

**BROWNS BAY SCHOOL  
BOARD OF TRUSTEES MEETING  
22 July 2025 - 6.30pm**

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

**Apologies:** Mark McDonald, 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:**

**Fence by the MLE** - Addressed in the Property Report.

**Correspondence** - Tabled.

**REPORTS**

**PRINCIPALS:**

**FOTS - Fundraising Hoodie** - The FOTS team would like to begin selling hoodies that are separate to the school uniform. One concern is that they may slowly 'creep' into being worn at school during the day to replace uniformed items. For this reason, the proposed hoodies would need to have quite a different look to the uniform and the marketing would need to be explicit that the hoodies are not part of the uniform and should not be worn during the school day.

*Teresa moved that Tanya and herself should continue to encourage this fundraising project.*

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

**Mid Year Data Presentation** - Teresa summarised the mid-year student achievement results to the board explaining the way the results are graphed and the different assessments that gather information on how BBS students are progressing. The results are varied amongst the year groups and genders but overall show a very positive direction for BBS. Teresa reported to the board that the teachers have worked really hard for these results and she will be congratulating them when she shares this latest data at an upcoming staff meeting.

**International Students** - In 2025 due to roll numbers, BBS will be decreasing the year 6 team by one teacher as a large cohort leaves the school, increasing the number of classes in the current year 4 cohort so they form 5 classes in 2026 and decreasing the year 0/1 team by one teacher. This plan is likely to mean that the board will need to make a bigger than normal contribution to teacher salaries over the Ministry entitlement. However, as Karen Cebalo will no longer be employed in a kāhui ako role, she will be able to take a more active role in attracting and managing international students. This will increase the income for the school and provide less risk in terms of classroom spaces. Stanley mentioned that there would be a market for accepting international students at short notice which the school will look at but generally some lead time is required to assist with planning. Teresa is confident our current ESOL team will be able to manage the increased international student roll.

The Principal's Report was taken as read.

**Teresa moved her report.**

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

## **PROPERTY**

### **Health and Safety Issue - Fencing**

Yasmin confirmed that the fence, by the MLE and retention tanks, meets building code requirements. As the board had assumed, Yasmin noted that if it didn't meet the code requirements, the MOE would not have been given the Code of Compliance certificate.

*Based on the MOE's response, Teresa moved not to replace the fence but instead to move forward with placing a perspex type barrier along the fenceline to prevent small balls rolling down and increasing signage in the area.*

**Seconded:** Nicola

**Carried**

**Landscaping Quotes** - Finding someone to take up the landscaping work has not been as straightforward as expected. The work seems to fall between being too big for a small company and too small for a big company. After receiving positive feedback from some other schools, Teresa tabled a quote from Natural Habitats.

*Teresa moved that we proceed with Natural Habitats and the work quoted.*

**Seconded:** Tanya

**Carried**

**Swimming Pool - Opening for 2025/2026** - With the community in mind, Teresa would like to recommend that the board make the pool available to the community for most of the school holidays at the end of this year. The plan for this would be -

- Keys will be released in the last week of school - stating that the pool should not be used until the first day of the holidays.
- During the school holidays the pool is open from 8am - 8pm. We ask that families respect these boundaries.
- During term time the pool is not available after school from Monday - Thursday to ensure that lessons in school time are given the best chance of going ahead.
- The Easter break falls in the first week of the school holidays, so I recommend that the property team close the pool on 7th April - the day after Easter Monday.

These dates were discussed and may change slightly depending on the outcomes from the meeting with the Property Manager.

The management of the pool does require some significant input from the property team therefore it would be advantageous for a board representative to discuss a management plan for this with the Property Manager alongside the Principal. Jin will attend that meeting with Teresa.

*Teresa Moved the Property Report*

**Seconded:** Nicola

**Carried**

## **FINANCIAL**

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

Teresa moved the adoption of the June 2025 accounts.

**Seconded:** Tanya S

**Carried**

**Playground Replacement Update** - A more comprehensive playground design was shared. Costs were considered. The Board discussed the level of financial contribution they are comfortable with investing into the playground project. Taking into consideration the board contribution, projected FOTS fundraising and funds raised by Go Fund Community Funding and Development there is every likelihood that the project will go ahead.

*The board moved to proceed with the superior playground plan in theory but will work on adjusting it to suit the goal of keeping the working capital at a responsible amount.*

**Seconded:** Jin

**Carried**

## **HEALTH AND SAFETY**

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

## **POLICY**

**Policy Review** - Tabled

**GENERAL BUSINESS:**

**September Board Meeting Date** - Teresa advised that the September meeting will be on 17 September, not 11 September due to the board elections.

**BOT July Hours** – Recorded

**Meeting closed at 7.50pm**

***In Committee at 7.50pm***

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:** 8.05pm

**Meeting Closed:** 8.05pm

**Next Meeting:** Thursday 21 August 2025 – 6.30pm