

BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
22 October 2024 - 6.30pm

Present: Teresa Burn, Jin Feng, Michael Corbett, Jo Hewitt, Stanley Zhang, Renee Jaine, Tanya Sheppard, Liz Hammelburg, Mark McDonald

Apologies: Nicola Gamble

Minute Taker: Sue Moscrip

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Stanley Z **Carried**

Matters Arising:

CoOpt Board Member - Maori Representation

Browns Bay School Board of Trustees would like to co-opt a full board member that would be independent of the Board elections to provide Maori representation on the board. Jin moved that the Board accept Renee Jaine as that member and the board agreed unanimously by email.

Teresa moved to ratify the decision.

Board unanimous Carried

Correspondence - September Correspondence Tabled

REPORTS

PRINCIPALS:

Lunchroom 2025 - The school lunchroom has run successfully for many years at BBS. Historically the school has aimed to run the lunchroom as a cost neutral service for the community however, if we include wages and additional costs (like consents) it is now running at a loss.

Sange has indicated that she intends to leave the school at the end of term 1 next year. If the lunch room closes this will leave Ezi Lunches as the only option for parents and this will be a significant price increase for parents.

The board discussed the options keeping in mind the school facilities and that some of the equipment is old and will need replacing in the near future. The kitchen will also need some investment to continue to meet food hygiene standards. And that in order to function, the person in the position needs to hold a food safety certificate.

Teresa recommended that we do not continue with the lunch room in its current form once Sange leaves. The situation would be raised with the community and we would ask for expressions of interest. Should someone come forward with a proposal the board would consider all the factors. If a provider does not emerge we would continue to work with Ezi lunches. The aim would be to strike a balance between providing the best service we can for parents while maintaining our focus on the core business of the school.

The board agreed on this strategy and that we should ask for expressions of interest this term.

TB

Conference Feedback - Liz and Tanya provided an overview of the Trans-Tasman Principals' Conference expressing that it was a very beneficial and an inspiring few days that provided many practices to bring back into the workplace. They thanked the board for supporting their attendance at the conference.

Draft Strategic Plan 2025 – 2027 Overview – Teresa ran through the initial plans for the Strategic Plan, updating the BOT with the most recent updates around the focus points going forward. Adjustments may still be made, subject to MOE changes related to government decisions, so this process will continue to be addressed into early 2025.

The Principal's Report was taken as read.

Teresa moved her report.

Seconded: Michael C Carried

PROPERTY

Teresa presented a summary of the property report that updated the board on the Roofing Project and Rationalisation.

Moved: Teresa

Seconded: Stanley Z Carried

FINANCIAL:

Teresa tabled the September 2024 finances.

Teresa moved the adoption of the September 2024 accounts.

Seconded: Jin F Carried

Health and Safety – Teresa presented the Health and Safety Report.

Jo Hewitt also ran through the Outdoor Education Programme for 2025 outlining the programmes and venues for the outdoor activities.

Jo moved that the Education Outside the Classroom Programme for 2025 be approved in principle.

Seconded: Tanya Carried

Policy Review /Board Assurance Statement

Board Assurance - As part of the Board Assurance process, it became apparent that a process mentioned in the 'Managing Income and Expenditure' procedure is not currently strictly followed. The procedure says that - 'A nominated board member assures the board that they have completed three randomly timed checks of the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities'. Creditcard expenditure (ie principal spending) is already signed off once a month but to adhere with this statement for Board Assurance, Mark McDonald will randomly check the process throughout the year.

Policy Review - The following policies will be reviewed and approved at the final meeting.

- Managing Income and Expenditure (board)
- Financial Conflicts of Interest (board)
- School Donations and Student Activity Payments / Attendance Dues and Other Income
- Expenditure
- Asset Management and Protection (board)
- Property Planning and Maintenance
- Prevention of Bribery, Corruption, Fraud, and Theft

All Board

GENERAL BUSINESS:

BOT October Hours – Recorded

Board Morning Tea - Board Morning Tea confirmed for Tuesday 03 December at 10.30am.

All Board

Meeting closed at 8.20pm

In Committee at 8.40pm

The Board went In-committee to discuss Leave Application, Staff Event and Property

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 21 November 2024 – 6.30pm