

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
27 May 2021 - 6.30pm**

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

Apologies: Nick Brown

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Stacey Strang

Seconded: Peter Mulcahy **Carried**

Matters Arising:

Donation – Peter made contact with the families concerned regarding the re-purposing of their drop off shelter donation. A solution was happily agreed upon.

Food and Nutrition - Nick and Stacey to confirm a date in Term 2/3 to meet and finalise the Food and Nutrition Policy/Implementation.

Community - Jerry to confirm a date to attend a Chinese Group meeting.

School Bells/Fire Alarms – Were repaired for current use, a new and improved plan for these services will be considered in conjunction with the new build as it draws closer to completion.

Correspondence: Tabled

BOT May Hours – Recorded

REPORTS

ANNUAL REPORT _ Principal's Report

Peter moved that the BOT approve the Chairperson and Principal accepting the Annual Accounts on behalf of the Board, if they are satisfied with them, to enable the accounts to be presented to MOE in a timely manner (i.e. before May 31)

Agreed Unanimously

FINANCIAL:

Peter presented the April finances.

Peter moved the adoption of the April accounts.

Seconded: Tanya Sheppard **Carried**

PRINCIPALS:

The Principals Report was taken as read

Ministry of Education Updates – Peter presented a report highlighting a few of the recent MoE changes that are more pertinent to BBS. These were the Education and Training Amendment Bill (No 2), School Rules information regarding that a school rule made by the board is a bylaw, Public Service Pay, consulting on the proposed Setting of Speed Limits Rule 2021 and Te Rito which is the national repository of learner data that will enable the safe and secure transfer of information between schools and kura.

Also discussed was the quarantine free travel between New Zealand and Australia and the Cook Islands.

Staff who choose to undertake travel to Australia/Cook Islands during 2021 and who either face delays in returning to New Zealand and/or are required to enter managed isolation on their return to New Zealand will not be entitled to Ministry funded discretionary paid leave.

*NB/SS
JD*

The board discussed a plan for these situations.

Peter moved that if staff are travelling to Australia/Cook Islands in 2021, that Teaching Staff and Specialist and Support (non-teaching) Staff will only be entitled to Unpaid Discretionary Leave. Staff who are employed as a 52 Week worker will be offered to take unpaid Discretionary Leave or paid Annual Leave where the employee has sufficient annual leave available.

Casual employees will not be entitled to leave, unless you have a pre-arranged booking for the start of Term 2, in which case the leave outlined above applies.

Seconded: Unanimous **Carried**

Peter moved his report

Seconded: Stacey Strang **Carried**

Property – Peter presented a property report for May.

There is SIP Funding of \$107,000 to be allocated by the end of Term 2. Discussion was had with the board regarding thoughts for areas of priority.

Tanya moved that the chosen property projects, for the remaining SIP Money, contributes to the upgrading of Room 22 & 23 and the Pool area including various storage buildings.

Seconded: Unanimous **Carried**

PM

Stacey moved to amend the 5YA to change the Boiler Renovation Project to the Boiler Removal and Refurbishment Project

Seconded: Unanimous **Carried**

PM

GENERAL BUSINESS:

Annual Policy Review – The following policies were reviewed and amended.

Group Students	Finance
Accommodation	Health and Safety
Student Fee Protection	Property Management
International Students	

Peter moved that the above policies, are confirmed as being reviewed and accepted.

Agreed Unanimously

The Fee Refund policy will be reviewed with Karen C and confirmed at the next BOT meeting.

PM

SchoolDocs -

Peter moved that Browns Bay School subscribe to SchoolDocs including an optional extra that will cover International Students policy

Seconded: Unanimous **Carried**

PM

ERO – The Senior Leadership Team met with Glenn Birmingham, Browns Bay School's ERO Evaluation Partner. The new framework was discussed and how it would look for the school and board's involvement over the coming years. Various tasks need to be completed by the SLT, so they are ready to discuss them at a further meeting to be held late Term 2.

SLT

BOT Training 2021 – Student Achievement - Peter and Tanya attended the NZSTA BOT Training 2021 – Student Achievement and shared the course content with the board.

In Committee – Maori Representative - Postponed as the possible Maori Representative has withdrawn their nomination. The Maori Whanau group will continue to meet and will discuss future representatives.

In Committee at 8.35pm

The Board went In-committee to discuss Staffing and Support Principal (Kahui Ako).

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

Meeting Closed: 8.45pm

Next Meeting: Thursday 24 June 2021 – 6.30pm