

Minutes of Meeting 01/17 of the Brooklyn School Board of Trustees held on Thursday 16 February at 7pm in the Staffroom of Brooklyn School

Present:

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

Apologies:

Nick Simcock

In Attendance:

Lois Crawford

1. ADMINISTRATION

Conflicts of Interest

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

Election of Chairperson

Mary-Ann Butterfield nominated & elected chairperson

Moved Ormond/Seconded Littlewood

2. STRATEGIC DISCUSSIONS & DECISIONS

Principal's Report

Liz Rhodes presented her report – circulated and taken as read

School Roll as at 16 February: 410

NAG 2 Strategic Focus

2017-2019 Charter

Discussed and agreed to approve draft

Future Focused Learning

84% uptake of BYOD strategy

Chromebooks for Takahe syndicate have arrived. Storage is required. A quote has been obtained from ESL Industries for \$9176.40 ex GST

- **Declaration**

ESL Industries director – Nick Beauchamp is a parent at Brooklyn School. We support school business owners, have carried out due diligence and the quoted price is competitive

Motion: to approve the purchase of storage cabinets from ESL Industries

Moved Chitty/Seconded Vivian

Community Consultation

Proposed school logo – 8 designs have been submitted & the community are invited to view & vote the week of parent/teacher meeting.

Signed

Chairperson

Date

12/4/17

Action Point #1: Set up electronic voting via Survey Monkey – Dan & Lois

NAG 4

Property

Mary-Ann updated the board

A regular monthly meeting will be held

Action Point #2: Clarify what happens with funds if the project comes in under budget – Mary-Ann

The board agreed to keep the community updated with a timeline and engage an expert to consult the community on a Modern Learning Environment

NAG 5

Health & Safety

Guttering outside staff toilets has perished. Quotes have been received; waiting on scaffolding to be erected

3. ADMINISTRATION

ERO visit

Week beginning 6 March – will be welcome with a powhiri at 1.30pm

Schedule of Delegations

Approved with amendment to item 3 under Approval: Change to “ As part of its approval the Board requires the Principal to notify staff where to find this document on Google Docs. The Board requests that the Principal arranges for all new staff to be made familiar with this policy and other policies approved by the Board

Moved Butterfield/Approved Vivian

Conflicts of Interest Register

To be set up & signed by relevant party's & countersigned by Chairperson

School Docs – School Policy's

Action Point #3: Add link to all school policies on website - Lois

Motion: to approve 3 reviewed policies: Recognition of Cultural Diversity; Staff Leave & Separated Parents, Day to Day Care & Guardianship

Moved Butterfield/Seconded Chitty

4. MONITORING

December Accounts

Motion: to ratify payments of \$137, 449.76

Moved Vivian/Seconded Burdon

5. STAFF UPDATE - presented by Glen Burdon

School wide picnic Friday 17th

Parent/teacher interviews start week beginning 20th February

Takahe syndicate overnight visits to Wellington Zoo 22nd & 23rd February

Moa syndicate biennial visit to Tapu te Ranga Marae – March

Signed

Chairperson

Date

12/4/17

6. COMMUNITY PARTNERSHIPFundraising

Fundraising assistance forms are currently being entered onto database.

Action Point #4: Grant applications - send contact details of interested party to Chandra – Mary-ann

7. BOARD ADMINISTRATIONConfirmation of Minutes

The minutes of the meeting 7 December were accepted and confirmed as a true and accurate record of the meeting.

Moved Burdon/Seconded Vivian

CorrespondenceInwards

STA	NZSTA Term 1 & 2 Event Flyer
STA	NZSTA AGM: 15 July 2017 Dunedin
STA	What's your journey? – The Prime Minister's Education Excellence Awards
STA	Invitation to NZSTA Wellington Wairarapa's Mini Conference
STA	Reminder: Correct board details
STA	National Office - Employment and Governance newsletter
STA	Reminder email - NZSTA annual survey
MoE	Re: Earthquake Resilience of Brooklyn Primary School Buildings
MoE	RE: Thank you
MoE	Property
MoE	Education Gazette – 30 January 2017
ERO	Message from ERO regarding International Students
BCA	Re: Brooklyn school property update
Possenniskie Consultants	Drainage MOE paperwork for signing
Parent	Congratulations re the \$3.5 million
Parent	School master plan
Parent	Open learning
WWSTA	Farewell from the WWSTA

(Outwards)

MoE	Property
MoE	Re: Earthquake Resilience of Brooklyn Primary School Buildings
MoE	Thank you – email
Parent	Fwd: Earthquake Resilience of Brooklyn Primary School Buildings
Parent	Open learning
Parent	Re: school master plan
BCA	Brooklyn school property update

Signed

Chairperson

Date

12/4/17

BRA Brooklyn school property update
Neighbours & Harrison Street residents Brooklyn school property update

Matters Arising:

MoE response regarding Kiwi village is that it is structurally sound.

The public part of the meeting closed at 9.05pm
Lois Crawford left the meeting.

In Committee

Mary-Ann moved that the public be excluded from the following part of the meeting. The general topic is exit interviews. 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 9.40pm

The meeting closed at 9.40pm

Next meeting: Thursday 23 March @ 7pm

SUMMARY OF ACTION POINTS:

Action Point #1: Set up electronic voting via Survey Monkey – Dan & Lois

Action Point #2: Clarify what happens with funds if the project comes in under budget – Mary-Ann

Action Point #3: Add link to all school policies on website - Lois

Action Point #4: Grant applications - send contact details of interested party to Chandra – Mary-Ann

Signed
Chairperson

Date 12/4/17