

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
24 August 2023 - 6.30pm**

Present: Peter Mulcahy, Jin Feng, Michael Corbett, Stanley Zhang, Tanya Sheppard, Jen Iversen, Mark McDonald, Nicola Gamble

Minute Taker: Sue Moscrip

Apologies: Jacky Carr, Liz Hammelburg, Jo Hewitt

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Jen **Carried**

Matters Arising:

Cyclical Maintenance – The 10YP meeting offered some solutions for updating the Cyclical Maintenance as Hamish Driver from Watershed has noted that they will update the cyclical maintenance template as part of the 10YPP.

Health Consultation – Peter shared the programme concept with the Year 6 teachers to determine the best programme for BBS students. This is still to be discussed and confirmed, then Peter will report to the board.

PM

Correspondence – Tabled

BOT August Hours – Recorded

REPORTS

FINANCIAL:

Peter presented the July accounts, the first summary of accounts since moving to Xero.

Peter moved the adoption of the July 2023 accounts.

Seconded: Nicola **Carried**

PRINCIPALS:

School Docs – Drones – The wording was to be changed to show that the board has approved the use of drones for teaching purposes and to view and/or record school activities. When using a drone, the school would need to comply with health and safety, privacy requirements and local council and Civil Aviation Authority. It was raised that the school may be in the Whenuapai Flight Path so before changing the policy, this will be investigated.

PM

The Principal's Report was taken as read.

Peter moved his report.

Seconded: Jin **Carried**

Meeting closed at 7.15pm

Next Meeting: Thursday 14 September 2023 – 6.30pm