

**Minutes of Meeting 3/22 of Brooklyn School Board of Trustees held on
Thursday 19 May 2022 at 7pm in the Staffroom at Brooklyn School**

1.1: Present: Jessica Kellow (Presiding member), Liz Rhodes (Principal), Mike Brown, David Harkness(via Google meet) Kathleen Kerr, Kelvin Wong

In Attendance: Fee Lowndes

1.2: Apologies: N/A

1.3: Conflicts of Interest: N/A

2. STRATEGIC DISCUSSIONS

2.1 '21 SEA (Student Entry Assessment)

Board discussed.

There were 58 new entrant children tested using the SEA (28 girls & 30 boys).

The majority of these children come to us from Brooklyn Kindergarten and Brooklyn Kids, with a small amount coming from other EEC's around the city.

Overall, the data gained from the SEA's tells us that the 2021 cohort of students have entered Brooklyn School with significantly more knowledge and understanding than the previous year.

We are still seeing students not starting school on their birthday, with parents choosing to start them after a school holiday.

Margaret Zlatkov to consider sharing data with Brooklyn Kids and stating Brooklyn School's expectation for New Entrants.

Karen Overell (SENCO/AP) Margaret Zlatkov (Tūi Syndicate Leader/AP)and Brie Wylie (Tūi Syndicate Teacher)are currently attending a BSLA course. Karen Overell has taken afternoon sessions with the staff. We should see a difference in the literacy in our junior classes in around a years time.

An information evening is taking place on Wednesday 1 June for Tūi Syndicate parents around the Better Start to Literacy Programme.

Action Point #1: Consider sharing SEA data with Brooklyn Kids - Margaret Z

6 Year Observation Data

Board discussed.


Liz Rhodes discussed how the 6 Year Observation Surveys are performed.

The report tells us that children are making great progress in Literacy and Numeracy after 1 year at school.

Any students who have stanines that are below are or were involved in one or more targeted support programmes on offer in the Tūi Syndicate. These include Literacy with Kirsty, Quick 60, Talk to Learn (ELLP programme) and Targeted Teacher Aide Support.

There is important value at having a variety of programmes available to accelerate the children who are not progressing in their learning in this area of the school.

Signed.....
Presiding Member
Board Minutes

Date.....

Board would like an Interpretation paper (Summary Report) of the 6 Year Observation Data, with clarity at the top or bottom if there are concerns that the Board need to be aware of eg Resourcing is adequate; More resourcing needed.

Action Point #2: Summary of Report of 6 Year Observations to be shared with the Board for 2023 - Margaret

2.2 10 Year Property Plan

Board discussed.

Mike Brown gave an overview of the draft 10YPP. Discussion was had on the Ministry of Education moving from gas heating in classrooms to heat pumps.

We are fortunate to only have a few issues to remedy from the report.

With regard to the Electrical plan, after an inspection by an electrical specialist from the MoE, the distribution boards in between Rooms 4 & 5 and Takahē and Moa Syndicates have been found to have issues and are non compliant.

These distribution boards will need to be redone with the provision to be able to hold the load for 8Kw heat pumps.

Motion: Board approve the 10YPP, subject to the correct naming of the syndicate areas on the map plan.

2.3 BoT Election Succession Planning

Board discussed.

Jess Kellow discussed which Board members would be standing again at the upcoming School Board Elections in September 2022. The members are Jessica Kellow and Mike Brown.

Action Point #3: Discussion with whānau group parents re: School Board Elections - Matt

3. 3.1 PRINCIPALS REPORT - Presented by Liz Rhodes

Report Taken as Read

Culturally Responsive Practice

Kathe Tawhiwhirangi from Core Education is coming on site for 3 staff PLD sessions this term. She will also be working with individual syndicates to help develop their teaching as inquiry. Jenni Dittmer from Kura Ahurea is working with us on integrating local place-based history through curriculum at a practical level for teachers and learners.

Te Mako from Core Education will be starting his programme at the end of May 2022.

A survey will be conducted with staff and students this term using Taku Reo. Taku Reo is a online research based survey designed for NZ students in English Medium years 4-8.

COVID-19 Status Update

Board discussed

There have been a number of teachers away affected by COVID19. The most affected has been the senior school - Moa syndicate. There is a continuity plan in place for the senior school. We also have a contingency plan ready, should it be needed.

Term 1 Attendance

Board discussed.

Signed.....*Jess Kellow*.....

