

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
27 March 2025 - 6.30pm**

Present: Teresa Burn, Nicola Gamble, Jo Hewitt, Jin Feng, Liz Hammelburg, Stanley Zhang, Mark McDonald

Apologies: Tanya Sheppard, Michael Corbett

Minute Taker: Sue Moscrip

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Stanley **Carried**

Matters Arising:

Correspondence - Tabled.

REPORTS

PRINCIPALS:

Board Governance - Teresa tabled a handbook of board roles and responsibilities. The board agreed with the document.

Teresa moved to adopt this set of processes for the board roles and responsibilities.

Seconded: Jin **Carried**

School Achievement Data - Reading Term 1 - Teresa presented the data for Reading so far this year. The presentation compared results data from the Dibels testing compared to the previous year's assessment data gathered from other testing tools that included writing and reading. The board discussed and were happy with the overall results and the plan for going forward.

The Principal's Report was taken as read.

Teresa moved her report.

Seconded: Stanley **Carried**

PROPERTY

Playground Update - Go Fund and PlayCo have been to measure up the playground. PlayCo have been asked to generate a simple design, noting that the very high use of the playground means that moving parts wear quickly and the large size of the school means that 'single use' items tend to cause problems.

Go Fund Community Funding & Development requires board approval before commencing securing funding.

Teresa moved that the board approve of Go Fund Community Funding and Development to secure funding for Browns Bay School's proposed new Middle Syndicate Playground.

Seconded: Jin **Carried**

Playground Safety Assessment - All of the playgrounds at school have been audited. A full report was tabled. The school has reviewed all medium and high risk areas identified with the property team. A list of actions was provided, these were in table form and illustrated that Green items have been completed and Red items are still waiting completion, or the work has been done but it does not satisfactorily mitigate the hazard. The board discussed the report. The board will consider if next steps are required and will revisit the report at the next meeting.

FINANCIAL:

Teresa tabled the February 2025 finances.

Teresa moved the adoption of the February 2025 accounts.

Seconded: Stanley **Carried**

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

Teresa moved the Health and Safety Report.

Seconded: Nicola **Carried**

Policy Review - The following policies were reviewed and approved.

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

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

Board Agreed Unanimously

GENERAL BUSINESS:

BOT March 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.

Schooled have selected September 10th as election day. The new board takes over immediately so the September meeting has been aligned with that date - anticipating that it may be an induction meeting.

No December meeting planned at this stage but the board may want to consider this after elections

Meeting closed at 7.30pm

In Committee at 7.30pm

The Board went In-committee to discuss Staff Leave

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: 7.45pm

Meeting Closed: 7.45pm

Next Meeting: Thursday 22 May 2025 – 6.30