

**BROWNS BAY SCHOOL**  
**BOARD OF TRUSTEES MEETING**  
**29 July 2021 - 6.35pm**

**Present:** Peter Mulcahy, Daniel Smith, Stacey Strang, Jerry Dai, Ben Sheeran, Jacky Carr, Jo Hewitt, Liz Hammelburg

**Apologies:** Nick Brown, Tanya Sheppard

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

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**Confirmation of previous minutes**

**Moved:** Peter Mulcahy

**Seconded:** Stacey Strang                    **Carried**

**Matters Arising:**

**Fee Refund Policy** – Ongoing with on boarding of SchoolDocs

**Food and Nutrition Policy** – Ongoing with on boarding of SchoolDocs

**SchoolDocs** – In progress

**Traffic congestion** – Under review, traffic has eased a little in the meantime. Staff have been advised on how to deal with problem-parking issues.

**Correspondence:** Tabled

Peter shared letters that Room 9 Year 1 had written to the Board, thanking them for the heat pumps in their room.

Peter also informed the Board of a fundraising venture taken on by a Year 3 BBS student over the holidays, they raised \$50 for the BBS Pool refurbishment by selling lemons.

**BOT July Hours** – Recorded

**REPORTS**

**FINANCIAL:**

Peter presented the June finances pointing out once again that the budget set aside for the cleaning of the school will go over this year as extra 'COVID-19' cleaning measures have been kept in place and remain necessary for the foreseeable future. The board agreed with this action and subsequent expenditure.

Peter also overviewed the Edtech Report.

Peter moved the adoption of the June accounts.

**Seconded:** Jerry Dai                    **Carried**

**PRINCIPALS:**

The Principals Report was taken as read

**BOT Walkthrough** – Peter will send out an invite to the Board to confirm a date to show them around the school.

**July 1 Roll Return** - The July 1 Roll return was submitted at 651 funded students. This roll number will set the staffing for 2022 and will be confirmed by the MOE in September. Peter advised the board to be prepared for a reduced staffing level for 2022.

The question of International Students and how the potential loss of income was to effect the running of the school, was raised. Peter explained that some changes may need to be made to programmes that have traditionally been offered should the school undergo a reduced staffing level and a continued drop in Fee Paying Students.

*PM*

**EOTC Contract** - Jo Hewitt and Peter are working through a contract from Big Foot (EOTC Providers) regarding the hiring of their equipment and use of their personnel.

The contract was shared with Daniel who raised some concerns and Peter/Jo are now going to have further discussion with Big Foot about the contract. The concerns focus on the schools liability if there is an incident as the contract does not offer an indemnity clause. Big Foot had communicated that this is a standard contract shared with all schools and that they are a provider used by a range of schools. The SLT would like to go ahead with using their services as they are a recognised and qualified provider.

After Board discussion, it was decided that BBS needs to seek legal counsel before signing a contract with Big Foot. Peter will look into the options available to the school regarding legal advice eg what is available through NZSTA etc.

Peter will report back to the board before signing on for Big Foot's programmes.

PM/  
JH

**Attendance** - The MOE Term 2 supplemental report for attendance was tabled. Peter noted that the attendance levels of students at BBS is very good in comparison to NZ and other similar schools.

**Peter moved his report**

**Seconded:** Stacey Strang      **Carried**

### **Property Report**

**Pool Area** – A new plan for the pool area was presented to the Board. The Board discussed the proposed design. The Browns Bay School Board agreed to the Browns Bay Pool Area Proposal as outlined in the agreement. The Board would like to know final pricings before fully committing to the revised plan. They would also like to discuss the placement of the entrances into the changing rooms. The current layout means boys and girls converging at one main entrance. The preference would be to have the entrances being at the ends of the buildings or any other idea to move the groups apart.

PM

**5YA Amendments** – The MoE requires justification for projects that have been removed, new projects added, or a significant scope change. Peter and Nick, the school's 10YPP Consultant, provided that information to the MoE and Peter tabled the forms for the Board to peruse. The changes will be addressed using some of the SIP funds previously allocated to the AMS project. Daniel, BBS Board Chairperson signed the **10YPP/5YA Amendment Application Form** as required by the MOE.

*Peter moved to amend the current 5YA to change the Boiler Renovation Project to the Boiler Removal and Refurbishment Project, to introduce the new projects of Pinboard Replacement (Rms 22 and 23) and lastly to include the Redevelopment of Pool Areas.*

**Seconded:** Unanimous      **Carried**

### **In Committee at 8.10pm**

The Board went In-committee to discuss School Finances.

#### **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: 8.25pm**

**GENERAL BUSINESS:**

**Mid Year Achievement** – Peter provided a summary of the data included in the Mid-Year Achievement Report. The Board discussed the results and the Senior Leadership Team provided details for any queries that were raised.

**Learning Support** – Liz outlined the Learning Support Report to the board noting that the school is also running programmes such as LEAP (Logic, Enrichment, and Academic Pursuit), Epro8, Raspberry Pi and Art Therapy in addition to the traditional Learning Support programme.

**2020 Student Well Being Survey** – Jo overviewed the results from the **BBS Wellbeing Survey 2020 – Year 4-6 Students** and was pleased to report that the survey results were more positive than the previous survey in 2018. Board discussed.

**Self-Audit Checklist (Board Assurance Statement)** – Peter included the **ERO School Self-Audit Checklist Section 1 – Board Administration** section for the board to peruse. As part of the review process, the ERO asks the Board to complete the **School Self Audit: compliance elements to address and discuss** during the course of the review culminating in the Assurance Statement, signed by the Board Chair and Principal towards the end of the process. The checklists are in six sections that cover the following areas – Board Administration, Curriculum, Health, Safety and Welfare, Personnel, Finance and Asset Management.

Peter will check with the ERO Officer when the others are required and when the sign off is required.

*PM*

**Meeting Closed:** 9.00pm

**Next Meeting:** Thursday 26 August 2021 – 6.30pm