

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING - ZOOM
24 March 2022 - 6.30pm**

Present: Peter Mulcahy, Nick Brown, Stacey Strang, Jerry Dai, Jo Hewitt

Apologies: Ben Sheeran, Jacky Carr, Liz Hammelburg, Tanya Sheppard

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Peter

Seconded: Stacey S **Carried**

Matters Arising:

Special Guest for the Opening Ceremony – Peter has sent a request to the offices of Jacinda Ardern. The Official Opening date is 05 August 2022 with the Blessing taking place in July towards the end of Term 2.

School Achievement Data 2021 – Submitted with amendments that were agreed upon.

Board -Casual Vacancy – The school community was notified of the decision.

Correspondence: Correspondence tabled.

BOT March Hours – Recorded

REPORTS

FINANCIAL:

Peter presented the February 2022 finances. Peter mentioned to the board that an increase in relieving costs could be quite noticeable due to the high number of staff absences relating to covid sickness and household isolating cases.

Peter moved the adoption of the February 2022 accounts.

Seconded: Stacey S **Carried**

PRINCIPALS:

The Principal's Report was taken as read

Peter moved his report

Seconded: Nick B **Carried**

PROPERTY REPORT:

Peter tabled an up-to-date overview of the school's property projects. The board discussed. Peter reminded the property sub-committee that they are welcome to come along to any of the regular meetings with the MoE and/or Woodview Construction.

Peter moved the Property Report

Seconded: Nick B **Carried**

Health and Safety Report – The Injury and Incident Report for the period 11 February to 15 March 2022 was tabled

Peter moved the Health and Safety Report

Seconded: Stacey S **Carried**

GENERAL BUSINESS:

Annual Plan Timeline – Peter tabled the plan, the board discussed.

Education Review Office – Peter provided an update on ERO and Browns Bay School. BBS have a new Evaluation Partner, Louise Malins.

BOT Selection Process – The board has agreed to select a school community member to complete Daniel Smith’s remaining term of office. The selection must be made 6 weeks from 25 March which is 6 May. Board agreed to a separate meeting to appoint a selected member.

Peter moved that the suggested sequence of dates is confirmed upon expiry of the 28-day notice period for a by-election

Seconded: Nick B **Carried**

Peter confirmed the date for the School Board Elections as 7 September 2022 and the subsequent election process dates generated by choosing this date. Selecting a Returning Officer is one such process that needs to be confirmed.

Peter moved that he approach Maurine Shirley to act as the Returning Officer for the School Board Election

Seconded: Stacey S **Carried**

NELP Reminder - Peter raised the 3 Year Strategic Plan and the annual implementation plan for 2023 with the board. The plan continues to be to work on consulting with the school community, staff, students, and “others” as part of preparing the strategic plan, and then present this to the new board coming into BBS in 2022, involving them in the final draft of the Strategic Plan.

SchoolDocs Review – Peter led the board through a review of the Term 1 Health and Safety documents on SchoolDocs. Future reviews will be sent out to the board to complete and the SLT will regularly complete the management reviews.

In Committee at 8.15pm

The Board went In-committee to discuss Correspondence, Stand Down and Contracts

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 19 May 2022 – 6.30pm

PM