community every 18 months and presented a model for a previous process he has followed. The Board is supportive of following the same process.

**2022 Student Zone applications** – Discussion was held over the reduced number of students for 2023. It was agreed that we would keep an eye on numbers and decide at the next meeting as to whether we would advertise some OOO (out of zone) places.

**NELP Planning** – Peter spoke to the changes in NELP (National Education & Learning Priorities) in relation to community consultation. Peter will prepare some ideas for the August meeting

*PM*

**Mask Wearing Report** – Peter spoke to the minutes around the meeting held to discuss the MOE recommendation around mask-wearing.

***In Committee at 7.55pm***

The Board went In-committee to discuss the nomination process for a Maori Whanau Rep.

**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:** 8.10pm

**Meeting Closed:** 8.10pm

**Next Meeting:** Thursday 25 August 2022 – 6.30pm