

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
22 May 2025 - 6.30pm**

Present: Teresa Burn, Jo Hewitt, Jin Feng, Liz Hammelburg, Stanley Zhang, Mark McDonald, Tanya Sheppard, Michael Corbett

Apologies: Nicola Gamble

Minute Taker: Sue Moscrip

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Jin

Seconded: Stanley **Carried**

Matters Arising:

Correspondence - Tabled.

REPORTS

PRINCIPALS:

Decision on Term Dates 2026 - Teresa raised suggestions for term dates in 2026, based on discussions with the other schools in the Kahui Ako. The board agreed with the starting date of 09 February 2026 and an end date 18 December 2026, ensuring that we are open for the minimum number of half-days.

Teresa moved to adopt these term dates for 2026.

Seconded: Unanimous **Carried**

PAT Data - Jo presented information on how the PAT data is used for teaching, in particular for Maths. How it assesses number knowledge, number strategies, algebra, geometry and measurement and statistics and the test scores allow for formative as well as summative reporting, scale scores enable a student's level of achievement to be tracked from year to year and diagnostic reports are provided in the teacher manual. Overall, the Board was impressed with the data and how it can be used to assist with teaching every day.

Production Budget - A projected spend for staging a production this year was discussed. The board also discussed what some alternatives may be going forward. Once lighting, sound and seating hire etc is considered, Teresa suggested a budget for the production of \$12,000. This is an unbudgeted expense as it originally appeared that the show may not go ahead due to the personal circumstances of the show coordinator but that has since been resolved.

Teresa moved a budget of \$12,000 for the staging of a 2025 production.

Seconded: Tanya S **Carried**

The Principal's Report was taken as read.

Teresa moved her report.

Seconded: Mike **Carried**

PROPERTY

Playground Update - Playground Safety Assessment - The board re-visited the updated list of actions taken in response to the Playground Report. They are satisfied that the correct steps have been taken to mitigate the known hazards.

Planting Plan - A planting plan was tabled. The plan included the various plant suggestions for the different areas. The board may contact a past board member for further confirmation of a workable plan but will also now consider employing a gardener/landscaper to plant the plants.

FINANCIAL:

Teresa tabled the April 2025 finances along with a report from School Finance Hub (BBS Accountants).
Teresa moved the adoption of the April 2025 accounts.

Seconded: Stanley ***Carried***

Health and Safety – The Health & Safety Report was tabled.

Jin raised a query around CCTV and if the school could do with more areas of coverage. Teresa will consult with Cherie and Dynamic Technologies about the costs and logistics of increasing CCTV coverage.

GENERAL BUSINESS:

Parent Inquiry - Kapa Haka - Teresa has responded to this query earlier in the term, the family have since written back to the school requiring further clarification. Teresa consulted the board on her response to ensure that they are in agreement with her decision, and that the reply would be on behalf of the board and herself. The Board unanimously agreed that the school has made the correct decision regarding criteria for admission to the Kapa Haka prior to Year 5 and 6 and they concur that Teresa should reply on their behalf alongside the school.

Strategic Planning - The strategic planning cycle now aligns with the 3 year board election cycle. This means that by April 2026, after the next elections, the new board needs to submit a new strategic plan.

A board is required to consult their community and develop a 3-year strategic plan outlining how the board will meet its primary objectives, so as we will have a newly elected board, Teresa recommends that as a current board we work to engage with as much community consultation as possible and draft goals for a new board to work with. Teresa noted a few data gathering methods that will help to guide the consultation process. The Board agreed with this plan and approach to preparing the next strategic plan.

BOT May Hours – Recorded

Meeting closed at 7.30pm

In Committee at 7.30pm

The Board went In-committee to discuss Staff Leave

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: 7.45pm

Meeting Closed: 7.45pm

Next Meeting: Thursday 19 June 2025 – 6.30