

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
27 October 2022 - 6.30pm**

Present: Peter Mulcahy, Nicola Gamble, Michael Corbett, Jin Feng, Jen Iversen, Liz Hammelburg, Tanya Sheppard, Mark McDonald, Jo Hewitt, Jacky Carr, Stanley Zhang (Arrived 7.50pm)

Apologies: None

BOT Board No Conflict of Interest was revealed.

Interim Chairperson: Peter nominated Jen

Seconded: Tanya Sheppard

Jen was nominated and duly accepted as Presiding Member, in Stanley's partial absence, until next month's meeting.

Confirmation of previous minutes

Moved: Nicola

Seconded: Peter ***Carried***

Matters Arising:

Absence Data – Addressed in the Principals Report

Walkabout – postponed until early 2023

Code of Conduct – Agenda Item

Correspondence: Correspondence tabled.

BOT October Hours – Recorded

REPORTS

FINANCIAL - Peter presented the September 2022 finances and reported on capital expenditure and Relief Teacher Funding.

Peter moved the adoption of the September 2022 accounts.

Seconded: Tanya S ***Carried***

PRINCIPALS:

The Principal's Report was taken as read

Absences – Peter provided a table that highlighted the increase in medical absences in 2022 compared to pre Covid years at school. Peter has reviewed student absences overall and can confirm that at BBS we have a list of 251 students that have had less than a 90% attendance. Teachers have identified which of these students are of concern and from this there are about 30 students who will be monitored each week for attendance.

BOT Morning Tea – Tuesday 29 November was confirmed for the Board Morning Tea.

BOT Papers – Board Papers will be sent out on the Monday before a Thursday Board meeting going forward. Nicola, Tanya, Jen, Mark, Mike and Jacky will be provided with hard copies for the meeting.

Peter moved his report

Seconded: Mike C ***Carried***

ESOL REPORT – Tabled

*All
Board*

NZSTA REPORT – Tanya overviewed her experience of the Annual NZSTA Conference. Overall, a very educational conference with excellent speakers. Tanya would highly recommend that any board members interested should attend the 2023 event to be held in Rotorua.

Stanley Zhang joined the meeting.

GENERAL BUSINESS:

2023 Parent Donation - The school donation is tax-refundable and is due at the beginning of the school year - part payment options are available on Kindo. The current donation level is \$250 for the year for the first and second child at the school and \$125 for the third and subsequent children at the school. Peter recommended that these amounts do not change in 2023 due to the current costs of living etc. Peter also discussed with the board as to whether the donation should be a staggered charge depending on when a child starts at school through the year. Term 1 - \$250, Term 2 - \$195, Term 3 - \$130 and Term 4 - \$65. Board agreed.

Peter moved that the School Donation stays the same at \$250 for 2023 and be a staggered charge based on start date through the year.

Seconded: Jin F **Carried**

OMB Design – Information tabled for Room 35, the new modular classroom, that is due to arrive in March/April 2023.

ERO School Reports Confirmed – The board reviewed the School Profile Report, Board Assurance with Regulatory and Legislative Requirements Report and the Provision for International Students.

Peter moved that the ERO Reports are confirmed.

Seconded: Jin F **Carried**

SchoolDocs Review – SchoolDocs were discussed.

Peter moved that the SLT review these requirements and have the delegated responsibility to make additions or alterations and report back to the board for final approval.

Seconded: Michael C **Carried**

BOT Code of Conduct – Peter tabled the new ‘Draft Code of Conduct for Public Consultation’ for the board to review and discuss/accept at a future meeting.

Draft Strategic Plan 2023 – 2025 Overview – Peter presented the draft Strategic Plan for 2023-2025 overviewing the intention to move forward with Structured Literacy in Year 1 and 2, working with the planned NZ Curriculum Refresh, Community Consultation, PB4L, EOTC Changes, MLE, Learning Support and the SNUP (School Network Upgrade Programme). The board discussed. The Strategic Plan Review 2023/25 was tabled.

In Committee at 9.15pm

The Board went In-committee to discuss Staffing.

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: 9.25pm

Meeting Closed: 9.25pm

Next Meeting: Thursday 24 November 2022 – 6.30pm