

BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
19 September 2024 - 6.30pm

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

Visitor: Renee Jaine (from 6.30pm to 7.30pm)

Apologies: Tanya Sheppard, Liz Hammelburg, Mark McDonald

Minute Taker: Sue Moscrip

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Michael C *Carried*

Matters Arising:

Concerns and Complaints Register - Teresa has created a separate folder on the BOT Google Doc with a 'Complaints and Concerns' register. The Board agreed on this format.

Correspondence - August Correspondence Tabled

REPORTS

PRINCIPALS:

Out of Zone Places - 2025 - The board needed to decide on the number of out of zone places that will be offered for 2025. Applications for out of zone students closes on 15th October. Teresa overviewed the school numbers and the likely potential for the roll over 2025. The board discussed.

Teresa moved that based on her review, and in-zone enrolments, the Board approves of approximately 15 out of zone places to students enrolling in the Junior school for 2025 depending on the number of in zone enrolments.

Seconded: Unanimous

Term Dates for 2025 - The BBS board has already approved the start date for 2025 as Monday 3rd February. School is open Monday - Wednesday of that week. Thursday is Waitangi Day and school is closed on Friday. Two Teacher Only Days to support the implementation of the curriculum changes have now been provided by the MOE and after consideration Teresa has recommended we allocate Friday 11th April and Friday 30th May 2025.

Teresa moved to approve the above recommended dates, subject to any changes the kāhui ako might make, that BBS would align with in an effort to cause the least disruption to families.

Seconded: Nicola G *Carried*

Presentation of the ETAP App - Teresa ran through the eTAP app, Spotlight, highlighting some of the key icons that school staff and Parents/Caregivers would access and benefit from for school interactions. From Teresa's investigations, it has become apparent that parents/caregivers would prefer to have all their communications with the school in one place and Spotlight should be the solution for this requirement. The timeframe for the beginning of Spotlight implementation is Term 1 2025.

Staffing for 2025 - Teresa addressed staffing for 2025 and how the school staffing plan will fit into the Full Time Teacher Equivalent (FTTE) allocated to the school along with a budgeted amount for Board funded staffing. Due to maternity leave that will be in place for 2025 and other roll-based requirements, more staff will be needed. To compete with the current teacher shortage, it would be pertinent to offer one of the positions as permanent. This

could lead to a very full staffing contingent going forward but this would be easily mitigated with the impending need for teaching staff for Classroom Release etc.

Teresa moved that the board delegates authority to the principal to offer one of the two teaching positions required as a permanent position at Browns Bay School.

Seconded: Jin F Carried

The Principal's Report was taken as read.

Teresa moved her report.

Seconded: Stanley Z Carried

PROPERTY

Tabled

FINANCIAL:

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

Teresa moved the adoption of the August 2024 accounts.

Seconded: Michael C Carried

Health and Safety – Health & Safety Report Tabled.

Tabled

Policy Review

The following policies were reviewed and approved.

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

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

Agreed Unanimously

Staff Leave Policy - The Staff Leave policy was discussed. The board is in agreement that there is a need to reduce the current level of leave taken without pay in order to assist with the financial cost to the school and the disruption to the classroom. Teresa will communicate this to the staff and the board will then formulate a fair and reasonable plan to move forward with regarding the specifics of leave without pay. **TB**

Concerns and Complaints - A register for Concerns and Complaints was discussed in Matters Arising. The implementation of a more 'user-friendly' option of how to initiate a concern or complaint was discussed again. A solution was confirmed.

GENERAL BUSINESS:

BOT September Hours – Recorded

Meeting closed at 8.00pm

In Committee at 8.00pm

The Board went In-committee to discuss Co-Option to the Board, Student Support

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: 8.15pm

Meeting Closed: 8.15pm

Next Meeting: Tuesday 22 October 2024 – 6.30pm