

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING - ZOOM
24 February 2022 - 6.30pm**

Present: Peter Mulcahy, Ben Sheeran, Nick Brown, Stacey Strang, Tanya Sheppard, Jacky Carr, Jo Hewitt, Liz Hammelburg

Apologies: Jerry Dai

Interim Presiding Member: Peter Mulcahy nominated Stacey Strang, by emailing the board, to be the interim Presiding Member upon Daniel Smith's resignation. Stacey Strang accepted, and the board unanimously agreed.

Peter moved to ratify the decision

Board unanimous Carried

Election of Presiding Member: Sue Moscrip called for nominations for a Presiding Member of the Board. Nick Brown nominated Stacey Strang
Stacey Strang accepted

Stacey Strang was nominated and elected (unopposed) as the new Presiding Member.

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Stacey S

Seconded: Nick B ***Carried***

Matters Arising:

Special Guest for the Opening Ceremony – Peter following up

OAI – Peter replied in keeping with the explanation given to the board at November's meeting

Woodview Contract – Signed and first progress payment complete.

Cleaning Contract – Contract extended until August 2022 at which time it will be tendered.

Correspondence: Correspondence tabled.

BOT January/February Hours – Recorded

Property Expenditure on Room 22/23 – Board members were emailed for approval of extra expenditure of \$14,350 for the Room 22 and 23 Pinboard Replacement project. The board agreed unanimously by email.

Peter moved to ratify the decision

Board unanimous Carried

Sub-Committee Chair - Board members were emailed for approval of a Sub-committee of the BOT being established on 18 November 2021 for the Vaccination Order personnel meetings and subsequently the sub-committee moved to delegate Peter Mulcahy as the Chairman. The committee members agreed unanimously by email.

Peter moved to ratify the decision

Board unanimous Carried

REPORTS

FINANCIAL:

Peter presented the December 2021/January 2022 finances.

Nick B moved the adoption of the December 2021 and January 2022 accounts.

Seconded: Peter M ***Carried***

PM

2022 Budget – Peter reported that the budget for 2022 has been reviewed against expenditure of 2021, and the deficit for 2022 will be \$38,980.00

Peter took the opportunity to report that there is a surplus from previous years that contains funds for the furniture in the new building and other building projects around the school. Those funds are likely to be spent in 2022.

Peter also raised that future enrolment levels are a risk, there are lower numbers enrolled than is usual for this time of the year and the SLT will investigate this trend with the local ECE community. International students are also a revenue stream for the school with the future of this in the hands of government policy. The board discussed the repercussions of this, and Peter confirmed that in the future, depending on the outcomes of the roll and international students, the programmes that BBS are currently able to provide will need to be reviewed against financial capabilities.

SLT

Peter moved that the 2022 Budget is approved by the BOT.

Seconded: Nick B **Carried**

Banked Staffing

Peter moved that 2022 relievers may be charged to Teachers' Salaries and any overuse which cannot be offset within the banking staffing entitlement will be managed by charging the cheapest salary to the Bulk Grant for sufficient time to clear the overuse by year end (pp 22), or if necessary, the close of pp 26, 2023.

Seconded: Stacey S **Carried**

Cyclical Maintenance

Peter presented the Annual Provision of Cyclical Maintenance for 2020.

Peter presented the Annual Provision of Cyclical Maintenance for 2021.

Both forms were tabled.

PRINCIPALS:

The Principal's Report was taken as read

SchoolDocs – Various policies are up for review. The SLT, Board and sometimes the school community need to review items. Peter updated the board that they will need to take part in this term's review. The board discussed that this may be a role for an individual BOT member to take on, providing a BOT perspective in the reviews. The board will consider this and decide on the best way forward with this requirement.

All Board

Peter moved his report

Seconded: Stacey S **Carried**

Delegation of Roles - The Delegated Authorities needed to be approved for 2022. They remain the same with the addition of a short-term delegation to allow Peter to be the chairperson of the subcommittee dealing with the Vaccine Order, and the delegation giving the Property Committee the ability to approve or sign off on any decisions part of the Growth Classroom Project.

Peter moved the updated delegation of roles

Seconded: Nick B **Carried**

PROPERTY REPORT:

Peter tabled the latest Property Report providing an overview of projects. The board discussed various aspects of the current builds.

Peter moved the Property Report

Seconded: Nick B **Carried**

Health and Safety Report – The Injury and Incident Report for the period 21 October to 11 February 2022 was tabled

Peter moved the Health and Safety Report

Seconded: Stacey S **Carried**

GENERAL BUSINESS:

Board Resignation and Replacement – The casual vacancy will be filled by selection of one new member. The term will be for the remainder of the vacating trustee’s term of office. The school community will be notified of the decision.

PM

Covid Planning - The Covid Red Level Plan, Business Continuity Plan and Covid Contact Plan were emailed out to the board and subsequently overviewed at the meeting.

Charter 2022 – No changes have been made to the current charter; it will be submitted to the MoE in May 2022 as per the usual requirement.

PM

Annual Plan 2022 – The Annual Plan was emailed out to the board and subsequently overviewed at the meeting.

Peter moved the Annual Plan

Seconded: Stacey S **Carried**

School Achievement Data 2021 along with the Analysis of Variance - The board discussed the data presented for 2021. The overall feeling was that the data did not represent the achievement levels of the school. Nick would like the report to be prefaced by similar information that was included in the Analysis of Variance reports, as below.

PM

The data provided is not robust or valid to make any significant interpretations.

In 2021 the school programme, like the rest of New Zealand, was disrupted by Covid-19 epidemic. In February the school moved to Level 3 before moving to Level 1 on March 12. Then on August 17 we moved to Level 4 lock-down until mid November when we moved to Alert Level 3.2 until the CPF system was introduced on December 2. These lockdowns meant from early Term 3 until the end of the year students were on Distance Learning programmes and “Part-time school”.

The data provided is based on teacher judgements on achievement, yet limitations were:

- no Formal assessment
- students did not participate in Distance Learning
- students did not return to school

Peter moved the approval of the School Achievement Data/Analysis of Variance for 2021, with the amendment.

Seconded: Stacey Strang **Carried**

Covid Planning query – Nick queried mask wearing, Peter explained how the MOE rules applied in practice to BBS. Nick queried the wording regarding children who were going home sick from school. Peter explained that the Covid plans are working documents and continue to change and evolve. By the time we need to be concerned with cooler weather, the plan to wait outside may have changed in response to changes in how Covid is being dealt with in the community.

2022 Meeting Dates – The Board confirmed the following further dates for 2022 – all Thursdays starting at 6.30pm. March 24, April (no meeting), May 19, June 16, July 28, August 25, September 22, October 27, November 24 and no meeting in December.

In Committee at 9.00pm

The Board went In-committee to discuss Personnel, Property and Correspondence

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: 9.40pm

Meeting Closed: 9.40pm

Next Meeting: Thursday 24 March 2022 – 6.30pm