

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
18 June 2024 - 6.35pm**

Present: Teresa Burn, Jin Feng, Tanya Sheppard, Nicola Gamble, Stanley Zhang, Michael Corbett, Mark McDonald, Jen Iversen, Liz Hammelburg

Apologies: Jo Hewitt

Minute Taker: Sue Moscrip

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Tanya S **Carried**

Matters Arising: None

Correspondence – Tabled

REPORTS

PRINCIPALS:

Co-Opted Position – Teresa and Jen reported on a successful whānau hui. The event was well attended. A parent has shown interest in replacing Jen on the board as a co-opted member. They will attend the next board meeting as a visitor, along with Jen so that the board can meet them and together they can decide on the next steps.

The Principal's Report was taken as read.

Teresa moved her report.

Seconded: Nicola **Carried**

PROPERTY

Project Manager Appointment - Teresa contacted various providers – details were tabled. Considering the projects coming up, Teresa recommends that BBS retain BMP as project manager for the next 5YA cycle. The board approves of this decision subject to BMP submitting their schedule of fees for their services. Once these are confirmed as competitive, the board will carry the motion to approve them as project manager and ratify the decision at the next board meeting.

TB

Pool Painting Project - Mike contacted various contractors for the required pool painting. After careful consideration, Teresa's recommendation is to engage Carus for the project. This should result in the work being completed in the Christmas holidays.

Teresa moved to approve Carus as the contractor for the pool painting project.

Seconded: Jen **Carried**

Court Upgrade/Extension Project – The board discussed the most recent quotes submitted for the courts project. Further quotes from alternative suppliers will be requested and considered at the next meeting.

TB

FINANCIAL:

Teresa tabled the May 2024 finances along with the School Finance Hub report.

Teresa moved the adoption of the May 2024 accounts.

Seconded: Jin **Carried**

Teresa reported that the Annual Report to the Ministry of Education was submitted in time for the 31 May 2024 deadline.

Budgeted Statement of Financial Position

Teresa moved the Budgeted Statement of Financial Position which is based on the operating budget as set for the year and the Statement of Financial Position shown in the audited accounts for last year.

Seconded: Tanya **Carried**

Budgeted Statement of Cash Flows

Teresa moved the Budgeted Statement of Cash Flows which is based on the operating budget and the Statement of Financial Position for current year.

Seconded: Mark M **Carried**

Health and Safety – Health & Safety Report Tabled.

BOT Code of Conduct – Further to previous board discussions, the board have signed the latest ‘Eligibility Declaration’ form to confirm that they are eligible to be Board members. Board members were again made aware of the code of conduct for board members and given a copy. There is no need for board members to sign anything as once this comes into effect, this applies to all board members.

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

Employer Responsibility	Classroom Release Time
Equal Opportunities	Teacher Relief Cover
Safety Checking	Police Checking

TB

Teresa moved to ratify that the above policies, are confirmed as being reviewed and accepted.

Agreed Unanimously

The ‘Appointment Procedure’ policy is to be amended to include a board member when recruiting a SLT staff member, this amendment will be ratified at the next BOT meeting and changed with SchoolDocs.

GENERAL BUSINESS:

Mid-Year Data – Teresa presented the mid-year student achievement results, explaining the graphs and the different assessments that gather information on how BBS students are progressing. The results are varied amongst the year groups and genders but overall show a positive direction for BBS. The board discussed.

NZSTA Conference – Tanya reported on her participation in the 2024 NZSTA conference, confirming that it was beneficial, enjoyable and an insight into how schools are operating around NZ. The keynote speakers were interesting and informative, offering some detail around the impending curriculum changes.

BOT June Hours – Recorded

Meeting closed at 8.25pm

In Committee at 8.25pm

The Board went In-committee to discuss Staffing and Enrolments.

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: 8.40pm

Meeting Closed: 8.40pm

Next Meeting: Thursday 25 July 2024 – 6.30pm