

**BROWNS BAY SCHOOL  
BOARD OF TRUSTEES MEETING  
20 February 2025 - 6.30pm**

**Present:** Teresa Burn, Tanya Sheppard, Nicola Gamble, Michael Corbett, Jo Hewitt, Renee Jaine, Jin Feng, Liz Hammelburg, (Stanley Zhang from 6.40pm)

**Apologies:** Mark McDonald

**Minute Taker:** Sue Moscrip

**BOT Board** No Conflict of Interest was revealed.

**Confirmation of previous minutes**

**Moved:** Teresa

**Seconded:** Michael **Carried**

**Matters Arising:**

Policy Change - The wording for the Leave Policy has been updated on SchoolDocs.

**Correspondence** - Tabled.

**REPORTS**

**PRINCIPALS:**

**Board Elections** - Teresa raised the upcoming board elections and the need for current board members to begin considering their future with the board. Teresa explained the administration process around the elections and the benefits/costs of managing them electronically.

Teresa moved to appoint Schooled as the returning officer for the 2025 School Board Elections

**Seconded:** Unanimous **Carried**

**Lunch Room** - Teresa looked at alternative providers / solutions for the school lunchroom for when our current staff member leaves BBS. After fielding some inquiries only one person had remained interested. This year that parent has let Teresa know that her circumstances have changed and she is no longer able to commit to the school.

Although ezlunch are significantly more expensive than our current lunchroom, they appear to be competitive in the market. Our lunch room lost just over \$2000 in 2024 - excluding 3% Kindo fees(that the school absorbs), office and administration time and additional hours that the staff member works out of good will. Office staff will need to support ezlunch when it goes ahead and their preference is for not every day.

The Lunchroom decision will be to move to ezlunch from the beginning of Term 3 for the usual 3 days a week, this is when the current staff member will no longer work at BBS.

**Principal's WellBeing Fund** - Teresa addressed the spending of this fund. There are outside forces that play a part in the timing of opportunities to spend this fund, however Teresa has various plans in place for a few alternative scenarios.

In December 2024, the board agreed to carry over the unspent \$12000 principals well being fund and for it to be spent in 2025.

*Teresa moved to ratify the decision*

*Board approve unanimously*

**Analysis of Variance 2024** – Teresa ran through the Analysis of Variance reports, explaining any variances in what was planned to achieve in the strategic plan and annual plan and what actually happened through the year. The Board discussed these variances and talked through suggestions for solutions and ideas for 2025.

**School Achievement Data 2024** – Teresa shared the outcomes that were represented in the School Achievement Data reporting providing an evaluation of the school's student progress and achievement, assessed against expectations across the curriculum, and including students whose needs have not yet been well met. The Board discussed.

**Strategic and Annual Plan 2025** - Teresa shared the 2025 Annual Plan, confirming with the board the pillars of the plan - Curriculum, Community, Te Tiriti o Waitangi and Attendance. The board discussed the Annual Plan including early discussions around the updating of the school's Student Manager System.

The Principal's Report was taken as read.

**Nicola moved her report.**

**Seconded:** Renee                      **Carried**

### **PROPERTY**

Teresa presented the Property Report updating the board on the Turf Project, the Pool Painting, the Roofing Project and future planning including, in particular, the replacement of the Middle School playground. The timeline for replacing the playground could be escalated depending on the results from the Safety Report about to be conducted on it. The board discussed the possibility of the new playground at length also taking into consideration the condition of the school hall.

### **FINANCIAL:**

Teresa tabled the December 2025 and January 2025 finances along with a Finance Report that addressed the budget and Banked Staffing for 2025.

Teresa moved the adoption of the December 2024/January 2025 accounts.

**Seconded:** Jin                      **Carried**

**2025 Budget** – Teresa reported that the budget for 2025 has been reviewed against expenditure of 2024, and the deficit for 2025 will be \$18,320.00

*Teresa moved that the 2025 Budget is approved by the BOT.*

**Seconded:** Renee                      **Carried**

### **Banked Staffing**

*Teresa moved that 2025 relievers may be charged to Teachers' Salaries and any overuse which cannot be offset within the banking staffing entitlement will be managed by charging the cheapest salary to the Bulk Grant for sufficient time to clear the overuse by year end (pp 22), or if necessary, the close of pp 26, 2026.*

**Seconded:** Tanya S                      **Carried**

**Health and Safety** – The Health & Safety Report was tabled.

Teresa raised a Health and Safety issue for discussion around school fundraising events, wishing to reaffirm the Board's responsibilities and clarify that the Board will continue to have the final decision on Health and Safety and how this affects the running of an event.

Worksafe explains that collectively, the board of trustees as a legal entity holds the primary duty of care to ensure the health and safety of everybody involved with the school (staff, children, parents, members of the public) 'so far as is reasonably practicable'.

Individually, the board members, including the principal, are 'officers' under the new Act. They are responsible for exercising due diligence to ensure the school is meeting its health and safety obligations. They need to assure themselves the school has the appropriate policies, procedures and resources in place and to monitor them.

To this end, FOTS run events will continue to need to be approved by the Board and the Board will continue to need to be the final decision maker regarding the programme and content of the event.

The board discussed eventualities and planning for future events. It was decided that future Jingle events will have an approved Health and Safety run sheet.

These discussions will be included at the next FOTS meeting.

*Teresa moved the Health and Safety Report.*

**Seconded:** Stanley      **Carried**

**Policy Review** - The following policies need to be reviewed before the next meeting. Teresa provided policy assurance information for each of these policies.

- Health, Safety and Welfare Policy
- Safety Management System
- Risk Management
- Worker Engagement, Participation and Representation
- Healthcare
- Recording and Reporting Accidents, Injuries and Illness

**GENERAL BUSINESS:**

**BOT February Hours** – Recorded

**2025 Meeting Dates** – The Board confirmed the following further dates for 2025 – all starting at 6.30pm. March 27, April (no meeting), May 22, June 19, July 22, August 21, September 11, October 23, November 20 and no meeting in December.

**Meeting closed at 8.25pm**

***In Committee at 8.25pm***

The Board went In-committee to discuss a Staff Leave, Production and Board Personnel

**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:** 8.55pm

**Meeting Closed:** 8.55pm

**Next Meeting:** Thursday 27th March 2025 – 6.30