

**Minutes of Meeting 02/18 of the Brooklyn School Board of Trustees held on Tuesday 20 March at 7pm in the Staffroom of Brooklyn School**

**Present:**

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

**In Attendance:**

Lois Crawford, Mike Evans – DGSE, Chris Reid- TBIG & Rick Jordan – MoE (via telephone)

**1. ADMINISTRATION**

**Conflicts of Interest**

- **Mark Vivian** - 1) Board Member, Board of Trustees, Scots College & 2) Advisor, Swivel Careers
- **Debbie Chitty** - Director, Brooklyn Central Health 2005 Ltd
- **Dan Ormond** - working with Wellington Water on Community Engagement

**2. STRATEGIC DISCUSSIONS & DECISIONS**

**Discussions**

- Property redevelopment  
Mike Evans with input from Rick Jordan & Chris Reid presented an update on the redevelopment plan  
Conference call with Rick Jordan ended/ Mike Evans & Chris Reid left the meeting at 7.50pm
- Moa Camp  
Great 3½ days until the gastro bug affected students  
Jo Wheeler absolute “legend” in coping with the situation  
Board agreed to work with Wellington Regional Public Health in developing guidelines/resources for public education  
Clint Brandon is to carry out a review with camp parent helpers/parents and make recommendations for future camps  
Concert Night planned for 6 April. Board agreed to contribute \$250 towards ice creams for the attendees
- Fundraising– presented by Debbie Chitty  
A fundraising opportunity was proposed by The Good Registry - a social enterprise. The board support the initiative but have other priorities at present.  
Grant applications Mark McGann happy to continue.  
Suggestion – to apply every cycle to every trust with a singular purpose advised eg. paving stones, bleachers, landscaping trees.  
**Action Point #1:** contact Mark re: applying for a grant for the bleachers – Debbie

**Signed** .....  
Chairperson

**Date** .....

Possible quiz night fundraiser

**Action Point #2:** discuss fundraising for bleachers before next meeting – Debbie& Mary-Ann

**3. PRINCIPALS REPORT**

Liz Rhodes presented her report – circulated and taken as read

School Roll as at 20 March: **424**

**Discussions**

- SEA Summary
- 6 Year Observations
- Staff Appraisal Summary
- Kāhui Ako update
- Health & Safety (nothing to report)

**3.1 Property**

**Landscape Plan –presented by Liz**

Sarah Poff has held a staff workshop. There is a community consultation meeting 26<sup>th</sup> March

**4. ADMINISTRATION**

**4.1 Finance**

Nothing to report

**5. STAFF UPDATE** - presented by Glen Burdon

Successful Athletics day

Staff Questionnaire

**Action Point #3:** share feedback with board next meeting – Glen

**6. COMMUNITY PARTNERSHIP** - Update presented by Chandra

**Discussion**

- Sandpit – panels being installed Monday 26<sup>th</sup>
- Bikes in Schools – Ridgway School offering use of bike track for a koha. Could be used at electives time
- Appetites – ticket sales are slow

**Action Point #4:** advertise Appetites evening on Facebook & Website - Lois

**7. BOARD ADMINISTRATION**

**7.1 Confirmation of Previous Minutes**

**Signed** .....

Chairperson

**Date** .....

The minutes of the meeting 01/18 were accepted (with minor amendments) and confirmed as a true and accurate record of the meeting.

**Moved Butterfield/Seconded Chitty**

**7.2 Action Items from Previous Meeting**

Exit Interviews will close off before next meeting

**7.3 Correspondence**

**Inwards**

- STA STA news March issue
- STA Education Forum in Auckland and Christchurch
- MoE Education Gazette
- NZEI Various re paid union meetings
- BRAI Brooklyn Bus Hub
- WCC Todman Street Traffic Changes
- Ridgeway Bike Track Update on bike track and give-a little campaign
- BCA Wanting an update on Building Project
- Various Parents Moa Camp thank you
- Parent Fundraising for Moa Camp thank you and funding request
- The Good Registry
- MoE Property
- DGSE Property
- TBIG Property

**Outwards**

- STA Update of Chairperson
- MoE Property
- DGSE Property
- TBIG Property

**The meeting closed at 9.35pm  
Lois Crawford left the meeting**

**8. In Committee**

Personnel (PEB)

**Signed** .....  
Chairperson

**Date** .....

*Dan moved that the public be excluded from the next part of the meeting. On the grounds are that the matter is to protect the privacy of an individual (or of individuals). This motion is proposed to comply with Section 48 of the Local Government Official Information and Meetings Act 1987.*

**Moved by Dan as Chair / Passed unanimously**

The public part of the meeting resumed at 10.00pm

The meeting closed at 10.00pm

**Next meeting: Thursday 17 May 2018 @ 7pm**

**SUMMARY OF ACTION POINTS:**

**Action Point #1:** contact Mark re: applying for grant for the bleachers – Debbie

**Action Point #2:** discuss fundraising for bleachers before next meeting – Debbie& Mary-Ann

**Action Point #3:** share staff questionnaire feedback with board next meeting – Glen

**Action Point #4:** advertise Appetites evening on Facebook & Website - Lois

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**Signed** .....  
Chairperson

**Date** .....