

# Minutes of Meeting 1/22 of Brooklyn School Board of Trustees held on Thursday 24 February 2022 at 7pm in the Staffroom at Brooklyn School

**1.1: Present:** Jessica Kellow (Presiding Member), Liz Rhodes (Principal), Mike Brown, Debbie Chitty David Harkness(via Zoom), Kathleen Kerr, Kelvin Wong

**In Attendance:** Fee Lowndes

**1.2: Apologies:** N/A

**1.3: Conflicts of Interest:**

- Debbie Chitty - Director, Brooklyn Central Health 2005 Limited

**1.4: Election of Presiding Member**

Nominations were called for a new Presiding Member and the Board discussed.

Board voted unanimously for Jessica Kellow to continue on as Presiding Member until the upcoming elections in September 2022.

Positions held on the Board are as follows - Jessica Kellow - Presiding Member, Mike Brown - Property, David Harkness - Grants, Kathleen Kerr - Communication/Community, Kelvin Wong - Finance. Board to be mindful that the Community Liaison person interfaces with the school community.

## **2. STRATEGIC DISCUSSIONS**

### **2.1 Ministry Reporting Requirements**

Board discussed.

#### **Community Survey - Strategic Plan**

Board discussed.

This survey is to seek community feedback on our school's Strategic Plan 2022-2024.

The survey is to be shared via HERO to the school community. Once all feedback is gathered from the Board, staff and the community, this will be amalgamated and a final Strategic Plan published.

Action Point # 1: Share Community Survey via HERO - Liz

#### **Annual Plan - Draft**

Board discussed.

The Annual Plan is 'In Progress'.

The MoE has asked to focus on the Annual Plan first this year due to the pandemic, although are keen to receive it as close to the 1 March 2022 as possible.

Minor wording adjustments were made to 'Our Mission' and a draft copy of this is to be shared with the staff on Tuesday 1 March and Liz Rhodes to gather feedback and share with Board/David Harkness; then send draft copy of Annual Plan (1st page) to the MoE

Action Point # 2: Share amended wording draft of 'Our Mission' with staff and obtain feedback - Liz

Action Point # 3: Share feedback from staff with Board/David Harkness - Liz

Action Point # 4: Send draft copy of Annual Plan(1st page) to MoE - Liz

### **2.2 Brooklyn School Strategic Plan Draft**

Board discussed.

Signed.....

Presiding Member

Board Minutes

Date.....4/4/22.....

Liz Rhodes thanked the Board for attending the Strategic Plan Refresh meeting in late January to further develop the draft Strategic Plan. Ideas on wording were worked through and amended. Next steps are to engage with our community (ref 2.1), updating accordingly and finalise at the next meeting.

### **2.3 Analysis of Variance Draft**

Board discussed.

The current Analysis Of Variance is due to the MoE next Tuesday 29 February 2022.

Focus is now to be on the 2022 A.o.V Report and streamlining this by reformatting and creating a traffic light system.

For the 2022 Analysis of Variance draft, discussion was had on changing this date to November on the 2022 BoT Work Plan.

Action Point # 5: Alter date of 2022 Draft Analysis of Variance on BoT Work Plan to November 2022 - Liz

### **3. PRINCIPALS REPORT - Presented by Liz Rhodes**

Taken as read.

School Roll as at 24 February - 390

The Board would like to thank all the Takahē teachers for a successful Year 5-6 Camp to Kaitoke.

### **Culturally Responsive Practice**

Board discussed.

In January, Matthew Breach, Karen Overell and Liz Rhodes met with Cathe Tawhiwhirangi from CORE Education and have planned out the start of our Culturally Responsive Practice PLD for 2022. From the 200 hours allocated by the MoE for funding providers - 100 hours have been allocated to this.

We have engaged with Te Mako Orzecki to run an online Te Reo language programme for our teachers in Term 3 and 4 2022. 30 hours have been allocated to this.

This will leave us with a remaining 70 hours. We are looking at how we can access more of our local history.- Kura Ahurea: Te Whanganui-a-Tara.

Our Teacher Only Day on 31 January 2022 began with each staff sharing their pepeha. Then a session around the stories of our local Maori history - Kura Ahurea. This was followed by a mana whenua tour of our city.

### **Te Whanganui-a-Tara Kāhui Ako Update**

Board discussed.

### **NAG 3 Personnel**

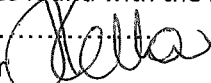
Liz Rhodes discussed the ORS students in the Kiwi and Moa Syndicates. We have appointed 3 new Learning Assistants to help support these students and have received Interim Response Funding for them.

Kathryn Harris will go on Maternity Leave in Term 2. We have received 2 applications for this position so far.

### **Term 4 Attendance Data**

Board discussed.

There were no issues found with the report.

Signed.....

Presiding Member

Board Minutes

Date...4/4/22.....

**NAG 5 - Health and Safety**

**COVID-19 Status Update**

Board discussed.

The Business Continuity Plan was shared with the Board. This plan sets out what this means for staff as they teach in the Red Light setting. More disruptions are expected, as infections increase. The school is receiving regular communications from the MoE. The school now has access to free face masks.

**Vandalism**

There have been a number of issues with vandalism down in the lower part of the school - Adventure Playground, Wire fences and netball hoops. One of the tyre vines on the Adventure Playground fell down last week. No one was hurt. This had passed its inspection earlier in the month. Some of the hurricane fencing had been cut and big holes were found. One of the netball hoops had been damaged and bent out of shape. We will keep an eye on this area of the school over the upcoming months.

