

**BROWNS BAY SCHOOL**  
**BOARD OF TRUSTEES MEETING**  
**23 October 2025 - 6.30pm**

**Present:** Teresa Burn, Michael Corbett, Eric Wei, Lisa Packer, Sunny Wu, Charlotte Marychurch, Sarah Lewis

**Visitor:** Sarah Voss (Parent) and Morgana Smith (Parent) from 6.30pm to 7.25pm

**Apologies:** Tanya Sheppard, Jo Hewitt, Liz Hammelburg

**Minute Taker:** Sue Moscrip

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

**Pool & Out of Hours Community Availability for 2025/2026 Discussion with FOTS Representatives** - The Presiding Member opened the discussion by moving that the visitors, Morgana and Sarah Voss were granted speaking rights. This was seconded by Sarah Lewis. Sarah Voss then spoke to the board, presenting a case for the school swimming pool to be open to the school community over the 2025/2026 Summer season. Sarah made suggestions to address the many Health and Safety and Worksafe requirements that need to be met when allowing for a community to use a pool facility without staff on site. The board then had the opportunity to ask Sarah and Morgana questions. All board members presented their current position on whether or not they could support the school pool being open to the school community and gave their reasons for their opinion. There were strong arguments for both options, opening the pool to the community without staffing and not opening the pool. Mike reiterated that opening the pool exposes the school and the board to legal liability which does put extra pressure on the principal. Mike also reminded the board that they need to be fully prepared to be able to stand up to public and say that they did everything possible to make the pool a safe environment and did everything in their power to prevent serious harm occurring to the pool users.

Teresa will speak to the school's insurance broker regarding the insurance requirements for having a school pool open to the community.

Sarah Lewis will work on developing procedures for the pool being open to the community. This will require creating documented processes that ensure compliance with applicable laws, regulations, and industry standards. The process will need to define the objectives, then require agreement from the stakeholders and procedure testing, and finally a system for regular review.

Other actions that members of the board felt were necessary to undertake were a risk assessment with reasonably practicable controls, pool rules that the current board have set, a community roster and to assume collective responsibility.

- *Mike moved that the Board adopts the policy that the school pool will be open to the school community over the 2025/2026 Summer period. Teresa will have full operational discretion and will need to be satisfied that there is a safe and complete plan, including rules and procedures, for the pool to be open.*

**Moved:** Mike

**Second:** Unanimous                      **Carried**

**Confirmation of previous minutes**

**Moved:** Mike

**Seconded:** Eric                      **Carried**

**Matters Arising:**

**Swimming Pool - Open to the Community?** - Discussed earlier in the agenda due to the availability of visitors.

**Code of Conduct - Board Members** - The Board viewed the Board Code of Conduct, a copy of which was distributed to all members in advance of the meeting.

*Teresa moved that the board unanimously agree to abide by the Code of Conduct. All board members affirm their commitment to upholding the standards and principles outlined therein.*

**Seconded:** Sarah

**Carried**

**Correspondence** - Tabled.

## **REPORTS**

### **PRINCIPALS:**

**Term Dates 2026 Amendment** - Earlier this year the board approved the term dates for 2026, subject to changes from the Ministry of Education. The reason for the early decision was around attendance. A major reason for the school not meeting attendance targets is families taking overseas trips in school time and publishing the school holiday dates as early as possible gives us the best chance of families booking trips that coincide with the holidays.

Since then the Ministry of Education has approved two teacher only days within the school year. This has been discussed as a cluster and while not all schools are able to commit to the same dates, the proposal does align with most schools and crucially Murray's Bay Intermediate.