Presiding Member

Board Minutes

Date.....*3 August 2022*.....

We had 90.5% attendance on average for Term 1.

Health and Safety

COVID19 has brought it's challenges, although the staff and students are currently enjoying more freedom and we are excited to meet together as a school again.

In the Orange setting mask wearing is encouraged.

Discussion was had on our Emergency Preparedness and both the Lockdown Drill and Repatriation in a disaster situation. The school has procedures in place.

Next steps are to determine what dates these drills are to take place. Once the dates have been agreed upon, these are to be shared with the Board of Trustees.

Action Point #4: Inform the Board of dates for the School Evacuation(Repatriation) and Lockdown drill - Liz

4. ADMINISTRATION - presented by Kevin Wong

4.1 Finance

Report Taken as Read

Overall the school has a reasonable surplus. Revenue is at good levels. Parent donations are at very good levels.

March 2022 Accounts

Motion: To ratify March 2022 payments of \$ 106,464.64

Approved Brown/Seconded Kellow

April 2022 Accounts

Motion: To ratify April 2022 payments of \$62,143.71

Approved Wong/Seconded Brown

4.2 School Docs

Board discussed.

Healthcare : Including -

Medicines

Approved Kellow/Seconded Brown

Managing Minor/Moderate Injury

Approved Kellow/SecondedBrown

Managing Serious Injury and Illness

Approved Kellow/Seconded Brown

Infectious diseases

Approved Kellow/Seconded Brown

Reporting and Recording Accidents and Incidents

Approved Kellow/Seconded Brown

Behaviour Management

Approved Kellow/Seconded Brown

5. COMMUNITY PARTNERSHIP - FUNDRAISING UPDATE

Board discussed.

Liz Rhodes shared the Fundraising calendar with the Board.

Our first event will be the school Matariki celebrations. We have a group of interested parents coordinating this event. This will be held on Wednesday 6 July (pp Thursday 7 July).

Signed.....

Presiding Member

Board Minutes

Date Kellow
3 August 2022.

Ideas were shared on what the funds raised from the Matariki event could be spent on - To enhance our school grounds - eg New signage; completion of the landscaping adjacent to the Moa syndicate and netball courts.

Liz Rhodes proposed that the money raised from this event plus a grant application be combined to complete the above ideas.

The board has approved a float of \$1,500 for Matariki

Vogelmorn Foundation - Ideas for a grant application to the Vogelmorn Foundation are to be brought to the next Board meeting.

Action Point #5: Obtain quotes for school signage - Liz/Fee

Action Point #6: Share ideas for grant application to Vogelmorn Foundation with the Board - Liz

6.CONFIRMATION OF MINUTES

The minutes of 2/22 were accepted (with minor adjustments) and confirmed as a true and accurate record of the meeting.

Approved Kellow/Seconded Kerr

Board discussed moving the September Board meeting previously scheduled for Thursday 15 September to Monday 19 September.

Motion: Board agreed to move Meeting 6/22 -15 September 2022 to Monday 19 September 2022

Board discussed moving the November Board meeting previously scheduled for 10 November to Thursday 3 November.

Motion: Board agreed to move Meeting 7/22 - 10 November 2022 meeting to Thursday 3 November 2022

CORRESPONDENCE

Inwards

Letter - Deloitte

Letter - The BRC Charitable Trust

Email - NZEI

David Harkness left the meeting at 7.35pm (due to technical difficulties)

The meeting closed at 9.03pm

8. In Committee

Personnel (PEB)

Jessica 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 Jessica as Presiding Member/ Passed unanimously

Signed.....

Presiding Member

Board Minutes

Date..... 3 August 2022

The public part of the meeting resumed at 10pm

The meeting closed at 10pm

Next Board meeting is scheduled for Thursday 30 June @ 7pm in the staffroom.

SUMMARY OF ACTION POINTS:

Action Point #1: Consider sharing SEA data with Brooklyn Kids - MZ

Action Point #2: Summary of Report of 6 Year Observations to be shared with the Board - MZ

Action Point #3: Discussion with whanau group parents re: School Board Elections - Matt

Action Point #4: Inform the Board of dates for the School Evacuation(Repatriation) and Lockdown drill - Liz

Action Point #5: Obtain quotes for school signage - Liz/Fee

Action Point #6: Share ideas for grant application to Vogelhorn Foundation with the Board - Liz

Signed.....
Presiding Member
Board Minutes

Date.....