

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
23 February 2023 - 6.40pm**

Present: Peter Mulcahy, Michael Corbett, Stanley Zhang, Jin Feng, Mark McDonald, Nicola Gamble, Liz Hammelburg, Tanya Sheppard, Jo Hewitt, Jacky Carr

Apologies: Jen Iversen

Election of Presiding Member: Sue Moscrip called for nominations for a Presiding Member of the Board. Nicola G nominated Jin Feng
Jin F accepted.

Jin Feng was nominated and elected (unopposed) as the new Presiding Member.

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin F

Seconded: Peter M **Carried**

Matters Arising:

Health Consultation – Peter explained the process for re-visiting a decision, in this instance, puberty education at Browns Bay Primary. The Board would firstly need to agree to re-visit the decision, then the Board would set a time at a future meeting to re-visit the decision and if proceeding then outline the process for investigation / consultation. The board agreed to re-visit this discussion at the March meeting.

PM

Correspondence: Correspondence tabled.

Cleaning Contract – Peter emailed the motion that Crest Clean be offered the cleaning contract due to their professional approach to cleaning, the systems they have in place to manage the cleaning and their knowledge of schools. The board agreed unanimously by email.

Peter moved to ratify the decision

Board unanimous Carried

Leave Request – A staff member requested 10 days leave without pay for February 2023. The committee members agreed unanimously by email.

Peter moved to ratify the decision

Board unanimous Carried

REPORTS

FINANCIAL:

Peter presented the November 2022 finances.

Peter moved the adoption of the November 2022 accounts.

Seconded: Tanya S **Carried**

2023 Budget – Peter reported that the budget for 2023 has been reviewed against expenditure of 2022, and the deficit for 2023 will be \$21,567.00

Peter moved that the 2023 Budget is approved by the BOT.

Seconded: Stanley Z **Carried**

Banked Staffing

Peter moved that 2023 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, 2024.

Seconded: Tanya S **Carried**

Cyclical Maintenance - The Annual Provision of Cyclical Maintenance for 2023 is being reviewed following input from the MOE and Nick Bradley, the school's Project Manager/10YPP Consultant/Quantity Surveyor.

PM

Insurance Report – This report outlined the reasons for Browns Bay School's insurance policy increasing in cost. The main contributing factor being the comprehensive cover the school now has of its over code 'non-school' buildings.

Peter moved that Browns Bay School continue with full and comprehensive insurance cover, inclusive of contents, liability, cyber and over code insurance, as provided by Crombie Lockwood.

Seconded: Jin F **Carried**

PRINCIPALS:

The Principal's Report was taken as read.

Physical Restraints Rules and Guidelines – The new legislation on understanding student distress and minimising physical restraint in schools became law on February 07, 2023.

Peter moved that the Board acknowledge the new legislation regarding Physical Restraints in Schools.

Seconded: Jin F **Carried**

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. At Peter's suggestion, 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 decided that the updates should still be reviewed by all the board for the moment.

All Board

Peter moved his report

Seconded: Stanley Z **Carried**

GENERAL BUSINESS:

BOT January/February Hours – Recorded

Delegation of Roles - The Delegated Authorities need to be approved for 2023. They remain the same with the removal of expired delegations for Property forms and Delegated Authority for Property Committee and the new addition of the below delegation to the Principal –

The Education and Training Act 2020 allows a board the power to close a school it administers due to epidemic, flood, fire, or any other emergency. This board responsibility is delegated to the principal, who consults with Presiding Member and relevant parties as able, before making a decision.

Peter moved the updated delegation of roles.

Seconded: Jin F **Carried**

School Achievement Data 2022 – Peter shared the data represented in the School Achievement Data reports with the board. The board discussed.

Analysis of Variance 2022/Analysis of Variance 2023 – Peter explained and overviewed the current Analysis of Variance reports.

Peter moved the approval of the School Achievement Data 2022 and the Analysis of Variance for 2022.

Seconded: Tanya S **Carried**

Strategic and Annual Plan 2023 Draft – Peter briefly spoke to the Three Year 2023 – 2025 Strategic Plan and Annual 2023 Plan having already run through them in depth in late 2022. They will need to be approved before March 31 however, there is still uncertainty about the content that the MOE may be changing, so it may vary slightly before being confirmed at the March meeting.

*All
Board*

Charter 2023 – Currently no changes have been made to the charter; it will be submitted to the MoE in May 2023 as per the usual requirement.

2023 Meeting Dates – The Board confirmed the following further dates for 2023 – all Thursdays starting at 6.30pm. March 23, April (no meeting), May 25, June 22, July 27, August 24, September 14 or 21 (TBC), October 26, November 23, and no meeting in December.

In Committee at 9.15pm

The Board went In-committee to discuss Personnel.

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: 9.35pm

Meeting Closed: 9.35pm

Next Meeting: Thursday 23 March 2023 – 6.30pm