The proposal is as follows;

- School starts on 9th February (as previously agreed)
- School closes on Friday 18th December (as previously agreed)
- School is closed on Thursday 2nd April
  - Easter holidays begin one day earlier - Friday 3rd April being the public holiday for Good Friday
- School is closed on Friday 29th May
  - School will reopen on Tuesday 2nd June after the long weekend for King's Birthday

*Teresa moved to approve the amended the Term Dates for 2026*

**Seconded:** Mike

**Carried**

**Board Morning Tea** - Teresa explained the Board morning tea to the new board . Letting them know that she normally says a few words and that it is also great if someone from the board can say a few words. The morning tea this year is on Tuesday 02 December at 10.30am. Sarah, Charlotte and possibly Mike will attend.

**Meet the Staff** - Sarah raised that staff had approached her about meeting the new board. Teresa will facilitate this and book a time and date for the board members to meet the BBS staff.

The Principal's Report was taken as read.

*Teresa moved her report.*

**Seconded:** Mike

**Carried**

**PROPERTY** - Property Report Tabled

**10 Year Planning (10YPP) and 5 Year Planning (5YPP)** - In an update to the property report, the roofing project that was planned for the school holidays will not go ahead. After being put out for tender, Nick, our school project manager, discovered that we would need more funding to complete the project. We have decided to apply for more funding from the MOE and therefore the roofing project will be delayed until further notice.

**FINANCIAL** - Finance Report Tabled

**School Donation 2026** - The BOT decided to increase the 2026 school donation amount to \$280.00 to help protect the community from large increases and to reflect the increasing costs of managing the school. The full amount of

\$280.00 for each of the first two children in the family at BBS and a 50% reduction for the third and subsequent children (applies to full year). The donation will continue to be staggered depending on enrollment across the year e.g. Term 1 - \$280; Term 2 - \$210; Term 3 - \$140; Term 4 - \$70.

*Teresa moved that the Parent donation be confirmed at the new amount and continue to be requested at a descending amount as the year progresses.*

Seconded: Eric **Carried**

#### **Draft Budget 2026**

Teresa presented a draft budget for discussion. This year, staff with consumable budgets have been asked to consider that the school roll is dropping and to consider that there will be a drop of about 10% - particularly in the junior school. Many things remain uncertain as funding amounts change along with income streams. The budget will operate at a deficit in 2026 and that amount will be confirmed in February 2026.

Teresa moved the draft budget for 2026.

Seconded: Eric **Carried**

**Financials** - The September 2025 finances were tabled.

Mike moved the adoption of the September 2025 accounts.

Seconded: Eric **Carried**

#### **HEALTH AND SAFETY**

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

**Pool Opening** - Discussed in Matters Arising

**Outdoor Education Programme** - Teresa ran through Jo Hewitt's Outdoor Education Programme for 2026 explaining the huge amounts of work that goes into securing the programmes and venues for the outdoor activities and preparing risk assessments for every aspect of the camps and outdoor days.

Teresa moved that the Education Outside the Classroom Programme for 2026 be approved in principle.

Seconded: Sarah **Carried**

#### **POLICY**

**Board Assurance** - As part of the Board Assurance process, in the 'Managing Income and Expenditure' procedure, the procedure says that - 'A nominated board member assures the board that they have completed three randomly timed checks of the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities'. Creditcard expenditure (ie principal spending) is already signed off once a month by the Presiding Member but the person making random checks needs to be revised as this was done by a previous board member.

To adhere with this statement for Board Assurance, Mike will randomly check the process throughout the year.

**Policy Review** - The following policies are to be reviewed and approved at the final meeting.

- Opening and Closing the School
- Income
- Gifts
- Protected Disclosure
- School Swimming Pool
- International Learners Policy

#### **GENERAL BUSINESS:**

**BOT October Hours** – Recorded

**Dates for 2026 Meetings** - Dates for the 2026 Board Meetings will be set at the next meeting.

**Agenda Items** - Mike asked for any agenda items that members would like included in the next meeting. No items were given.

**Meeting closed at 8.10pm**

**Next Meeting:** Thursday 23 October 2025 – 6.30

***In Committee at 8.10pm***

The Board went In-committee to discuss Staff Leave and Speaking Rights

**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:** 8.15pm

**Meeting Closed:** 8.15pm