

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
21 August 2025 - 6.30pm**

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

Visitor: Eric Wei (Parent), Marc Nicholas (Parent), Rachel Maclver (Staff Member)

Apologies: Jin Feng

Minute Taker: Sue Moscrip

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Teresa

Seconded: Nicola **Carried**

Matters Arising:

Correspondence - Tabled. Late correspondence from a parent with a traffic control suggestion will be addressed at the next meeting.

Writers Toolbox Presentation - Rachel Maclver, the Year 5 Team Leader and a classroom teacher presented a summary of the Writers Toolbox educational platform and how it is being applied in Browns Bay School. The teachers and students have found it transformative in improving all aspects and skill levels of writing. The board found the update very informative and could see the benefits to providing the Writers Toolbox platform at Browns Bay School.

REPORTS

PRINCIPALS:

Out of Zone Placements for 2026 - The board needed to decide on the number of out of zone places that will be offered for 2026. Teresa explained that it would be favourable to have some provision made for current Year 1 and 2 out of zone students with siblings who are now approaching school age.

Teresa moved that based on her review, and in-zone enrolments, the Board approves of 6 out of zone places to students enrolling in the Junior school for 2026 depending on the number of in zone enrolments.

Seconded: Stanley **Carried**

The Principal's Report was taken as read.

Teresa moved her report.

Seconded: Tanya **Carried**

PROPERTY - Tabled

FINANCIAL

Financials - Teresa presented the July 2025 finances including a Monthly Financial Report from School Finance Hub. Teresa moved the adoption of the July 2025 accounts.

Seconded: Tanya S **Carried**

Playground Replacement Update - After discussion, the board settled on a sum that they were comfortable with committing to the new Middle School playground planned for commencement around Easter 2026.

Teresa moved to commit a Board contribution of \$170,000 towards the new Middle School Playground project planned to commence in 2026.

Seconded: Mark **Carried**

Teresa moved the acceptance of the Budgeted Statement of Financial Position and the Budget Statement of Cash Flows as prepared by School Finance Hub.

Seconded: Mark **Carried**

HEALTH AND SAFETY

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

POLICY

The following policies were reviewed and approved.

- Child Protection
- Abuse Recognition and Reporting
- Food and Nutrition
- Safety Checking
- Police Vetting
- Missing Student Procedure

Teresa moved to ratify that the above policies are confirmed as being reviewed and accepted.

Agreed unanimously

GENERAL BUSINESS:

Teresa thanked all the outgoing members of the Board for their support of Browns Bay School and herself while she was new to Browns Bay School. Teresa acknowledges that they always had the children of Browns Bay School in the centre of decisions with well thought out policies and careful decisions. On behalf of the school community Teresa thanked them for their time and effort at the meetings and planning sessions.

Teresa passed on best wishes to Michael Corbett for his nomination to continue as a Board member.

BOT August Hours – Recorded

Meeting closed at 7.30pm

Next Meeting: Wednesday 17 September 2025 – 6.30pm