BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
18 June 2026 - 6.30pm

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

Visitors: Tanya Sheppard, Liz Hammelburg

Minute Taker: Sue Moscrip

Apologies: None

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes
Moved: Mike C
Seconded: Sarah L ***Carried***

Matters Arising:
Goal Posts for the Field - Discussion in Property Report
School Pool Opening for 2026/2027 - Discussion in Principals Report
School Hoodies - Discussed in Principals Report
Cell Phones and Other Personal Digital Devices Policy - Discussed in Policy

Correspondence – Tabled

REPORTS

WORKPLAN:

Changes to the English Curriculum - Tanya ran through a comprehensive presentation of the new English curriculum and the key changes for Primary School learning.

Update on Reports- Teresa presented the new Hero Report formats and how reports for Browns Bay School students are looking for the first half of the year.

Principal's Performance Review - The board is responsible for reviewing the principal's performance against the agreed performance indicators each year. Teresa let the Board know that they will need to decide on the preferred process for this review. The board discussed and agreed that Teresa would share the previous year's report with Mike, the Presiding Member, and then decisions will be made at the next meeting.

Playground Update - Discussed in the Property Report/Financial Report

PRINCIPALS:

Website Preview - Teresa had been in contact with Hail, regarding a website solution within the current package that is paid for with the newsletter. Teresa demonstrated two simple websites that she was easily able to build in Hail. It is Teresa's recommendation that BBS move forward with this solution. A Hail solution for the website should be able to be launched at the start of Term 1 2027 - possibly before.

Teresa moved that BBS migrate to a Hail website and launch this change whenever it is completed and ready to go live.
Seconded: Carried unanimously

Sub-Committee Approval - DP Appointment - The board will establish a sub-committee for the appointment of the new DP. Members of the sub-committee are Teresa Burn, Tanya Sheppard, Liz Hammelburg, Sarah Lewis, Charlotte Marychurch and Lisa Packer.
Terms of reference are;

- The sub-committee will assume responsibility from 18th June 2026 to 10th August 2026.
- The sub-committee has the authority to make decisions about process, including how decisions about the appointment are made.
- The sub-committee has the authority to appoint the new deputy principal, or to recommend that the position be re-advertised in the event that no suitable applicant is found.

Teresa moved that the board approve these terms of reference for the sub-committee to appoint a new DP.
Seconded: Mike C Carried

Pool Opening Options - Teresa was to bring a plan to this meeting for opening the school pool later this year. However, the full-time caretaker has since requested leave from the end of term 4 until the week before school starts. This is necessary to reduce his accrued holiday leave, and we are also working with our part-time caretaker to drive his holiday accrual down, meaning that there will be periods when we have no caretaking staff onsite.

The board and Teresa are willing and hopeful about providing a cost effective and achievable plan for opening the pool. A suggestion is that the pool is open 3 days a week from 12noon to 6pm. Teresa will bring the likely operating costs for such a plan to the next meeting.

School Hoodie - Morgana is working on the details for this option, they will be presented at the next PTA meeting.

The Principal's Report was taken as read.
Mike moved the Principal's report.
Seconded: *Lisa P* ***Carried***

PROPERTY REPORT:

Property Report Tabled

Goal Posts - At the last meeting we had received correspondence from a parent with a request for some soccer goals. Teresa agreed with the parent that the students would love to have some posts but thought needs to go into the installing possibilities, options and safety concerns. The Board discussed.

Teresa will reply to the school parent. Teresa will seek out options and quotes for the posts then bring the information back to the next meeting for discussion.

Middle School Playground - Teresa summarised the previous board history of preparing for replacing the middle school playground. Teresa will ask the PTA to clarify their financial position and the amount of money they think they can contribute, re-engage the fundraising agent and then bring a plan to the next meeting so that this project can get underway.

Solar on - Eric enquired about the new Solar on schools programme funding. Schools are selected for the $30 million initiative based on criteria jointly assessed by the Ministry and the Energy Efficiency and Conservation Authority and Browns Bay School has not been selected at present. The programme hoped to assist up to 500 schools and there are just over 2500 schools in NZ so it was always going to be difficult to get on the list.

Everyone agreed that solar power could be a good option for BBS so the board will look into it at some stage in the future.

