

**BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
20 November 2025 - 6.30pm**

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

Apologies: /

Minute Taker: Sue Moscrip

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Mike

Seconded: Lisa **Carried**

Matters Arising:

Correspondence - Tabled. Letters from the community regarding the Magic Sand Recall will be added to the correspondence register.

REPORTS

PRINCIPALS:

The Principal's Report was taken as read.

Teresa moved her report.

Seconded: Sarah **Carried**

PROPERTY - Property Report Tabled

Cyclical Maintenance - *Teresa moved the Annual Provision of Cyclical Maintenance for 2025.*

Seconded: Sarah **Carried**

FINANCIAL - Finance Report Tabled

Financials - The October 2025 finances were tabled.

Teresa moved the adoption of the October 2025 accounts.

Seconded: Mike **Carried**

HEALTH AND SAFETY

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

Trespassing of Known Individual - The board discussed making a decision regarding a person known to the school and the issuing of a trespass notice to said person. This is after repeated occasions of damage to the school and unsafe behaviour in the grounds of the school. Teresa has also checked with NZSBA around privacy issues and they confirmed that the board is able to use the CCTV information to identify and then contact the person at their last known address. NZSBA indicated that as the board is the entity responsible for the buildings, it is best practice that the trespass order either come from the board or responsibility is delegated to the principal.

The board moved that Teresa contact the parents of the person and inform them that their child is to be trespassed from Browns Bay School and also delegated Teresa to initiate the trespass notice.

Agreed unanimously **Carried**

POLICY

Alcohol at School - Teresa has recently had cause to check this policy and other related policies and their wording. There were two items that needed further explanation of the school's intention of how to manage the conditions of the policy.

Teresa recommended that the Board consider FOTS events (meetings / social gathering of the team) to be at the invitation of the principal and as such they can be considered guests and share a glass of wine. As the convenor Teresa would take on host responsibilities.

Secondly, our Alcohol, Drugs, and Other Harmful Substances Policy states that we do not offer alcohol as a prize for fundraising activities, such as raffles, as this is prohibited under the Gambling (Prohibited Property) Regulations 2005. Teresa recommended that we uphold this policy and its implications.

After discussion, the board is happy with these recommendations.

Teresa and Sarah will inform FOTS of the decisions made around how the board interprets these policies and how they relate to FOTS led events.

Policy Review - The following policies were reviewed and approved.

- Opening and Closing the School
- Income
- Gifts
- Protected Disclosure
- School Swimming Pool
- International Learners Policy

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

Agreed unanimously

Behaviour Management Policy - With regards to the Behaviour Management Policy, Lisa suggested that the Board consider clarifying the school's commitment to regular training to support implementation of this policy.

Teresa moved that the wording for the Behaviour Management Policy now includes the statement - 'All staff receive ongoing professional development in de-escalation techniques, trauma-management and physical restraint'.

Seconded: Charlotte ***Carried***

OTHER BUSINESS:

Board Honorarium - Mike explained that School board members do not get paid for their work as such, but they can receive a particular type of payment to cover the cost of attending board meetings. These payments are called honoraria (one payment is called an honorarium.) Sue will contact board members about their preferences for the honoraria payment.

Te Tiriti - Following last week's announcement from the Minister of Education that the government intends to remove the requirement for school boards to give effect to Te Tiriti o Waitangi, Teresa wished to discuss with the board what the next steps may be with regard to a response to this from the Browns Bay School Board.

The Board all agreed that it is the board's role to understand and uphold the responsibilities we carry and giving effect to Te Tiriti should not be dropped from school boards and only rest with the government.

Teresa moved that the board agree to support and sign the NZ School Boards Association petition, write a letter to the Minister, Erica Stanford, and update the school community on the board's stance via the newsletter.

Agreed unanimously Carried

Strategic Planning 2026 - 2028 - Teresa overviewed the Strategic Plan. It may not be needed in the revised MOE reporting plan but Teresa will continue to work on the current document. The Board may need to approve it in February 2026. After discussion, statements around inclusivity for neurodiverse students will be added to the plan along with the most up to date attendance information, when it has been finalised by the MOE.

GENERAL BUSINESS:

BOT November Hours – Recorded

Magic Sand Recall - Great news for the school - the tests have been returned and no asbestos was detected in the sand. The Junior Block has been unlocked and everything can be used as normal.

Dates for 2026 Meetings - Dates for the 2026 Board Meetings were set.

- Thursday 26th February - T1W3
- Thursday 26th March - T1W7
- Thursday 21st May - T2W5
- Thursday 18th June - T2W9
- Thursday 30th July - T3W2
- Thursday 27th August - T3W6
- Thursday 24th September - T3W10
- Thursday 22nd October - T4W2
- Thursday 26th November - T4W7

Meeting closed at 8.00pm

Next Meeting: Thursday 26 February 2026 – 6.30

In Committee at 8.00pm

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: 8.10pm

Meeting Closed: 8.10pm