

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
22 August 2024 - 6.35pm**

Present: Teresa Burn, Jin Feng, Nicola Gamble, Michael Corbett, Mark McDonald, Jo Hewitt, Stanley Zhang, Jen Iversen

Visitor: Karen Cebalo (from 6.30pm to 7.30pm)

Apologies: Tanya Sheppard, Liz Hammelburg

Minute Taker: Sue Moscrip

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Michael C *Carried*

ESOL Support - Karen presented a report on ESOL at Browns Bay School, summarising how students requiring ESOL are decided upon and then grouped in the various levels of the program. Karen overviewed data relating to various stages of ESOL support given in school and the ESOL student numbers. Karen also provided New Zealand wide data for comparison and interest.

Matters Arising:

Approval of the Board Assurance Statement - As part of the ERO review process, boards are required to attest to meeting regulatory and legislative requirements. This is achieved by completing the Board Assurance Statement and Self-Audit Checklists. The Presiding Member, Jin Feng, will sign the BAS on behalf of the Board. **JF**

Teresa moved that the board attests to meeting regulatory and legislative requirements and agrees with the completed Board Assurance Statement and Self-Audit Checklists.

Seconded: Michael C

Correspondence - August Correspondence Tabled

After investigating the complaint received in correspondence, the Board discussed pathways for parents/caregivers to access the school's complaints policy. Mike suggested a 'Complaints' link on the website which after discussion will be implemented. **TB**

REPORTS

PRINCIPALS:

The Principal's Report was taken as read.

Teresa moved her report.

Seconded: Stanley Z Carried

PROPERTY

Teresa moved the Property Report.

Seconded: Nicola Carried

FINANCIAL:

Teresa tabled the July 2024 finances along with a report from our accountants, School Finance Hub.

Teresa moved the adoption of the July 2024 accounts.

Seconded: Jin F Carried

Health and Safety – Health & Safety Report Tabled.

Teresa moved the Health and Safety Report.

Seconded: Stanley Z **Carried**

Policy Review

Appointments Policy - Emailed Motion

Teresa moved that the Appointments Procedure policy be amended to state that a board member will be present when recruiting for the senior management team.

Mike moved to ratify the decision

Seconded: Nicola **Carried**

Policies to review and approve at the September Meeting

- Concerns and complaints
- Media
- Performance management
- Professional development
- Protected disclosure
- Staff conduct
- Staff leave

The board discussed the Concerns and Complaints policy, considering what is a concern and what is a complaint and at what point should the board be involved with the knowledge and handling of a concern/complaint that is addressed to the principal. Tracking options were raised, and an explanation of how the school presently records concerns through eTAP was given. Teresa will consider the points put forward. As mentioned in correspondence, a link to Concerns/Complaints will be made available and obvious on the school website. TB

GENERAL BUSINESS:

BOT August Hours – Recorded

Meeting closed at 8.15pm

In Committee at 8.15pm

The Board went In-committee to discuss Staffing, Board Personnel, Personnel and a Complaint

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: 8.30pm

Meeting Closed: 8.30pm

Next Meeting: Thursday 19 September 2024 – 6.30pm