

**BROWNS BAY SCHOOL  
BOARD OF TRUSTEES MEETING  
19 June 2025 - 6.30pm**

**Present:** Teresa Burn, Jo Hewitt, Jin Feng, Liz Hammelburg, Stanley Zhang, Tanya Sheppard, Michael Corbett

**Apologies:** Nicola Gamble, Mark McDonald

**Minute Taker:** Sue Moscrip

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

**Confirmation of previous minutes**

**Moved:** Jin

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

**Matters Arising:**

**CCTV** - The Wi-Fi Network at BBS is being upgraded. Cherie Bibbie is managing the technical side of the upgrade. When this work is complete, Teresa and Cherie will review the CCTV cameras and report back to the board.

**Correspondence** - Tabled.

**REPORTS**

**PRINCIPALS:**

**Approval of Principal Wellbeing Fund** - The board will need to approve the plan for this funding and then Teresa will regularly update them should there be any changes necessary. The basic outline for spending is a new computer for Teresa (it has already been purchased and approved), attending an overseas conference in Banff in April 2026 (total cost of flights, the conference and accommodation will be around \$6000) and then the remainder would be spent on a refurbishment of Teresa's office, to make it an inviting workspace and help to create a more positive environment.

*Teresa moved this plan for the spending of the Principal Wellbeing Fund.*

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

The Principal's Report was taken as read.

**Teresa moved her report.**

**Seconded:** Mike **Carried**

**PROPERTY**

**School Fence** - Teresa and Mike met with the school's property advisor from the MOE and shared the concerns regarding the fence by the area between the end of the MLE and the hall as on the other side of the fence there are tanks and a high drop to ground level.

The fence was built by the MoE as part of the rebuild and we are assuming that at that point it met health and safety standards. Our property manager, Mike, is of the understanding (from a fencing company) that it is no longer compliant, but the property advisor from the Ministry believes it is compliant. The property advisor agreed that the risk of injury is extremely high and as PCBU, BBS is liable for the health and safety for people on site but they had no suggestions on how to mitigate the risk.

The Board needed to consider all options before embarking on a solution for this fence, this was discussed at length. Any changes will need to be covered by the school's operations grant. In the meantime, the board will place a sign on the fence that deters people from climbing it and warns of the drop off. Teresa will also seek assurance from the MOE that the current fence is compliant.

**Playground Replacement Update** - A Playground Upgrade Document was tabled. Teresa shared the latest information on funding options for the middle school playground replacement. There were two options for funding structure.

Teresa suggested that the Board don't rush into either of these proposals as there are more steps to check off before committing to a project of this size and expense. The SLT needs to meet with PlayCo to update a proposal that we are happy with after involving the students in the process. The children being involved and excited about the project will help to engage families in the Mathathon fundraiser. There needs to be information in the newsletter to raise the profile of the proposed new playground. The Board and FOTS need to consider the level of contribution they are happy to make towards the playground.

The Board also discussed if the Middle School Playground was the sensible next project to embark upon. After discussion, the playground was confirmed as a good choice for upgrading and utilising school funds towards.

At the next meeting, the Board will establish a timeline, understanding that the school preference is to only run one project.

Teresa moved the Property Report.

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

## **FINANCIAL**

**International Student Fees 2026** - Teresa discussed the current international fees and their suitability for carrying over into 2026. Unless this schedule of fees is very different from other schools in the cluster, the Board was happy with the current fee structure for 2026.

*Teresa moved that the Board approves the current international fees for 2026, subject to the fee review findings.*

**Seconded: Mike**                      **Carried**

**Audited Financial Statements** - The 2024 Audited Financial Statements were presented to the school on 31 May 2025. The board approved the final financial statements by email on the 31 May 2025. Teresa submitted the annual report, including the audited financial statements, to the Ministry of Education on 31 May 2025.

*Teresa moved to ratify that the final financial statements for 2024 were approved.*

*Board agreed unanimously*

**Management Letter** - Teresa tabled the Management Letter for 2024.

*Teresa moved the Management Letter for 2024.*

**Seconded: Mike**                      **Carried**

**Financials** - Teresa tabled the May 2025 finances.

Teresa moved the adoption of the May 2025 accounts.

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

## **HEALTH AND SAFETY**

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

Teresa moved her report.

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

## **POLICY**

**Policy Review** - The following policies were reviewed and approved.

- Planning and Preparing for Emergencies, Disasters and Crises
- Communication During an Emergency, Disaster or Crisis
- Emergency Closure
- Emergency Management
- Disaster Management
- Crisis Management

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

*Board Agreed Unanimously*

**GENERAL BUSINESS:**

**BOT June Hours** – Recorded

**Meeting closed at 7.45pm**

***In Committee at 7.45pm***

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:** 7.55pm

**Meeting Closed:** 7.55pm

**Next Meeting:** Thursday 2 July 2025 – 6.30pm