

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
23 November 2023 - 6.30pm**

Present: Peter Mulcahy, Jin Feng, Michael Corbett, Tanya Sheppard, Nicola Gamble, Liz Hammelburg, Jo Hewitt, Stanley Zhang (Arrived 7.00pm)

Minute Taker: Sue Moscrip

Apologies: Jen Iversen, Mark McDonald

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Michael **Carried**

Matters Arising:

Cyber Testing – Ongoing

Health Consultation – Ongoing

BOT Code of Conduct – BBS will adopt the MOE recommended Code of Conduct but this will be finalised in 2024.

Correspondence – Tabled

BOT November Hours – Recorded

REPORTS

FINANCIAL:

Peter presented the October accounts. Peter moved the adoption of the October 2023 accounts.

Seconded: Nicola **Carried**

PRINCIPALS:

Acknowledgements - As this is the final meeting for 2023, 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 at the school. Also acknowledging the FOTS team for their time and effort. And the very dedicated and committed staff that have shown they are keen to learn and work for the best interests of their students and in particular to Jo Hewitt, Jacky Carr, Liz Hammelburg and Sue Moscrip for their support over the year and their incredible work ethic and knowledge of BBS.

Roofing Project - This contract is for the Room 13 – 17 (Block 3) Roof Replacement from the MOE 5YP. There were 4 tender prices.

By email Peter moved that the Board accept the Contract with JC Plumbing

Moved: Peter Mulcahy and Seconded: Tanya Sheppard on the day.

Peter moved to ratify the decision.

Board unanimous **Carried**

School Alert System - The MoE with the support of the Police and NSPA President will be implementing the School Alert Programme across the North Auckland area starting Term 1, 2024. The board discussed.

Peter moved that Browns Bay School elects to join the School Alert System with the email going to the Principal.

Seconded: Jin **Carried**

PM
PM
PM

PM

The Principal's Report was taken as read.

Peter moved his report.

Seconded: Tanya Carried

Health and Safety Report

Peter moved this report.

Seconded: Nicola Carried

GENERAL BUSINESS:

Draft Budget Discussion - Peter summarised the draft budget for 2024. The board discussed.

Peter moved that the board delegates it's authority for the principal to approve expenditure for January and February 2024 based on the draft budget.

Seconded: Jin Carried

School Docs – As decided as is the process for School Docs, Peter brought the policy changes to the board at this meeting, prior to checking off the reviews that need to be completed. The board approved the changes.

Salesforce Delegation – The school requires a School Delegated Financial Authoriser (DFA). This role is responsible for endorsing project documentation. The DFA is usually the Presiding Member of the Board unless delegated to another person, such as the Principal. If the DFA role is delegated to another person, a Board minutes approving this must be loaded as a project document in Salesforce if this hasn't been provided to the Ministry previously, or if the person has changed.

Peter moved that he is delegated the role of Browns Bay School Delegated Financial Authoriser (DFA) until February 29, 2023, at which point the elected Presiding Member will be in a position to apply for the role.

PM

And Read Only, while in their role:

Sue Moscrip

Jin Feng

Jo Hewit

Seconded: Michael Carried

2024 – 2025 Strategic Plan Discussion (Tabled at Meeting) - Peter ran through the draft Strategic Plan again with the board, bringing attention to the refinements that have been made in readiness for the plan being complete and ready to become the Annual Plan by 31 March 2024. The board discussed and were in agreeance with the three areas being Curriculum, Community and Te Tiriti o Waitangi.

PM

2024 Meeting Date for February – BOT agreed on 22 February 2023.

Meeting closed at 9.20pm

In Committee at 9.20pm

The Board went In-committee to discuss Staffing, Personnel, Principal Appointment and Student Decision.

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: 9.50pm

Next Meeting: Thursday 22 February 2024 – 6.30pm