

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
18 September 2025 - 6.30pm**

Present: Teresa Burn, Jo Hewitt, Liz Hammelburg, Tanya Sheppard, Michael Corbett, Eric Wei, Lisa Packer, Sunny Wu, Charlotte Marychurch

Apologies: Sarah Lewis, Sue Moscrip

Minute Taker: Jo Hewitt

Election of Presiding Member: Teresa Burn called for nominations for a Presiding Member of the Board. Michael Corbett was nominated and accepted the nomination. Michael was elected (unopposed) as the new Presiding Member.

BOT Board Work Plan 2025 - Teresa updated the Board on the annual plan for 2025.

BOT Meeting Administration - Teresa talked through the role of a Board member. The Board were asked to review the Code of Conduct which will need to be signed at the next Board meeting. Confirmation of the minutes usually happens at the start of a meeting, but the previous Board had confirmed these. Matters arising - any items from the previous minutes that were carried over. Conflicts of Interest, having read the Board papers, members must consider any conflicts of interest that may arise and update the form as necessary.

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

The August BOT minutes were ratified by the outgoing board by email earlier in September 2025.

Teresa moved to ratify the decision.

Previous Board Had Approved Unanimously

Correspondence - Tabled. A letter from the Public Service Commissioner for the presiding member was discussed.

REPORTS

Teresa talked through the different reports that would be provided to the Board. These include -

- Principal
- Property
- Finance
- Health and Safety

Health and Safety items were discussed.

School Pool Opening - Following discussion it was agreed that further investigation would be undertaken and an update brought back to the next meeting.

Potential School Strike - Following discussion it was agreed that the BOT would close the school for Health and Safety reasons on Thursday 23 October, if the planned teacher strike still goes ahead.

Moved - Michael

Seconded - Eric *Carried*

FINANCIAL

Financials - The August 2025 finances were tabled.

Teresa moved the adoption of the August 2025 accounts.

Seconded: Tanya S *Carried*

GENERAL BUSINESS:

BOT September Hours – The Board document recording hours spent on BOT matters was explained and circulated.

Meeting closed at 7.15pm

In Committee at 7.15pm

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: 7.30pm

Meeting Closed: 7.30pm

Next Meeting: Thursday 23 October 2025 – 6.30