FINANCIAL:

Audited Financial Statements - The 2025 Audited Financial Statements were presented to the school on 31 May 2026. The delegated board members approved the final financial statements on 02 June 2026. Teresa submitted the annual report, including the audited financial statements, to the Ministry of Education on 02 June 2026 (which was the extended date that was permitted due to 31 May falling in a long weekend).
Teresa moved to ratify that the final financial statements for 2025 were approved.
Seconded: Carried unanimously

Management Letter - Teresa tabled the Management Letter for 2025.
Teresa moved the Management Letter for 2025.
Seconded: Eric Carried

Mike moved the acceptance of the Budgeted Statement of Financial Position and the Budget Statement of Cash Flows as prepared by School Finance Hub.
Seconded: Eric ***Carried***

Financials - Teresa tabled the May 2026 finances including a School Finance Hub Report.
Teresa moved the adoption of the May 2026 accounts.
Seconded: Eric ***Carried***

Budget Review - There are some concerns that some of the larger income streams, for example International Students, the ESOL Grant and Parent Donations may not be as high as anticipated. Teresa and Sue have met with the school's accountant and we have another meeting planned for early July. At the next meeting we will bring a revised budget to work with in the second half of 2026. Teresa is confident that the budget can be re-worked so the deficit isn't increased to affect our working capital.

Board Letter to Explain The Importance of School Donations - The board discussed options for the wording of this explanation. Teresa will bring back another version for the next meeting.

ESOL Funding - Due to the possible changes to funding for ESOL students that may be introduced in 2027, BBS is considering sending a letter of opposition to the Minister of Education. Teresa included a suggested letter that she recommends the board sends to the Minister.
Teresa moved that the board approves the letter of opposition regarding ESOL funding, that will be sent to the Minister of Education on behalf of the Board and BBS.
Seconded: Sarah Carried

HEALTH AND SAFETY

Health and Safety Report - The Health and Safety Report was tabled.

POLICY

Policy Review
After some discussion and clarification, the following policies were reviewed and approved.

Education Outside the Classroom (EOTC)
EOTC Governance Roles and Responsibilities
EOTC Risk Assessment and Management

Teresa moved to ratify that the above policies are confirmed as being reviewed and accepted
Seconded: Carried unanimously

Cell Phones and Other Personal Digital Devices Policy - With regards to the Cell Phones and Other Personal Digital Devices Policy, after community consultation, Teresa suggested that BBS go ahead with additional wording for the Cellphones and Other Personal Digital Devices policy. There would be a new Subheading; Watches and Smart Watches with following clarification -

Watches and Smart Watches can be a cause of distraction at school.

- Smart Watches should not be worn at school. Students who wear a watch will be directed to the school office where it will be kept until they collect it at the end of the day.
- Children wearing watches that cause a distraction will be asked to remove the watch and place it in their bag, or to hand it in at the office where it can be collected at the end of the day.

*Teresa moved that the **Cell Phones and Other Personal Digital Devices Policy** wording be amended and recorded in SchoolDocs as the above.*
Seconded: Mike C ***Carried***

Parents will be notified of the changes in the newsletters in week 10, 11 and week 1 of next term when the policy changes will be enforced.

School Swimming Pool / Swimming Off Site - This policy will be re-worked to reflect all common practices at Browns Bay School. It will be reviewed and up for approval at the next meeting.

AI Policy - It has been identified internally that the BBS procedures do not currently match the AI policy and our e-learning teacher has some recommendations to rectify that. The board will also consider the AI policy and it will be reviewed at the next meeting.

OTHER BUSINESS:
Casual Vacancy on the Board - The board has determined that co-opting a member is necessary to bring specific Māori community perspectives to the board. Teresa will look to discuss a possible representative with the Maori whānau.

GENERAL BUSINESS:

BOT June Hours – Recorded

NZSBA Conference - Mike reminded the board about the upcoming NZSBA Conference in July 2026. Members can email Mike if they are interested in attending.

Meeting closed at 8.30pm

Next Meeting: Thursday 30 July 2026 – 6.30pm

In Committee at 8.30pm
The Board went In-committee to discuss Staff Leave, Staff Updates and Enrolment
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: 9.00pm
Meeting Closed: 9.00pm