

Minutes of Meeting 04/17 of the Brooklyn School Board of Trustees held on Thursday 22 June at 7pm in the Staffroom of Brooklyn School

Present:

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

Apologies:

Mark Vivian

In Attendance:

Lois Crawford

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 22 June is **443**

Property Discussion

Development of new subdivision of approximately 30 sections behind wind turbine. Board will continue to monitor to form a view.

Cultural & build changes happening in school – board need to be clear where they stand and support Liz & staff

Action moving forward – an agenda point to discuss transition at each meeting

2018 School Term Dates – approved

Action Point #1: Publish term dates – Liz

ERO Next Steps

Discussion – agreed on a 3 or 6 monthly report back

The Board will report in the Annual report on its compliance as a good employer (per EEO policy).

Health & Safety

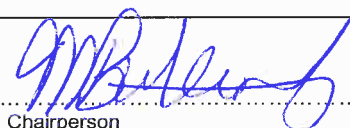
Carpet being laid in R11 & R12 this holidays.

Property

10 Year Property Plan (10YPP)

DGSE are not approved MoE provider

Signed



Chairperson

Date

24/10/17

Motion: to appoint Possineskies (current MoE property managers) to draw up 10YPP

Moved Butterfield/Seconded Ormond

Preliminary Design

Board are happy with new preliminary design tabled by Mary-Ann & submitted by DGSE & agreed to share with community in Term 3

Landscaping Design

Submitted design doesn't meet our requirements at this stage

Action Point #2: Respond to landscape architect & request "lighter" version – Liz

Community of Learning (COL)

Discussion – The learner pathway for the majority of Brooklyn School students is to Wellington Girls & Wellington College. We are currently in the Capital City CoL with Wellington High School, Newtown School, Owhiro Bay School, Te Aro School, Ridgway School, Island Bay School and South Wellington Intermediate School.

We are waiting to see what happens regarding Wellington Girls and Wellington College forming a COL.

3. ADMINISTRATION

Finance & Property

Audit Report

Tabled & Board acknowledged receipt

Auditors Annual accounts were submitted to MoE 31/05/2017

May Accounts

Motion:

- to ratify May payments of \$270,682.17 including bank transfer of \$200,000.00

Moved Chitty/Seconded Littlewood

CAPEX

Tui furniture has been ordered

Grants

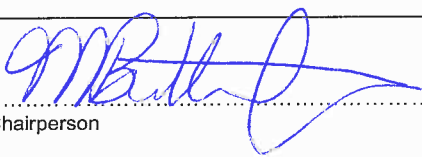
Board would like to thank Mark for his work in applying for grants for sports equipment and iPads through the Lion Foundation and Four Winds Foundation.

Action Point #3: Obtain quotes – Chandra

Action Point #4: Liaise with Mark - Debbie

Principal Appraisal

Board agreed to an internal review for the current year based on ERO feedback & will review obtaining a 3rd party in 2018.

Signed 
Chairperson

Date ~~24~~ 24/8/17

4. STAFF UPDATE - presented by Glen Burdon

Kiwi – focus on Maori myths & legends; sports

Takahe – science focus; swimming to start Term 3

Moa – science fair in progress, speeches

Teachers busy with reports; parent/teacher interviews week beginning 26 June

Winter Sports Fest Year 5-8 next week

5. COMMUNITY PARTNERSHIP

Grants

Action Point #5: email resolutions – Debbie

Fair Planning

Fair promotion - Board approved for survey to be emailed to the community on Friday 23rd

Action Point#6: set up CSV file in preparation for survey - Lois

PTA

progress to next term with suggestion that a push for support be done in a “non- fair” year

Matariki

Board agreed to “meet & Greet” if not involved on a craft/stall

Prince of Wales Park Reservoir

Conflict of Interest

- **Dan Ormond** – currently working with Wellington Water on Community engagement

Discussion - Installation of water tank at Prince of Wales Park means the park will be out of action for 2 years.

Implications – cannot use the park specifically Terms 1 & 4 –mainly used for cross country & informal use by Kiwi, Takahe & Moa

Opportunities – school may have some input

Action Point#7: write to council during 1st phase of consultation to express an interest in any opportunities/benefits for school use – Mary-Ann

6. BOARD ADMINISTRATION

Confirmation of Minutes

The minutes of the meeting 18 May were accepted and confirmed as a true and accurate record of the meeting.

Moved Butterfield/Seconded Littlewood

Correspondence

Inwards

STA	Annual Report 2016
STA	The Education Act has changed
STA	Education Act update

Signed
Chairperson

Date 24/8/17

STA	STA news June edition
STA	Invitation to NZSTA Wellington Wairarapa Regional Finance forum
STA	Proxy vote for AGM – Remits Behavioural Issue & Lack of Resourcing
MoE	Best Practice – Board Governance reports
MoE	Property
MoE	Education Gazette – 29 May, 12 June 2017
DGSE	Property
ERO	ERO response received
ERO	Education Review Office Final External Evaluation
WCC	Question on subdivisions
Nicola Willis	Meeting with Liz and Mary-Ann
From parents	Brooklyn School Design input

Matters Arising

STA AGM – Proxy vote on remits - Behavioural Issue & Lack of Resourcing
Board agreed to sign off on Proxy & agree to both remits

Outwards

MoE	Best Practice – Board Governance reports
MoE/DGSE	Property
MoE	Property
DGSE	Property
ERO	ERO response including Response to Draft External Evaluation
WCC	Question on subdivisions
Nicola Willis	Meeting with Liz and Mary-Ann
To parents	Brooklyn School Design input

The meeting closed at 10.02pm

Next meeting: 10 August @ 7pm

SUMMARY OF ACTION POINTS:

Action Point #1: Publish 2018 term dates – Liz

Action Point #2: Respond to landscape architect & request “lighter” version – Liz

Action Point #3: Obtain quotes (for sand pit grants) – Chandra

Action Point #4: Liaise with Mark re: grants - Debbie

Action Point #5: Email grants resolutions – Debbie

Action Point#6: Fair promotion set up CSV file in preparation for survey - Lois

Action Point#7: PoW Park Reservoir - write to council during 1st phase of consultation to express an interest in any opportunities/benefits for school use – Mary-Ann

Signed

Chairperson

Date

24/8/17