

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

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

**Apologies:** None

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

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**Confirmation of previous minutes**

**Moved:** Nick B

**Seconded:** Stacey S      **Carried**

**Matters Arising:**

**Special Guest for the Opening Ceremony** – Peter following up

**Correspondence:** October Correspondence tabled.

-Official Information Act – The school received an urgent OIA request from the media asking for three questions to be answered. There is a requirement to respond to this request. NZSTA have advised that there are grounds to not answer these questions on the basis that should the information be supplied, it may breach privacy and confidentiality laws. Browns Bay School will answer questions 1 and 2 about the systems in place for mask wearing of students and managing numbers of students at school. However, they will not be responding to question number 3 regarding numbers of staff at the school and vaccination numbers as this is information that could lead to potential privacy breaches.

*Peter moved that the board delegate responsibility to the Principal in this instance to reply to this OIA request.*

**Seconded:** Stacey S      **Carried**

-Also in correspondence, the board received a statement from a parent at the school, challenging the decisions made around the management of 'back to school' in Level 3 Step 2. The SLT team address these queries that arise in various forms and respond accordingly.

**REPORTS**

**FINANCIAL:**

Peter presented the October finances alongside the Edtech Report.

Nick B moved the adoption of the October accounts.

**Seconded:** Peter M      **Carried**

**Draft Budget Discussion** – Peter went through the 2022 Draft Budget reminding the board that it is yet to be finalised and some reductions could be made to areas of the budget. Peter is reluctant to reduce any of the Learning Resource Expenses as these have a direct effect on the students. However, the budget is in deficit currently. The projected International Students income is having a noticeable effect. The board discussed the budget for 2022 and considered that a deficit of up to \$50,000 would be acceptable, if necessary, in these circumstances.

**PRINCIPALS:**

The Principal's Report was taken as read

**Acknowledgements** - As this is the final meeting for 2021, Peter took the opportunity to extend Season's Greetings to the board and their families. Peter also acknowledged the Board of Trustees for the role they play and the commitment they have towards the students of the school. Also acknowledging the FOTS team for their time and effort. And the very dedicated and committed staff that have shown they

PM

are keen to learn and work for the best interests of their students and in particular, to Jo Hewitt, Jacky Carr and Liz Hammelburg for their support over the year and their incredible work ethic and knowledge of BBS.

**Teacher Only Days 2022** - As previously advised, all schools and kura have been allocated eight additional Teacher Only Days through the Accord signed between the Ministry of Education, PPTA / Te Wehengarua and NZEI Te Riu Roa. These eight additional days can be used for primary schools between 1 July 2019 and 30 June 2022.

TOD's in 2022 -

Term 1 Week 1 February 2 Know Your Learner and Challenging Students (Term Break)

Term 1 Week 10 April 14 To be decided (Last day of Term 1)

Term 2 Week 6 June 23 To be decided (Day before Matariki Day)

These days have been agreed to by the local MidBay schools

*Peter moved that the Board approves the Teacher Accord days*

**Seconded:** Daniel S                      **Carried**

**Peter moved his report**

**Seconded:** Daniel S                      **Carried**

**PROPERTY REPORT:**

Peter tabled a list of Draft Capital Projects for 2022 including the Pool Project.

*Nick moved that the Board delegates to the Presiding Member and Principal the authority to sign off the MOE forms for the listed projects in 2022 if they are satisfied that are correct and within a range of \$5000.00 of the original estimate.*

- *Pool SIP*
- *Room 22 and 23 SIP*
- *Boiler removal SIP*

**Seconded:** Stacey S                      **Carried**

Woodview provided a breakdown of costs for the Pool Project. This Project is being funded by the Board and SIP money. The board discussed the project and the funds required from the board. The board's preference is for the MoE to include Woodview's plan in their overall cost and then BBS will reimburse the MoE. Peter mentioned that this would not be normal MoE practice but that he will make the request to the MoE. If this is not possible, Jerry D will discuss contracts with Woodview with a preference to a 'Guaranteed Maximum Price' to mitigate increasing market costs. The board would then delegate authority for the Principal to enter into a contract with Woodview.

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JD

Also, these projects may get underway over the holidays and the board will not have confirmed the Budget until February 2022 which could cause undue delays.

*Stacey moved that the Board delegate authority to the Principal to sign off on Pool Project funding and Hall Pathway Project funding from CAP 2022 over the Summer break with approval of the Property Sub Committee.*

**Seconded:** Daniel S                      **Carried**

*Further property matters have been finalised by email. The following have been ratified.*

The MoE required the board to confirm that they were satisfied with of the job and that funds had been expended correctly for the SIP Funded Shade project. The Board emailed their agreeance prior to the meeting.

**Jerry moved to ratify the decision**

**Board unanimous                      Carried**

The heat pump project required an additional \$8680 from the Board. The Board emailed their agreeance.

**Peter moved to ratify the decision**

**Board unanimous Carried**

To confirm, the surplus SIP amount of \$8000 has now been allocated to the Pool Project, bringing the total to \$73200.00 SIP funds for this project. Daniel and Peter confirmed this via email correspondence.

**Peter moved to ratify the decision**

**Board unanimous Carried**

**Peter moved the Property Report**

**Seconded: Nick B Carried**

**GENERAL BUSINESS:**

**BOT November Hours** – Recorded

**Board Delegation for Property** – Completed in the Property Report

**EOTC 2022**

*Peter moved that the Education Outside the Classroom Programme for 2022 be approved in principle.*

**Seconded: Nick B Carried**

**SchoolDocs**

*Daniel moved that from 01 January 2022, the Browns Bay School Board accepts that all Browns Bay School's policies are stored online with SchoolDocs in their customised, password protected website.*

**Seconded: Jerry D Carried**

**Strategic Plan Discussion 2019-2022**

Peter talked to this, overviewing the Annual Plan explaining that the current review process has been delayed due to Covid and subsequent lockdowns. Community engagement will continue to be a strong focus for 2022.

*All Board*

**2022 Meeting Date for February** – Date set for Thursday 24 February 2022

**2022 Board Members – Confirm for 2022** – Discussion ensued regarding the best way forward for the board in 2022. With two members potentially resigning from the board it was decided that the casual vacancies will be filled by selection of two new members. The term of these members will be for the remainder of the vacating trustee's term of office. The school community will be notified of the decision.

*All Board*

**Cleaning Contract** – The cleaning contract is due to expire in January 2022 however, with the delay in the new build, Peter suggested the contract be extended until August 2022 at which time the contract can be put out for tender based on the new school layout. Board agreed.

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**Overseas Travel** – Peter shared the revised version of the Overseas Travel Guidelines for staff at BBS. The board agreed to the amendments.

Peter moved the amended Overseas Travel Guidelines for BBS Staff

**Seconded: Nick B Carried**

***In Committee at 9.30pm***

The Board went In-committee to discuss OOO Enrolments and 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:** 9.40pm

**Meeting Closed:** 9.40pm

**Next Meeting:** Thursday 24 February 2022 – 6.30pm