BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
21 May 2026 - 6.30pm

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

Visitors: Tanya Sheppard, Jo Hewitt, Liz Hammelburg

Minute Taker: Sue Moscrip

Apologies: Sunny Wu

BOT Board No Conflict of Interest was revealed.

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

Matters Arising:

Correspondence – A parent has raised a request for a significant purchase for the school. The correspondence came in too late for this meeting so will be placed on the agenda for the next meeting.

REPORTS

PRINCIPALS:
Changes to Staff Leave - At the end of 2025 Stephanie Whooley was granted refreshment leave for 2026. Short term contracts are not possible under the terms of refreshment leave and Steph was happy to pick up some of the appointments we had available.. If it is agreeable to both parties Steph's refreshment leave can be cancelled and she can return to her permanent 0.6 FTTE position for the remainder of the year, allowing her to take up the part-time work that is required. Both parties are agreeable to this arrangement.
Teresa moved that the board offer Steph a new contract that confirms the cancellation of her refreshment leave and a return to her 0.6 position.
Seconded: Lisa P ***Carried***

Basketball Uniforms - In 2027, the school would like to increase the range of sports uniforms to include a basketball uniform. This is not part of the BBS contract with Argyle, so they can be sourced from elsewhere or from Argyle.

There is a difference between basketball and other sports uniforms. Children really love wearing basketball 'kits' outside of school and some families have said they would like to buy a kit for their children. This is problematic as it means that school kits don't wear in the same way and then team kits can not be depreciated as a whole. A survey was conducted and 61% of the 51 surveyed said they would purchase a uniform while 29% said they would prefer to rent the kit.

The board discussed the various options around making a basketball uniform available - continue with the existing uniforms for another year, budget for a new set of basketball uniforms to be held by the school, depreciated as a set and hired to parents, buy a smaller amount of uniforms and give families the option to rent or buy or work with Argyle to increase the BBS stock range to include a basketball kit and ask families to buy a more expensive uniform.

The board decided on the option to buy a smaller amount of uniforms and give families the option to rent or buy.

Teresa moved that BBS should proceed with this mixed model for 2027.
Seconded: Charlotte M ***Carried***

School Hoodies - The PTA discussed the possibility of selling BBS branded hoodies as a fundraiser some time ago and the Board supported the concept as a work in progress at the time. The PTA President has researched options for this project and brought the idea forward again and asked for a decision from the board. The board agreed the designs look great but had concerns around 'non-uniform creep', the school's contract with Argyle, pressure to purchase in tight times, and that it is not an essential item as the students do have polar fleeces for warmth.

The board appreciates the PTA's passion for this contemporary fundraiser but the logistics ie stock control, storage, payment and the distribution of items need some final details to be addressed by the PTA. Teresa will go back to the PTA for more information.

Pool Opening - In 2025 the board put a considerable amount of time and thought into the prospects of opening the school pool. Most of the plans and obstacles would remain similar for the 2026/27 season. It would be beneficial to make an early decision and engage with the community with as much notice as possible to realise an outcome of whether to open the pool to the community or not. Managing the water testing continues to be the driver in the unaffordability of offering pool access at a feasible cost to school families.

Teresa recommended that the board looks to have a plan in place by the end of term 2 regarding the opening of the pool so this can be advertised early term 3 and subject to the responses we will be able to determine the viability of offering pool cards. Teresa will bring a recommendation to the next meeting.

Leadership Restructure - At the last meeting the board approved a leadership restructure, so that moving forward all members of the SLT will be known as a deputy principal. The required staff consultation has been circulated and closed on 11 May. *Only two responses were received and after considering the feedback, Teresa moved that the change be implemented.*
Seconded: Eric W ***Carried***

DP Appointment - Teresa also shared updates on the DP Appointment and confirmed that the appointment group of Charlotte, Lisa and Sarah will remain the same. Sarah Lewis did confirm that her children would be leaving Browns Bay School but she would remain on the board for the foreseeable future and participate in the DP appointment process.

Teresa will share more detailed information with the appointment group and update the board at regular meetings.

Sarah has not officially resigned from the Board as yet, this will happen though so Teresa will discuss with the board at the next meeting about the various ways Sarah's position could be replaced.

Principal Mentoring - Teresa has the opportunity to become a principal mentor. To accept the position, Teresa requires board approval.
Teresa moved that the board approve her acceptance of this principal mentorship.
Seconded: Mike C ***Carried***

The Principal's Report was taken as read.
Teresa moved her report.
Seconded: Sarah L ***Carried***

PROPERTY REPORT: Property Report Tabled

Roller Door - The roller door to the underground car park does not open in a power cut. The manual override is difficult to access. There is a battery override system that comes at a cost of $8000 +GST. For the frequency of this problem, it does not seem to warrant such a significant amount of money being spent. Teresa's recommendation is that staff are reminded that this could be an issue and if there is an issue in the future we would support the staff member with an Uber or similar to help them out. The board agreed with this solution.

FINANCIAL:

Annual Report/Financial Statements - Teresa moved that the Board approve of the Presiding Member and Principal accepting the audited Financial Statements for the Year Ended 31 December 2025 on behalf of the Board, if they are satisfied with them, to enable the accounts to be presented to the MOE in a timely manner (ie before 31 May 2026).
Board Agreed Unanimously

Teresa moved the April 2026 Financial Reports
Seconded: Mike C ***Carried***

HEALTH AND SAFETY
Health and Safety Report - The Health and Safety Report was tabled.

POLICY

Cell Phones and Other Personal Digital Devices Policy - The proposed change to the policy 'Cell Phones and Other Personal Digital Devices Policy' was discussed. To support our teachers, to stay inline with the intent of the phones away for the day policy and in line with other schools the board discussed a policy change to treat Smartwatches in the same way that we treat cellphones. If a child wears a Smartwatch (or a watch that causes distraction) to school the teacher will ask the child to put it in their bag or to go to the office where the watch will be placed in a plastic bag with the child's name and room number on. The watch can be collected at the end of the day. If it is an ongoing problem, the school will contact the parent/caregiver and ask that the watch is collected by a parent.

This information on the possible policy change will be conveyed to the community, Teresa will report back to the board with the feedback at the next meeting. Teresa will then request that SchoolDocs change the wording of Browns Bay School's 'Cell Phones and Other Personal Digital Devices Policy' to reflect the decisions agreed on.

GENERAL BUSINESS:
BOT May Hours – Recorded

Meeting closed at 8.10pm

Next Meeting: Thursday 18 June 2026 – 6.30pm

In Committee at 8.10pm

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: 9.30pm

Meeting Closed: 9.30pm