

**Minutes of Meeting 3/19 of Brooklyn School Board of Trustees held on Thursday 16 May
at 7pm in the Staffroom of Brooklyn School**

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

Apologies: Nick Simcock, Mike Brown arrived at 7.30pm, Dan Ormond (Chairperson) arrived at
7.40pm

In Attendance: Fee 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 DISCUSSION

2.1 Our Strategic Direction

Whanau Evening Feedback

The evening was held in the last week on Term 1 and was a successful night. A small number of the Pomanawa Group will visit Wellington High School's Marae, with the hope of building stronger ties with this Marae and make connections with the students there.

Springboard Feedback

Our Senior Leadership Team have completed their final "Developing High Performing Leadership Teams" programme for 2019 and this was very positively received. Senior leaders are now working on goals for the coming year.

Kahui Ako Update

Liz provided an update on both Capital City Kahui Ako(CCKA) and Te Whanganui o Tara Kahui Ako(TWTKA). An in depth discussion was had and a majority vote given to align with Te Whanganui o Tara. On balance, the Board agreed on TWTKA because of the pathway of our students. It also recognised that CCKA did provide benefits to our school.

2.2 Property Update

Redevelopment

Stage One is coming along slowly, looking at 20 June. We have a new Site Manager, Tim Drummond and a new Quantity Surveyor. MaryAnn Butterfield has offered to continue on in the Project Steering Group.

Signed.....

Chairperson
Board Minutes

Date..... 29.7.19

Action Point # 1: Board will look to communicate with the Wellington City Council re: parking for staff on the old Harrison Street Flats site - **Mike**

Landscaping

Board discussed quote received from Sole Landscaping. Quote was declined. We will keep pursuing quotes from other landscaping companies.

3. PRINCIPALS REPORT - presented by Liz Rhodes. Circulated and taken as read

School roll as at 16 May: 425

WRPPA Conference Feedback

This was held in week 9 at the end of Term 1. Five members of our Senior Leadership Team attended. The areas covered are currently part of our school vision, values and strategic plan.

Sabbatical Request

Board discussed Liz's Sabbatical request and in particular the effect of the timing of the sabbatical with regard to the School Building Redevelopment. If Liz is successful with her application for sabbatical, a discussion on having this deferred may be required dependent on the completion date of the current School Building Redevelopment.

Moved Brown/Seconded Chitty

Health and Safety

Board discussed gas leak between Room 2 - Rm 8. Contractor contacted and quote received. The Board has authorised with the Principal the urgent works.

4. ADMINISTRATION

4.1 Finance

Board discussed

Motion: to ratify March 2019 payments of \$534861.02 (\$400,000 payment to MoE for building work) also includes \$70,000 transfer to term deposit.

Moved Vivian/Seconded Butterfield

4.2 Board Elections

Fee updated the Board on current status. Current Board will oversee until midnight 13 June 2019.

Signed.....

Chairperson
Board Minutes

Date.....

29.7.19

4.3 Policy Updates

Board reviewed and discussed the 3 policies that need updating. The three policies being - Alcohol/Drugs and other harmful substances, Emergency Planning and Procedures and Curriculum and Student Achievement Policy. Approval as amended.

Moved Ormond/Seconded Littlewood

5. STAFF UPDATE - presented by Glen Burdon

Overall the general vibe is good. Teachers have the upcoming strike on Wednesday 29 May.

Tui Syndicate - This term's inquiry is on the physical world of science, looking into basic concepts of movement, forces, electricity, magnetism. Visiting City Gallery and Te Papa later in the term to support their learning enquiry.

Kiwi Syndicate - This term's inquiry is looking at how to support Endemic/native Birds in our environment. Kiwi syndicate had visited Zealandia and have Capital Kiwi and Predator free Brooklyn coming in to visit.

Takahe Syndicate - Inquiry focus for this term is on sustainability issues in our environment. This also includes looking at issues from a global, national and local community perspective.

Moa Syndicate - The main enquiry this term is CSI science, looking into how forensics use science to solve crimes. The syndicate have a planned trip to the Police Museum as part of this work and have Nz author Des Hunt coming in to help with their narrative writing around "whodunnit".

6. COMMUNITY PARTNERSHIP UPDATE - presented by Debbie and Chandra

Landscaping

We are still awaiting quotes for the landscaping project. Once quotes have been received we can apply for grants.

School Fun Run

Discussion and feedback were given on the School Fun Run.

Action point #2: Communications to be sent out to community Re:Reminder of the upcoming Fun Run and direct donations - **Fee**

Matariki

A meeting was held on Monday 13 May with parents interested in helping out. Charlie Mather will be the organiser of this event.

6. BOARD ADMINISTRATION

Dan Ormond thanked the current board for their service over the last 3 years and also those who had served a longer period.

Action Point # 3: Apply for a Long Service Certificate for Glen Burdon, our board Staff Representative - **Fee**

Signed.....

Chairperson
Board Minutes

Date.....
29.7.19

Action Point # 4: Communication to community re: Meet the Candidates for Thursday 30th May - **Fee**

Confirmation of Minutes

The minutes of the meeting 2/19 were accepted (with minor amendments) and confirmed as a true and accurate record of the meeting

Moved Butterfield/Seconded Chitty

Correspondence

Inwards

- Vogelmorn Foundation
- TBIG - Property
- NZSTA - Magazine
- Sole Landscaping - Letter
- Out of Zone Applications
- BoT Election Information
- NZEI - Teacher Strike Notice
- NZEI - Principal Strike Notice
- GBRAI - Letter
- Isabella Wicks - Thank you letter

The meeting closed at 9.35pm

Next meeting : Thursday 20 June 2019 @ 7pm

Summary of Action Points

Action Point # 1: Board will look to communicate with the Wellington City Council re: parking for staff on the old Harrison Street Flats site - **Mike**

Action Point # 2: Communications to be sent out to community Re:Reminder of the upcoming Fun Run and direct donations - **Fee**

Action Point # 3: Apply for a Long Service Certificate for Glen Burdon, our board Staff Representative - **Fee**

Action Point # 4: Communication to community re: Meet the Candidates for Thursday 30th May - **Fee**

Signed.....

Chairperson
Board Minutes

Date..... 29-7-19