

Minutes of Meeting 03/18 of Brooklyn School Board of Trustees held on Thursday 17 May at 7pm in the Staffroom of Brooklyn School

Present:

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

Apologies:

Mark Vivian, Nick Simcock

In Attendance:

Fiona Lowndes

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 Limited
- **Dan Ormond** – working with Wellington Water on Community Engagement

2. STRATEGIC DISCUSSIONS & DECISIONS

Discussions

2.1 Moa Camp debrief – Board discussed future recommendations from Clint Brandon on future camps

2.2 Property update

Rick Jordon MoE did not attend

Motion - Approval from Board of Trustees to authorize Liz Rhodes and Dan Ormond to sign property letter "Approval of Detailed Design drawings for Brooklyn school (2816) from MoE based on advice and constraints.

Moved Butterfield/ Seconded Burdon

Action Point #1: Safety and Design - Action plan. Have an initial meeting to identify hazards during construction phase. Also when contractors engaged, arrange another meeting to future develop this plan.

Extra funding has been approved by the Investments Board due to adverse geotechnical finding resulting in increased foundation costs, construction rate increase over last two years and design changes through Design review panel.

Property development is going to tender on Friday.

Signed.....
Chairperson

Date..... June 2018

2.3 Fundraising - presented by Debbie Chitty and Chandra Littlewood

- Cost of bleaches by netball courts are outside the scope of the build. These could cost up to \$50,000 to build. This could possibly be done as a fundraising project for the school. Debbie is happy to oversee it but not lead. At this stage we think the landscaping work will need to happen around mid-2019. We need more details before we can look to get bleachers sponsored/make grant applications.
- Matariki float - \$1,200.00 **Moved Chitty/Seconded Littlewood**
- Priority to Quiz night over PTA, due to lack of interest in PTA. The Board will continue to oversee individual projects and are also open to individuals wanting to look after them.

3. PRINCIPALS REPORT

Liz Rhodes presented her report – circulated and taken as read

School roll as at 17 May: 438

4. ADMINISTRATION

4.1 Finance

Motion: to approve January Finance report 2018

Moved Butterfield/Seconded Chitty

Motion: to approve February Finance report 2018

Moved Butterfield/Seconded Chitty

Motion: To approve March Finance report 2018

Moved Butterfield/Seconded Chitty

- Gas Heater – replace \$3500?

Action point #2: Look at cost of heat pump

- Lap top cabinets purchased from ESL Industries as quoted at \$5,490.91 (GST Incl)

The Board noted that members know Nick Beauchamp, a parent at the school, who owns ESL Industries but we are confident that this is the best product at a competitive price.

- I pads and Chromebooks (5 of each per syndicate)
20 Chromebooks \$7000 (this is within capital expenditure)

Board approve Capital Expenditure of \$25K

Moved Ormond/ Seconded Chitty

5. STAFF UPDATE - presented by Glen Burdon

Tui Syndicate - focus on science/ co-teaching/ inquiry

Kiwi syndicate – focus on Living Planet/ collaborating Update presented by Chandra

Takahe Syndicate – Camp reflection/ co-teaching Maths

Moa Syndicate – focus on Sustainability

Action point #3: PLD action plan around teaching in the new build - Liz

Signed.....
Chairperson

Date.....

6. COMMUNITY PARTNERSHIP –

Discussion

- Matariki – Update provided
- Quiz night – get this underway

7. BOARD ADMINISTRATION

7.1 Confirmation of Previous Minutes

The minutes of the meeting 3/18 were accepted (with minor amendments) and confirmed as a true and accurate record of the meeting.

Moved Butterfield/Seconded Burdon

7.2 Correspondence

Inwards

Reformed Church

Outwards

Reformed Church

The Good Registry

The public part of the meeting closed at 10:05pm

Fiona Lowndes left the meeting 10:05pm

8. In Committee

Personnel (PEB)

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 10.25pm

The meeting closed at 10:25pm

Next meeting: Thursday 21 June 2018 @ 7pm

SUMMARY OF ACTION POINTS:

Action point #1: S & D - Action plan. Initial Meeting to identify hazards during construction - Liz

Action point #2: Look at cost of heat pump for staffroom – Liz

Action point #3: PLD action plan around teaching in the new build - Liz

Signed.....
Chairperson

Date.....

