

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
22 February 2024 - 6.30pm**

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

Visitor: Teresa Burn

Minute Taker: Sue Moscrip

Election of Presiding Member: Sue Moscrip called for nominations for a Presiding Member of the Board. Stanley nominated Jin Feng
Jin F accepted.

Jin Feng was nominated and elected (unopposed) as the new Presiding Member.

Apologies: Michael Corbett

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Nicola *Carried*

Matters Arising:

Cyber Testing – Ongoing

Health Consultation – A NEST Information Evening date for the community is booked for May 2024 and in August 2024, NEST is booked for the programme to commence, dependent on school community's decision.

BOT Code of Conduct – The board adopted the MOE recommended Code of Conduct for State School Board Members. Further discussion regarding the new Board Assurance document is in General Business.

Correspondence – Tabled

International Learners - Peter explained the 2023 Code Self-review Attestation (Schools) process, and that the form is submitted to attest that the school is confirming that they undertake a self-review of the school's performance against the Code in relation to international learners. The resulting self-review report can be requested by NZQA.

The board queried how international learner's fees are dealt with in relation to Anti-Money Laundering legislation. Peter will query with SIEBA about AML and incoming fees.

FOTS – Peter suggested that the FOTS minutes be shared with the board as it could be valuable for Board members to have up-to-date information on FOTS events/decisions etc. Peter/Tanya will discuss this with FOTS.

REPORTS

FINANCIAL:

Peter presented the December 2023 finances.

Peter moved the adoption of the December 2023 accounts.

Seconded: Tanya S *Carried*

PM

PM

PM

*PM/
TS*

2024 Budget – Peter reported that the budget for 2024 has been reviewed against expenditure of 2023, and the surplus for 2024 will be \$19,049.00

Peter moved that the 2024 Budget is approved by the BOT.

Seconded: Mark M **Carried**

Banked Staffing

Peter moved that 2024 relievers may be charged to Teachers' Salaries and any overuse which cannot be offset within the banking staffing entitlement will be managed by charging the cheapest salary to the Bulk Grant for sufficient time to clear the overuse by year end (pp 22), or if necessary, the close of pp 26, 2025.

Seconded: Mark M **Carried**

Cyclical Maintenance - The Annual Provision of Cyclical Maintenance for 2024 is being reviewed as part of the 10YPP.

Peter moved his Financial Report

Seconded: Jin **Carried**

PRINCIPALS:

Outdoor Education Programme – Term 1 – Jo spoke to the board about EOTC in Term 1. The Year 6 Camp went ahead yet it was noted that the programme was a little disappointing. This will be investigated for future camps however, it mainly comes down to cost and a fuller programme may equate to an unrealistic cost for families to pay for their child/children to attend camp. Outdoor days may be a way around this. Alternatives and solutions will be explored. The Year 5 camp has been postponed due to a decision by activity providers to no longer operate at the Peter Snell Youth Village. Replacement options are being sought. The board discussed EOTC as a whole and some of the difficulties that the school faces to run these sorts of events.

PM/
JH

Health and Safety – EOTC Forms - The TOD covered the new forms for the planning of EOTC events and the approach to Health and Safety on these days. The forms reflect the EONZ review. Jo and Cherie have reviewed the forms and made recommendations for which of them relates to BBS. Jo will share the BBS adaption of the EOTC forms at the next meeting.

JH

School Cleaning - The carpet cleaning did not occur over the Christmas Break, a meeting was set up with CrestClean to discuss the Term Break cleaning and they will now make sure this is completed in the first holiday break and provided a discount for the inconvenience.

Covid Level cleaning requirements are being scaled back a little, this change will be reviewed.

Deck/Shade Payment – The board queried how the final payments are progressing for the Junior Block Deck and Shade Project. Peter advised that a final payment had now been made to the original contractor and no further correspondence is expected with the sub-contractor for that project.

Swimming Pool Season - The School Pool was maintained over the Xmas Break by Property Staff and Todd Danks (Parent). Todd was trained to monitor the Pool and was paid an hour per day while Property Staff were on leave. There were no incidents with the running of the Pool over this period. Sue Moscrip will report on the season costs compared to income when the pool season is completely over.

PM/
SM

2025 School Dates – 2025 dates discussed. Later dates preferred.

The Principal's Report was taken as read.

Peter moved his report.

Seconded: Jin **Carried**

Health and Safety Report

Peter moved this report.

Seconded: Nicola **Carried**

GENERAL BUSINESS:

BOT February Hours – Recorded

2024 Meeting Dates – Confirmed and will be updated on the website.

Delegation of Roles - The Delegated Authorities need to be approved for 2024. They remain the same.

Peter moved the updated delegation of roles.

Seconded: Jin F **Carried**

BOT Code of Conduct – The new Board Assurance Statement asks if the Board has ensured that a person who has been convicted of a specified offense identified in Schedule 2 of the Children’s Act 2014 is not eligible to be a board member unless that person has obtained a pardon or been granted an exemption. It also states that a newly elected, coopted, or appointed member needs to confirm to the Board that they are eligible to be Board members. This raises the question around the need for police vetting etc for board members. The Board discussed. It also raised that further discussion around the Board Assurance Statement is needed.

Peter will source a suitable register, for the Board to sign annually, that records that they agree to adhere to the Code of Conduct for State School Board Members and that they are eligible to be Board members.

PM

School Achievement Data 2023 – Peter shared the data that was represented in the School Achievement Data reports, in detail with the board.

Analysis of Variance 2023 – Peter overviewed the current Analysis of Variance reports explaining that they included the same data at the School Achievement report.

Peter moved the approval of the School Achievement Data 2023 and the Analysis of Variance for 2023.

Seconded: Nicola **Carried**

Strategic and Annual Plan 2024 Draft - Strategic and Annual Plan 2023 Draft – Peter overviewed the Strategic and Annual Plan in depth, confirming with the board the items they had discussed as a board and with the community that had been deemed as important, were included in the plan going forward.

Peter moved the acceptance of the Strategic and Annual Plan for 2024.

Seconded: Nicola **Carried.**

Meeting closed at 9.10pm

In Committee at 9.10pm

The Board went In-committee to discuss Staffing, Staff Leave, Staff Farewell and OOO.

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: 9.40pm

Meeting Closed: 9.40pm

Next Meeting: Thursday 21 March 2024 – 6.30pm