

**BROWNS BAY SCHOOL  
BOARD OF TRUSTEES MEETING  
24 November 2022 - 6.30pm**

**Present:** Peter Mulcahy, Michael Corbett, Stanley Zhang, Jin Feng, Liz Hammelburg, Tanya Sheppard, Mark McDonald, Jo Hewitt, Jacky Carr

**Apologies:** Jen Iversen, Nicola Gamble

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

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**Confirmation of previous minutes**

**Moved:** Stanley Z

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

**Matters Arising:**

BOT Morning Tea – Reminder for Tuesday 29 November

**Correspondence:** Correspondence tabled.

**REPORTS**

**FINANCIAL** - Peter presented the October 2022 finances.

Peter moved the adoption of the October 2022 accounts.

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

**PRINCIPALS:**

The Principal's Report was taken as read

**Acknowledgements** - As this is the final meeting for 2022, Peter took the opportunity to extend Season's Greetings to the board and their families. Peter also acknowledged the Board of Trustees for the role they play and the commitment they have towards the students at the school. Also acknowledging the FOTS team for their time and effort. And the very dedicated and committed staff that have shown they are keen to learn and work for the best interests of their students and in particular to Jo Hewitt, Jacky Carr, Liz Hammelburg and Sue Moscrip for their support over the year and their incredible work ethic and knowledge of BBS.

**Insurance** – An insurance review revealed that although there is currently insurance to cover over code items such as the pool area, shades, playgrounds, asphalt courts etc, the amount covered may no longer be sufficient once all the new additions to the school are taken in account. A valuer is reviewing the costs. Of course, to increase the school's insurance cover will result in an increase to the school's premium. The board discussed.

*Peter moved that Browns Bay School increase their insurance cover in line with a current valuation of over code items.*

**Seconded:** Mark M      **Carried**

**Peter moved his report**

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

**E-LEARNING REPORT** – Tabled

**GENERAL BUSINESS:**

**BOT November Hours** – Recorded

**Draft Budget discussion** – Peter ran through the draft budget for 2023.

*Peter moved that the board delegates it's authority for the principal to approve expenditure for January and February 2023 based on the draft budget.*

**Seconded:** Mark M

**Carried**

**EOTC 2023 – Approval of Event** - Jo outlined the 2023 EOTC Programme. Jo noted that BBS is currently experiencing a significant decline in parent availability to assist with EOTC programmes and this may have an impact for 2023. The board discussed ways to mitigate this, yet the school had considered most options and still the problem exists.

*Peter moved that the Education Outside the Classroom Programme for 2023 be approved in principle.*

**Seconded:** Mike C

**Carried**

**Health Consultation** – Peter summarised the results of the Health Curriculum Survey 2022. Peter spoke to a board member's suggestion of including a Pubertal Programme at BBS, stressing that the introduction of such a programme would be difficult. Primary schools generally teach to Level 3 of the curriculum and then Level 4 is from Intermediate or Year 7. It is not until the Level 4 curriculum that the characteristics of pubertal change and the topic of positive adjustment strategies are discussed so BBS would need to find a one-off appropriate program to teach the topic in Year 6, Level 3. The SLT are not aware of an appropriate program at present. Health is already taught to a Level 3 curriculum level and to include a pubertal programme would mean bumping something from the current Health programme, which could have an impact on other necessary learning. The board discussed and no changes will be made at present.

**School Docs** – SchoolDocs were discussed, and a plan was devised to complete the board's obligations to approve of certain policy changes/updates throughout the year. Peter will remind the board at a meeting prior and then check off at the next meeting that the reviews have been completed.

*All  
Board*

**Draft Strategic Plan 2023 – 2025 Overview** – Peter ran through the draft Strategic Plan, updating the BOT with the most recent updates and amendments. Amendments may still be made subject to MOE changes and feedback on the new format, however this will be addressed in 2023.

#### **Cyclical Maintenance**

*Peter moved the Annual Provision of Cyclical Maintenance for 2022.*

**Seconded:** Mike C

**Carried**

**2023 Meeting Date for February** – The Board decided on 23 February 2023 for the first meeting of the year.

#### **In Committee at 9.20pm**

The Board went In-committee to discuss a contract.

#### **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:** 9.35pm

**Meeting Closed:** 9.35pm

**Next Meeting:** Thursday 23 February 2022 – 6.30pm