

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
14 September 2023 - 6.30pm**

Present: Peter Mulcahy, Jin Feng, Michael Corbett, Stanley Zhang, Tanya Sheppard, Mark McDonald, Nicola Gamble, Cherie Bibbie (6.30pm to 7.45pm)

Minute Taker: Sue Moscrip

Apologies: Jen Iversen, Jacky Carr, Liz Hammelburg, Jo Hewitt

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Stanley **Carried**

ICT/eLearning Report 2023 – Cherie Bibbie presented the ICT/eLearning Report covering general information on ICT events, an Infrastructure Report, reporting on a Network Assessment and considerations for 2024 and beyond. The Board discussed items throughout the presentation with particular interest in the back up of Google data and the importance of continued Phishing Email testing for the staff. The board requested to increase the testing to include text phishing tests. Continued investigation into these points will be completed by Cherie and Peter.

PM

Matters Arising:

School Docs – Drones – Peter investigated possible problems with rules regarding operating drones, flight paths etc and found that there were no issues that would affect the decision to change the wording to show that the board has approved the use of drones for teaching purposes and to view and/or record school activities.

Peter moved that the wording change can be applied to the School Docs policy regarding drones being approved for use for teaching purposes and to view and/or record school activities.

Seconded: Stanley **Carried**

Health Consultation – Life Education's visit should further inform Peter and the Senior Syndicate teachers on the best programme to go with for pubertal teaching programmes for Year 5 and 6 children.

PM

Correspondence – Peter clarified the inwards correspondence item regarding the 'Principal Professional Coaching and Wellbeing Support' payment and the outwards correspondence letter of concern directed at Te Mahau/Te Tai Raro and their current response times to referrals.

With regard to the Principal Professional Coaching and Wellbeing Support payment, Peter would like to offer this to the incoming principal and will forgo using it himself. This would mean carrying the payment amount over to 2024.

Peter moved that the Principal Professional Coaching and Wellbeing Support payment be carried over to the 2024 financial year.

Board unanimous **Carried**

The outwards correspondence is addressed to Te Mahau, Te Mahau is a part of the Ministry of Education and they provide services and support for schools, kura and early learning services. BBS have serious concerns about the wait times experienced with Learning Support referrals. Peter asked the Board if they would like to add their support to the letter of concern. The Board were in agreeance with the issues being addressed and agreed to supporting the letter.

Peter moved that all inward and outward correspondence be received.

Seconded:

BOT September Hours – Recorded

REPORTS

FINANCIAL:

Peter presented the August accounts, including a Financial Report from School Finance Hub. Peter moved the adoption of the August 2023 accounts.

Seconded: Stanley **Carried**

PRINCIPALS:

Mathletics - Mathletics have increased their prices and it will now cost \$51.32 each per student for two licences. In 2023 parents were charged \$40 for the two licences with the Board subsidising the programmes. Peter is preparing the Budget for 2024 and would like an agreement from the Board that we continue to subsidise the programme at \$5000 (this would still mean a price increase to parents of approximately \$2) and also to agree to the school entering into a three-year contract, locking in the 2024 prices for that time.

Peter moved that the Board subsidise the Mathletics/Mathseeds/Reading Eggs Programme in 2024 and sign the renewal agreement for 3 years.

Seconded: Nicola **Carried**

The Principal's Report was taken as read.

Peter moved his report.

Seconded: Tanya **Carried**

GENERAL BUSINESS:

Personnel Checklist – Tabled

Health and Safety Checklist – Tabled

The Board discussed risk management for larger events at the school. It was mentioned that there may be provision for this already within the school's management plans and information available through NZSTA regarding risks to be aware of for BOT members/schools. Board members will research this and then determine what registers may be needed, if at all.

*All
Board*

Swimming Pool Usage – Peter overviewed an adapted report from the Property Manager regarding the school swimming pool and community use. Running costs, after school management and board responsibility were briefly discussed. The swimming pool, and whether or not to keep it available to the school community, will be an agenda item for the October meeting.

PM

Meeting closed at 9.20pm

In Committee at 9.20pm

The Board went In-committee to discuss Staffing.

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

Next Meeting: Thursday 26 October 2023 – 6.30pm