

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
25 March 2021 - 6.30pm**

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

Apologies: None

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes (with typo in property section corrected)

Moved: Daniel Smith

Seconded: Stacey Strang *Carried*

Matters Arising:

Property - Jo/Mike raised the thoughts of the BOT regarding the Shed placement on the field in the recent MoE Property Meeting.

2020 School Charter – The 2020 School Charter has been received by the MOE by the required date

Correspondence: Tabled

BOT March Hours – Recorded

REPORTS

FINANCIAL:

Peter presented the February finances. Finances/spending is usual for this time of year, and the school continues to have a healthy working capital.

Peter moved the adoption of the February accounts.

Seconded: Tanya Sheppard *Carried*

PRINCIPALS:

The Principals Report was taken as read

Professional Growth Cycle - The NZSTA Jan/Feb 2021 magazine has an article on the BOT's role with the Professional Growth Cycle. It was tabled. The board queried some contradictions between NZSTA and the MoE information. Peter advised that the board follow the NZSTA advice at present. The staff have given feedback on the current Appraisal Cycle format and have been given details regarding the Professional growth Cycle. The next step is to develop our own process.

Professional Development – BBS has received a further 200 hours of Professional Development Funding for T2 2021 for 18 months. This is of real benefit to BBS and Peter thanked Jo Hewitt for securing this funding.

Draft Annual Accounts - The Draft 2020 Annual Accounts for the school were included in the board papers. It is recommended that the Board of Trustees approve the draft financial statements for audit and forward a copy to our Auditor. However, to expedite the process, a copy of these draft accounts, along with the working paper files, have already been forwarded to the Auditor by EdTech. The Auditor is scheduled to meet on April 28.

Donation - Last year the BOT was offered a donation from a parent group to construct a shelter at the school gate. This was not possible. Peter suggested he contact the families and ask that they defer the donation until late in 2021 and that this be used for the Pool Area Redevelopment. Board agreed.

PM

Peter moved his report

Seconded: Stacey Strang **Carried**

Property – Peter presented an up-to-date property report outlining the current situation of the many different projects in progress around the school.

Jerry raised that excavation work may seriously affect the stability of any structure near the excavation. This may lead to structural failure, or ground collapse depending on the site's ground conditions. Jerry suggested we needed to know if the construction team has adequately considered the excavation's zone of influence on the stability of any nearby structure and make sure the excavation does not remove any nearby structure's ground support.

They should be making sure other structures near the excavation site are not adversely affected by vibration or concussion during the work. Making sure if other buildings with equipment sensitive to shock and vibration are nearby, and consider the need for special precautions.

Jerry is not sure he has seen an assessment regarding the risks and the steps taken to prevent unintentional structural collapse during alterations, demolition and dismantling; and the measures taken to prevent accidents in excavations.

Peter will confirm this with the construction team/MOE.

PM

Peter moved the Property Report

Seconded: Nick Brown **Carried**

Health and Safety Board Report – Tabled

Stacey moved the Health and Safety Report

Seconded: Jerry Dai **Carried**

GENERAL BUSINESS:

Annual Plan Timeline – Peter overviewed the Annual Plan. The board discussed their involvement in the plan and confirmed timeframes for relevant meetings. Nick and Stacey will confirm a date in Term 2 to meet and finalise the Food and Nutrition Policy/Implementation. Jerry will confirm a date and time that he would be able to attend and assist with facilitating a Chinese Group meeting with a view to integrating the group with the current FOTS organisation. The Property Committee will attend any meetings they are required to however, they will prioritise meetings attended by Amanda (MOE) and Shane (BECA).

*SS/
NB
JD*

Community Consultation (Groups) – Peter attended a meeting of principals that discussed community consultation and ways of approaching it. Board discussed. The board had a preference for any parent fund raising groups to be run as one group. Separate informational events when needed, based on language barriers, could be looked into and held at the school.

Student Achievement and Reporting - Further to discussion at the previous board meeting around the Achievement Data presented and the Analysis of Variance for 2021 the board queried if they needed to be assisting with access to more resourcing. Peter and the SLT assured the Board that the data is available and will be reported shortly and that continuing student achievement is always the utmost priority.

In Committee at 8.20pm

The Board went In-committee to discuss a parent request.

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: 8.35pm

Meeting Closed: 8.35pm

Next Meeting: Thursday 15 April 2021 – 6.30pm