

BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
21 November 2024 - 6.30pm

Present: Teresa Burn, Tanya Sheppard, Nicola Gamble, Michael Corbett, Mark McDonald, Jo Hewitt, Renee Jaine

Apologies: Stanley Zhang, Jin Feng, Liz Hammelburg, Sue Moscrip

Minute Taker: Jo Hewitt

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Teresa

Seconded: Renee **Carried**

Matters Arising:

None

Correspondence - Tabled.

REPORTS

PRINCIPALS:

Term Dates/TOD

Two TOD dates were previously agreed by the BOT, however MBIS have one date that is different from the dates we agreed on. It is proposed that we change our first TOD date to align with MBIS - Monday 24th March - (Term 1 - Week 8).

The BOT agreed that the first TOD will now be held on Monday 24th March 2025

Moved: Teresa

Seconded: Nicola

Lunch Room

The school was initially contacted by 4 people interested in running the lunchroom. Following discussions there is now only 1 person interested. They would like to run it as an employee of the school. Teresa will have further discussions.

Timetables

Michael raised a question around how timetables worked in the school given the new MOE requirements. Teresa shared models of how timetables are made up to cater for the new requirements.

The Principal's Report was taken as read.

Teresa moved her report.

Seconded: Nicola Carried

PROPERTY

5YA Progress - Roofing Project

The Ministry now require us to agree to rationalisation in order to get the funding for the roofing to be done. In discussion we are now down to 2 classrooms for rationalisation. We will rationalise Block 9 as per the MOE request.

Teresa moved the Property Report.

Seconded: Tanya Carried

Cyclical Maintenance Provision

The Cyclical Maintenance Plan was tabled.

The cyclical maintenance plan is approved

Moved: Teresa

*Seconded: Michael **Carried***

FINANCIAL:

Teresa tabled the October 2024 finances along with a Finance Report that addressed the financial position of the school.

Teresa moved the adoption of the October 2024 accounts.

Seconded: Mark **Carried**

Draft Budget

Teresa presented a draft budget for discussion.

The only area of concern was around the Pay Equity for support staff as it is uncertain how long the Government will contribute to this funding.

Pool Hire

As 2025 will be a shorter season the recommendation is a \$50 bond and a hire cost of \$60. The Board are happy with this proposal.

2025 Audit

The Board are happy with the UHY Haines Norton Chartered Accountant's Audit proposal for the years ended 31 December 2024, 2025, 2026, as presented at the meeting.

School Donations

Board determines the School donation for 2025 will be set at \$260 for a full year and then prorated for Terms 2, 3 and 4.

Moved: Teresa

Seconded: Renee

Health and Safety – Health & Safety Report Tabled.

Teresa moved the Health and Safety Report.

Seconded: Nicola **Carried**

Policy Review -

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

All the above policies were reviewed and ratified.

Leave Policy - Suggested changes to Leave policy has been explained to staff and feedback was invited - none was received. Changes are that any leave that exceeds 5 days over a 2 year period will require BOT approval. Teresa will contact School Docs to make a change to the policy.

GENERAL BUSINESS:

BOT November Hours – Recorded

Meeting closed at 7.50pm

In Committee at 7.50pm

The Board went In-committee to discuss a School Event

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: 7.55pm

Meeting Closed: 7.55pm

Next Meeting: Thursday 20th February 2025 – 6.30