**Principal Appraisal - 2022 Priorities**

Board discussed.

**NAG 6 Administration**

Grant Ideas.

Board discussed.

This is currently being worked on with the staff. Liz Rhodes to delegate this job to a staff member.

David Harkness discussed the current Grants List.

Board discussed getting new signage for the school. Liz Rhodes to contact a design company to quote for new signage.

Action Point # 6:- Contact Design company for new school signage - Liz

Find out the calendar years, for each of the organisations we place grant applications through to.

Action Point # 7:- Obtain the calendar years for grant applications from the organisations - David

The next grant application is due 31 March 2022. We require 2 quotes.

**4. ADMINISTRATION - Presented by Kelvin Wong**

**4.1 Finance**

Board discussed

**November 2021 Accounts**

Board discussed.

There are no unexpected items noted.

Motion: To ratify November 2021 payments of \$122,498.44

Approved Wong/Seconded Brown

Signed.....  
Presiding Member  
Board Minutes



Date...4/4/22

**December 2021 Accounts**

Board discussed.

There are no unexpected items noted.

Motion: To ratify December 2021 payments of \$135,505.71

Approved Wong/Seconded Brown

**Schedule of Delegations 2022**

Board discussed.

Motion: To approve the 2022 Schedule of Delegations 2022

Approved Board

**4.2 BoT Succession Planning - BoT Elections**

Board discussed.

A resolution was made to appoint Fiona Lowndes as Brooklyn School Returning Officer for the upcoming 2022 School Board Elections to be held in September.

Timeline for the 2022 Board Elections to be sent to the Board.

Action Point #8:: Forward timeline for 2022 Board Elections to the Board - Fee

Board touched on the Maori Representative on the BoT. The Board are to be advised of any upcoming whanau evenings being held at school.

Action Point # 9:Advise BoT of upcoming whanau evenings - Liz

**4.3 School Docs - 2022 Reviews**

Board discussed.

Documents up for review in Term 1 are Health and Safety Management, and Emergency, Disaster, and Crisis Management .

**4.4 10 Year Property Plan (10YPP)**

Board discussed.

The area names have been amended.

The 10YPP was approved.

Board is still waiting for Frank Bourke from IR GRoup to send through the Painting Plan.

Action Point # 10: Follow up with IR Group for 10YPP - Liz

**5. COMMUNITY PARTNERSHIP - FUNDRAISING UPDATE**

Board discussed.

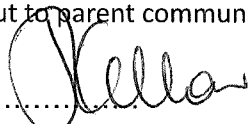
A fundraising proposal was shared with the Board.

David Harkness is still waiting for quotes for items.

Discussion on organising a Parent-led Fundraising Group was had. Need a draft of ‘Terms of Reference’ for how this will operate.

The 2022 Assistance with BPS Fundraising Form was shared as a google form in a recent newsletter. The response hasn’t been the best. A paper copy of this form is to be sent out in the coming weeks. ‘Grants’ to be added to the form.

Comms to be sent out to parent community - Parent Led Fundraising Group.

Signed.....

Presiding Member  
Board Minutes

Date...4/4/22.....

- Action Point # 11: Draft Terms of Reference letter for Parent-Led Fundraising Group - Liz
- Action Point # 12: Send paper copy of 2022 Assistance with BPS Fundraising Form to School Community - Fee
- Action Point # 13: Comms to join the BPS Fundraising Group to School Community - Fee/Liz

**6.CONFIRMATION OF MINUTES**

The minutes of 8/21 were accepted (with minor adjustments) and confirmed as a true and accurate record of The meeting.

Approved Wong/ Seconded Chitty

**The Board of Trustees would like to thank Debbie Chitty for her contribution to the Board of Trustees for over the last 6 years.**

**CORRESPONDENCE**

**INWARDS**

- Education Gazette Vol.100 # 16 - 13 December 2021
- Education Gazette Vol.101 # 1 - 7 February 2022
- Letter - The Vogelhorn Foundation

The meeting closed at 9.05pm

Next Board meeting is scheduled for Thursday 24 March 2022 @ 7pm in the staffroom.

**SUMMARY OF ACTION POINTS:**

- Action Point # 1: Share Community Survey via HERO - Liz
- Action Point # 2:Share amended wording draft of 'Our Mission' with staff and obtain feedback - Liz
- Action Point # 3: Share feedback from staff with Board/David Harkness - Liz
- Action Point # 4: Send draft copy of Annual Plan(1st page) to MoE - Liz
- Action Point # 5: Alter date of 2022 Draft Analysis of Variance on BoT Work Plan to November 2022 - Liz
- Action Point # 6: Contact Design company for new school signage - Liz
- Action Point # 7: Obtain the calendar years for grant applications from the organisations - David
- Action Point # 8: Forward timeline for 2022 Board Elections to the Board - Fee
- Action Point # 9: Advise BoT of upcoming whanau evenings - Liz
- Action Point # 10: Follow up with IR Group for 10YPP - Liz
- Action Point # 11: Draft a Terms of Reference letter for Parent-Led Fundraising Group - Liz
- Action Point # 12: Send paper copy of 2022 Assistance with BPS Fundraising Form to School Community - Fee
- Action Point # 13: Comms to join the BPS Fundraising Group to School Community - Fee/Liz

Signed.....  
 Presiding Member  
 Board Minutes

Date.....4/4/22

