

Minutes of Meeting 02/17 of the Brooklyn School Board of Trustees held on Thursday 23 March at 7pm in the Staffroom of Brooklyn School

Present:

Liz Rhodes (Principal), Mary-Ann Butterfield, Debbie Chitty, Dan Ormond, Nick Simcock, Mark Vivian, Glen Burdon

Apologies:

Chandra Littlewood

In Attendance:

Fiona Lowndes

1. ADMINISTRATION

Conflicts of Interest

- Mark Vivian –Board Member, Board of Trustees, Scots College
- Debbie Chitty – Director, Brooklyn Central Health 2005 Ltd

2. STRATEGIC DISCUSSIONS & DECISIONS

Principal's Report

Liz Rhodes presented her report – circulated and taken as read

School Roll as at 23 March **421**

NAG 2 Strategic Focus

2016 School Entry assessments and results were discussed and their implications for school resourcing
Community Consultation update regarding the Sports tops logo. We have two surveys - online and paper

Action Point #1: Reminder to be sent out to the community via School App & email – Liz/Lois

NAG 3 Personnel

Board approved leave without pay (for more than 5 days) for 3 staff

Moved Butterfield/Seconded Simcock

NAG 4 Finance & Property

We have engaged consultant Mark Osborne (Director of Leading Learning) to help with the professional development of staff and the community. He will run two sessions on 11th April. This will include a staff meeting after school followed by a community information evening at 7pm. We will advertise this event in our school newsletter and via the school app.

Action Point #2: Reminder to be sent out to the community via School App & email asking for RSVP's– Liz/Lois

A discussion was held regarding consulting with the community – a date will be set in early Term 2 for a Community Consultation

Action Point #3: Email to confirm Community Consultation date for Week 1 Term 2 – Mary-Ann

Signed
Chairperson

Date 31/5/17

3. ADMINISTRATION

February Accounts

Motion:

to ratify February payments of **\$139, 535.87**; &
to ratify January payments of **\$170,858.26** including bank transfers of \$146,325 **Moved Chitty/Seconded Vivian**

4. STAFF UPDATE - presented by Glen Burdon

Class observations start next week

Moa Syndicate – Marae visit with overnight stay 28th/29th March. Takahe to visit for powhiri and hangi on the 29th

Takahe Syndicate – focus on Pests & Predators

Kiwi Syndicate – focus on depth & complexity

- Nick Simcock left meeting at 9.05pm

5. COMMUNITY PARTNERSHIP

PTA

Debbie Chitty and Chandra Littlewood will facilitate this with the community next term. It was decided we would focus on getting the 2017 Fair up and running first

Fair

Discussion around the 2017 Fair. Need to set up a meeting, using the same format as 2015 fair. Meeting set for Wednesday 5th April 7.30pm. We had a discussion around the purpose for the fair fundraising and grant applications.

Action Point #4: Meeting reminder to be sent out to interested parent helpers via School App & email– Liz/Lois

Action Point #5: Obtain two technology quotes for Kiwi Village - Liz

6. BOARD ADMINISTRATION

Brooklyn School as Emergency Community Hub

Board approved a lock box containing school access key to be used in an emergency

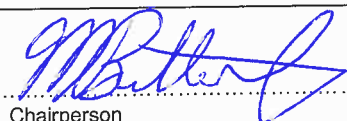
Moved Chitty/Seconded Vivian

Action Point #6: Confirm board approval with Jason Paul (WREMO) to use lockbox - Liz

Confirmation of Minutes

Signed

Chairperson



Date

31/5/17

The minutes of the meeting 16 February were accepted and confirmed as a true and accurate record of the meeting.

Moved Burdon / Seconded Vivian

Correspondence

Inwards

- Matt Williams Trial Service offering school community online healthy shopping service
- STA Free NZSTA member only events
- STA Welcome to NZSTA's Learning Management System
- STA Paid Union Meetings - NZSTA update
- STA Term 1 newsletter from NZSTA regional executive
- STA REMINDER Invitation to NZSTA Wellington Wairarapa's Mini Conference STA
- NZSTA 28th Annual Conference 14-16 July 2017, Dunedin
- STA NZSTA's new online Learning Management System
- STA Increase your board's capability
- STA STA News Issue 270 Jan/Feb 2017
- STA 2017 Resource Annual
- MoE Property
- MoE Education Gazette – 13 & 27 February, 13 March 2017
- ERO Kaka Project information
- ERO Updated Timetable for ERO review
- ERO ERO's new publications: school trustees booklet, Communities of Learning
- NZEI Employment Relations Education Leave (EREL) allocation for 2017
- NZEI Notification of Paid Union Meetings

Matters Arising

School will not be participating in the online healthy shopping service trial

Outwards

- MoE Property
- ERO Kaka project information as requested
- ERO Meeting with Brooklyn School Friday 10th March


The public part of the meeting closed at 9.25pm

In Committee

Mary-Ann moved that the public be excluded from the following part of the meeting. The general topic is personnel and the reason is to protect the privacy of natural persons. This motion is proposed to comply with section 48 of the Local Government Official Information and Meetings Act 1987.

Moved by Mary-Ann as Chair / Passed unanimously

The public part of the meeting resumed at 9.41pm

Signed 
Chairperson

Date 31/5/17

The meeting closed at 9.41pm

Next meeting: Thursday 18 May @ 7pm

SUMMARY OF ACTION POINTS:

Action Point #1: Logo voting reminder via School App & email – Liz/Lois

Action Point #2: Mark Osborne meeting - Reminder via School App & email asking for RSVP's– Liz/Lois

Action Point #3: Email to confirm Community Consultation date for Week 1 Term 2 – Mary-Ann

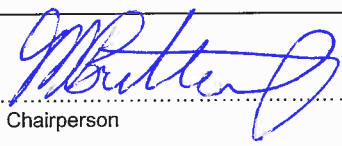
Action Point #4: Fair Meeting reminder via School App & email– Liz/Lois

Action Point #5: Obtain technology quotes for Kiwi Village - Liz

Action Point #6: Confirm use of lockbox with Jason Paul (WREMO) - Liz

Signed

Chairperson



Date

31/5/17