

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

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

Visitors: Tracey Dixon, Jennifer Vermeij

Minute Taker: Sue Moscrip

Apologies: Eric Wei, Sunny Wu

BOT Board No Conflict of Interest was revealed.

Presentation from Maths Curriculum Leaders - Tracey Dixon and Jennifer Vermeij presented information on the new maths curriculum and how they are assisting with implementing it across the school.

Confirmation of previous minutes

Moved: Mike

Seconded: Sarah **Carried**

Matters Arising: Nothing to report

Correspondence – Tabled

REPORTS

PRINCIPALS:

Deputy Principal Appointment

Teresa moved that the board engages a facilitator for a maximum of \$5000 for the appointment process of a replacement Deputy Principal

Seconded: Lisa **Carried**

The board nominates Sarah Lewis, Lisa Packer and Charlotte Marychurch as the board members who could be part of the process (a policy requirement).

Teresa moved that the board approves a revised leadership restructure of 3 Deputy Principals, to commence at the beginning 2027.

Seconded: Sarah **Carried**

Delegated Authorities

Teresa moved that the board approve the delegated authorities for 2026.

Seconded: Board Unanimous **Carried**

School Website - The school is considering modernising the BBS Website. One option involves paying a photographer to take appropriately sized images for the awkwardly sized blocks we currently have access to on the website. This would be at a cost of approximately \$2500 - \$3000. Option Two is to have the website developer re-format the photo blocks on the website at a ball park cost of \$3500.

After some discussion, there may be a possibility that a parent associated with the school may be able to look at the existing permissions for the website and make some changes for us within the parameters of what we have access to on the formatting of the website. Teresa/Mike will follow this up with the parent.

Teresa is also waiting for some more accurate figures from the developer and will bring those to the next meeting if they fall outside of the existing budget.

The Principal's Report was taken as read.

Teresa moved her report.

Seconded: Mike **Carried**

PROPERTY REPORT: Property Report Tabled

Cyclical Maintenance - Teresa overviewed an updated cyclical maintenance schedule that included completed projects from 2025.

Teresa moved that the board adopt the latest cyclical maintenance schedule.

Seconded: Lisa **Carried**

FINANCIAL:

Strategic and Annual Plan 2026, School Achievement Data 2025, Analysis of Variance 2025 – These were presented and discussed at the February meeting.

Teresa moved that the Strategic Plan and Annual Plan for 2026 are adopted

Seconded: Mike **Carried**

Teresa moved that the Board approves the Analysis of Variance (including the achievement data) for 2025

Seconded: Mike **Carried**

Mike moved the February 2026 Financial Reports

Seconded: Lisa **Carried**

HEALTH AND SAFETY

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

POLICY

Policy Review -The following policies were reviewed and approved.

- Alcohol, Drugs and Other Harmful Substances Policy
- Sun Protection
- Digital Technology and Online Safety
- Firearms

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

Agreed Unanimously

Cell Phones and Other Personal Digital Devices Policy - The Cell Phones and Other Personal Digital Devices Policy was discussed. The board is in agreement that there needs to be further planning for parts of the implementation of this policy. This will be worked on and be available for approval at the next meeting.

OTHER BUSINESS:

NZSBA Voting - Tabled. Board members will complete the voting form and the document will then be submitted before 20 April 2026 by Teresa.

Dance Rehearsal at School - A parent will be teaching selected Year 6 's to learn Traditional Chinese Dancing that will then be performed at Jingle at the end of the year. These rehearsals will take place after school, at the school. Teresa, along with Karen Cebalo, our Director of International Students and ESOL is organising the correct processes required for this activity.

GENERAL BUSINESS:

BOT March Hours – Recorded

Meeting closed at 8.10pm

Next Meeting: Thursday 21 May 2026 – 6.30pm

In Committee at 7.50pm

The Board went In-committee to discuss Staff Leave, Staff Updates and Enrolment

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: 8.20pm

Meeting Closed: 8.20pm