

BROWNS BAY SCHOOL
BOARD OF TRUSTEES MEETING
26 February 2026 - 6.30pm

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

Minute Taker: Sue Moscrip

Election of Presiding Member: Teresa Burn called for nominations for a Presiding Member of the Board.
Eric nominated Michael Corbett
Michael accepted.

Michael Corbett was nominated and elected (unopposed) as the new Presiding Member.

Apologies: Lisa Packer

BOT Board No Conflict of Interest was revealed.

Confirmation of previous minutes

Moved: Mike

Seconded: Sarah *Carried*

Matters Arising:

Curriculum Changes - More information requested - Covered in Principals Report

OOZ Student - The OOZ student that had been enrolled at BBS and was taking steps to re-enrol has since been re-enrolled. It was discovered that the MOE made an error and the student should never have been taken off the roll in the first instance.

Correspondence – Tabled

SKIDS Contract Renewal - Covered in Property

REPORTS

PRINCIPALS:

Strategic and Annual Plan 2026 Draft, School Achievement Data 2025, Analysis of Variance 2025 – Teresa overviewed the Strategic and Annual Plan, noting that there items still to confirm. This would be possible in the coming weeks.

Teresa shared the data that was represented in the School Achievement Data reports and overviewed the current Analysis of Variance reports explaining that they included the same data at the School Achievement report.

These items will need to be accepted by the board by 31 March 2026.

Kahui Ako Memorandum of Agreement - Undertaking to work as a Community of Learning - The Boards of Trustees and Principals of the schools in the Mid Bays Kāhui Ako have agreed that the Kāhui Ako is based on collaboration, with the partners working together in a spirit of cooperation and good faith for the benefit of their students to raise student achievement and improve educational pathways. The purpose of this Memorandum of Agreement (MoA) is to confirm the nature of collaboration and to establish the framework and procedures within which the Mid Bays Kāhui Ako will operate.

The Kahui Ako Memorandum of Agreement needs to be approved by the board along with the agreement to contribute yearly to the Community of Learning.

Mike moved that the board agrees to be part of the Community of Learning and contribute to the funding required to operate the framework.

Seconded: Eric **Carried**

The Principal's Report was taken as read.

Mike moved the report.

Seconded: Eric **Carried**

PROPERTY REPORT: Property Report Tabled

SKIDS Lease - The board currently leases the hall to SKIDS for their before and after school programmes. The process for leasing requires a board to request permission from the MoE, who issue contracts. SKIDS had the right to renew for another 3 years. SKIDS have requested for the renewal to be taken up. This requires the board to minute the request and inform the Ministry that there are no reasons to change the contract.

Mike moved that the board agree to renew the SKIDS Lease for another 3 years, ending on 20 March 2028.

Seconded: Sarah **Carried**

FINANCIAL:

2026 Budget – Teresa reported that the budget for 2026 has been reviewed against expenditure of 2025, and the deficit for 2026 will be \$17,442.00

Eric moved that the 2026 Budget is approved by the BOT.

Seconded: Mike **Carried**

Banked Staffing

Teresa moved that 2026 relievers may be charged to Teachers' Salaries and any overuse which cannot be offset within the banking staffing entitlement will be managed by charging the cheapest salary to the Bulk Grant for sufficient time to clear the overuse by year end (pp 22), or if necessary, the close of pp 26, 2027.

Seconded: Charlotte **Carried**

2025 Kindo Charges - The Board agreed that the previous year's donation request should be retired in the current year however, other unpaid charges from the previous year will not be written off and will stay as a charge on the Kindo account.

Teresa moved the Financial Reports

Seconded: Eric **Carried**

HEALTH AND SAFETY

Health and Safety Report - The Health and Safety Report was tabled.

Mike moved this report.

Seconded: Sarah **Carried**

POLICY

Policy Report - Board Assurance

Teresa reported on the Board Assurance requirements, in particular Risk Management, Planning and Preparing for Emergencies, Disasters and Crises, School Planning and Reporting, Learning Support, Health Education, Safety Management System and Worker Engagement, Participation, and Representation, Healthcare and Digital Technology and Online Safety.

OTHER BUSINESS:

BOT Work Plan - The plan was reviewed and updated, as it will continue to be throughout the year.

School Board Membership and Board Training - Mike provided information on the Institute of Directors NZ's school whole board membership. The School whole board membership offers to help support the work of school boards covering governance insights, practical tools, education and networking opportunities. The board will consider this option.

Teresa also reminded the board that there are some upcoming board training sessions with NZSTA. Teresa passed on that they are really valuable and that herself, Michael and previous board members have found them really helpful. Links were provided.

Meet the Staff - Teresa will organise a date for the board to attend a staff morning tea so that they can meet some of the staff personally.

GENERAL BUSINESS:

BOT February Hours – Recorded

Meeting closed at 8.20pm

Next Meeting: Thursday 26 March 2026 – 6.30pm