

**BROWNS BAY SCHOOL  
BOARD OF TRUSTEES MEETING  
19 March 2024 - 6.30pm**

**Present:** Peter Mulcahy, Jin Feng, Tanya Sheppard, Nicola Gamble, Liz Hammelburg, Jo Hewitt, Stanley Zhang, Jen Iversen, Mark McDonald, Michael Corbett

**Apologies:** Minute Taker, Sue Moscrip

**Visitor:** Teresa Burn

**Minute Taker:** Liz Hammelburg

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

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**Confirmation of previous minutes**

**Moved:** Jin

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

**Matters Arising:**

**Cyber Testing** – On-going and back up options being investigated.

**Swimming Pool Season Costs** – Will be reported on when Season over.

**Education Outside the Classroom** – Jo shared a review of the EOTC processes with the Board and overviewed the various forms required to proceed with an EOTC event. The processes and necessary forms have been streamlined and shared with the staff. Currently Waterwise is the only BBS activity that requires a Risk Assessment and Analysis as other BBS EOTC activities have the activity provider supply the school with their Risk Analysis documentation.

After discussion, the board agreed that all water/swimming activities, even those under very controlled conditions e.g. Hilton Brown lessons, should remain categorised as ‘High’ risk.

Final sign off of all EOTC activities is given by the Principal. Physical copies of the EOTC documentation are taken on the trip and a copy is also lodged with the school office.

Options for the Year 5 2024 camp are being investigated.

PM/  
CB  
PM/  
SM

JH

**Correspondence** – Tabled

**REPORTS**

**FINANCIAL:**

Peter presented the February 2024 finances noting that the Auditors will visit on the 3 April 2024. The Draft 2023 Annual Accounts were tabled.

Peter moved the adoption of the February 2024 accounts.

**Seconded:** Jin      **Carried**

**Cyclical Maintenance 2023** – A copy of the 2023 Cyclical Maintenance provision was tabled, the Board reviewed the plan with the knowledge that an updated Cyclical Maintenance Provision will be provided with the new 10YP. It was thought we would have the renewed plan for the 2023 Cyclical Maintenance, but this did not eventuate.

**PRINCIPALS:**

**Out of Zone Students** – In 2023 BBS advertised 25 Year 1 and Year 2 places for 2024. These were not filled. The board agreed that BBS should keep accepting New Entrant students until all 25 Out of Zone places are taken.

**Powhiri** – All board members welcome to attend the powhiri on 11 April at 11am for Teresa Burn.

The Principal’s Report was taken as read.

**Peter moved his report.**

**Seconded: Michael C**    **Carried**

**Property Report** – Peter spoke to the Property Report and the various projects being planned and taking place in the school. Projects will be discussed at the 10YPP Meeting on 25 March 2024.

*Jin moved this report.*

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

**GENERAL BUSINESS:**

**BOT March Hours** – Recorded

**BBS Annual Cycle 2024** – Tabled

**School Occupancy Letter (MLE)** – The School Occupancy Letter was accepted by the Board and signed by the Presiding Member and the Principal. This signed document will be forwarded to the MoE.

*PM*

**Draft Eligibility and Code of Conduct Declaration 2024** – Board members will receive a copy of the new Eligibility Declaration to sign at May's board meeting.

*PM/  
TB*

**BOT Responsibilities** – Board members have had discussions about responsibilities to share and understand the various areas of the Board.

*Jin moved that the Board approves the allocation of responsibilities for 2024.*

**Seconded: Nicola**    **Carried**

**Conflict of Interest** – The Conflicts of Interest policy is currently under review. The updated policy was tabled and the board will review it on SchoolDocs.

*All  
Board*

**Meeting closed at 8.50pm**

**Next Meeting:** Thursday 23 May 2024 – 6.30pm