

BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
22 June 2023 - 6.30pm

Present: Peter Mulcahy, Michael Corbett, Jo Hewitt, Stanley Zhang, Jin Feng, Nicola Gamble, Tanya Sheppard, Jen Iverson, Liz Hammelburg, Karen Cebalo (6.30pm-6.55pm)

Minute Taker: Sue Moscrip

Apologies: Mark McDonald, Jacky Carr

BOT Board No Conflict of Interest was revealed.

ESOL Report – Karen Cebalo delivered her report on ESOL. With 295 students in the school being identified as Bilingual or Multilingual it is important for the board to understand how the ESOL programme operates at BBS and how the funding is distributed across the Priority structure of English Language Learners.

Confirmation of previous minutes

Moved: Jin

Seconded: Peter **Carried**

Matters Arising:

Cyclical Maintenance – Peter will discuss with the accountant at a meeting next week.

Parent Survey – Ongoing

Health Consultation – Covered in General Business

School Docs Term 2 – Covered in General Business

Correspondence:

Paid Union Meetings – Peter emailed the motion that due to Paid Union Meetings, that the school be closed at 12.30pm and the children are collected by parents/caregivers. The board agreed unanimously by email.

Peter moved to ratify the decision.

Board unanimous Carried

Correspondence - Peter clarified the inwards correspondence items.

Peter moved that all inward correspondence be received.

Seconded: Nicola **Carried**

BOT June Hours – Recorded

REPORTS

FINANCIAL:

Peter presented the May accounts.

Peter moved the adoption of the May 2023 accounts.

Seconded: Stanley **Carried**

Auditors Management Letter – Peter addressed the only issue raised in the Management Letter, On-Going Deficit Budgeting, with the board. Peter reported to the board on his response to this and they were satisfied with his response and the current approach to budget setting.

Peter moved that the management response be submitted to the auditor.

Seconded: Nicola **Carried**

Budgeted Statement of Financial Position

Peter moved the Budgeted Statement of Financial Position which is based on the operating budget School Finance Hub has been given for the current year and the Financial Position shown in the audited accounts for last year.

Seconded: Jin **Carried**

PRINCIPALS:

Sabbatical - Three teachers are applying for 10-week sabbaticals in 2024. There are 50 sabbaticals available in NZ. The teachers are Karen Cebalo, Donna Fearon and Rachel Scanlan. The teachers have Peter's support.

Peter moved that Karen Cebalo is supported in her application for a sabbatical.

Seconded: Michael **Carried**

Peter moved that Donna Fearon is supported in her application for a sabbatical.

Seconded: Michael **Carried**

Peter moved that Rachel Scanlan is supported in her application for a sabbatical.

Seconded: Michael **Carried**

The Principal's Report was taken as read.

Peter moved his report.

Seconded: Tanya **Carried**

In Committee at 7.50pm

The Board went In-committee to discuss Property.

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: 8.45pm

GENERAL BUSINESS:

Health Programme – Peter provided a Pubertal Teaching Review of two providers who offer pubertal teaching programmes for Year 5 and 6 children.

Peter moved that the programme concept is shared with the Year 6 teachers to determine the best programme and time in 2024 for BBS students.

Seconded: Stanley **Carried**

Travelwise Programme – Peter overviewed a Travelwise Report collated by Tanya Loader, Browns Bay School's Teacher in Charge of Travelwise. Discussion ensued around the 'Walking School Bus' (WSB), a community led programme aimed at reducing traffic around school and promoting a healthy option for getting to school. Auckland Transport have supported WSB initiatives in the past and have been contacted to reignite interest in the WSB however, Jacky/Tanya are yet to hear back from AT. If AT continue to be underwhelming, Nicola has a contact to approach for an alternative option to run a WSB initiative.

School Docs Term 2 - Michael has reviewed the EOTC latest actions and the SLT completed their requirements.

Peter tabled the latest actions set down by SchoolDocs. Most changes were subtle and aligned with BBS practice. The board discussed arrival and departure times from the school grounds but settled on the school recommendations overall.

Meeting closed at 9.20pm

In Committee at 9.20pm

The Board went In-committee to discuss Personnel.

Exclusion of the Public: Local Government Official Information and Meetings Act 1987

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Out of Committee: 9.45pm

Meeting Closed: 9.45pm

Next Meeting: Thursday 03 August 2023 – 6.30pm