

**Minutes of Meeting 2/22 of Brooklyn School Board of Trustees held on Thursday 24 March 2022 at 7pm in the Staffroom at Brooklyn School**

**1.1: Present:** Jessica Kellow (Presiding Member), Liz Rhodes (Principal), David Harkness, Kathleen Kerr, Kelvin Wong

**1.2: Apologies:** Mike Brown

**In Attendance:** Fee Lowndes, Karen Overell (Associate Principal/SENCO) and Margaret Zlatkov (Associate Principal, Tui Syndicate Leader)

**2. STRATEGIC DISCUSSIONS**

**2.1 BPS Strategic Plan Refresh and Community Feedback**

Board discussed.

Liz Rhodes, Karen Overell and Margaret Zlatkov have reviewed the Strategic Plan Refresh.

Feedback from both the staff and the community were added.

Minor amendments were made to the draft copy of the BPS Strategic Plan Refresh 2022-2024.

Discussion was had on 'Our Mission' and 'Our Vision' statements. Feedback was given.

Amendments were made to the draft 2022 Annual Plan and the 2022 Annual Implementation Plan.

**2.2 '21 SEA and 6 Year Observation Data**

Board discussed.

These have been delayed due to Covid.

This will be moved to the next Board meeting on May 19 to discuss further.

Action #1: Add '21 SEA and 6 Year Observation Data discussion to next BoT meeting - Liz

**2.3 BoT Election Succession Planning**

Board discussed.

This will moved to the next Board meeting on May 19 to discuss further.

Information regarding the upcoming BoT School Elections in September 2022 to be added to the school newsletter.

Action #2: Add BoT Succession Planning discussion to next BoT meeting - Liz

Action #3: Add BoT School Elections information to school newsletter - Fee/Liz

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

Taken as read.

School Roll as at 24 March - 394

**Culturally Responsive Practice**

Board discussed.

Kathe Tawhiwhirangi from CORE Education will be coming on site for 2 staff PLD session later in the term and will also be working with individual syndicates to help develop their teaching as inquiries.

Signed..........

Presiding Member

Board Minutes

Date.....19 May 2022.....

**The Board went into Committee at 8.30pm.**

The Board discussed staff and student welfare. 'In Attendance' were asked to remain. Jessica resolved that the Board move out of In Committee business.

Moved by Jessica as Chair. Passed unanimously

The meeting went Out of Committee at 9.12pm

Karen Overell and Margaret Zlatkov left the meeting at 9.17pm

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

**4.1 Finance**

Board discussed

**2021 Annual Accounts**

The 2021 Annual Accounts have been submitted to the Auditor.

This is a very clear report; good surplus; good outcome.

**December 2021 Accounts - Rerun December 2021 with Accruals**

Board discussed

The 2021 surplus has been reduced from what was tabled at the previous meeting. Although the surplus is less, the outcome was still good.

Motion: To ratify December 2021 payments with Accruals

Approved Kellow / Seconded Kerr

**January 2022 Accounts**

Board discussed

Motion: To ratify January 2022 payments of \$72,340.54 -

Approved Kellow/Seconded Wong

**February 2022 Accounts**

Board discussed

Motion: to ratify February 2022 payments of \$123,799.65 -

Approved Kellow/Seconded Wong

**4.2 School Docs**

Board discussed.

In 2022, all schools will review the Health, Safety, and Welfare Policy section throughout the year.

In Term 1, the focus is on Health and Safety Management, and Emergency, Disaster , and Crisis Management sections.

**Health and Safety Management**

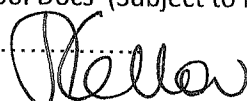
Board discussed.

Policy documents have been read through and we are happy with the content. Student emergency contacts, health plans, and medicines have been updated for those needing them.

Motion: Approve School Docs (Subject to incorporating the updates) -

Approved Kerr/Seconded Harkness

Signed.....  
Presiding Member



Date...19/5/22.....

Board Minutes

**6.CONFIRMATION OF MINUTES**

The minutes of 1/22 were accepted (with minor adjustments) and confirmed as a true and accurate record of  
The meeting.  
Approved Kellow / Seconded Kerr

**CORRESPONDENCE**

**INWARDS**

NZEI - Email

Education Gazette - Vol.101- No.3

Education Gazette - Vol.101-No.4

The meeting closed at 9.45pm

Next Board meeting is scheduled for Thursday 19 May 2022 @ 7pm in the staffroom.

**SUMMARY OF ACTION POINTS**

Action Point #1: Add '21 SEA and 6 Year Observation Data discussion to next BoT meeting - Liz

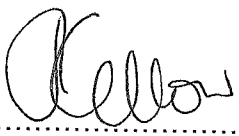
Action Point #2: Add BoT Succession Planning discussion to next BoT meeting - Liz

Action Point #3: Add BoT School Elections information to school newsletter - Fee/Liz

Action Point #4: Refresher of School alarm system - Fee/Jess

Action Point #5: Locate Community Emergency Hub Kit - Fee

Action Point #6: Update BPS Emergency Procedure Folder - Fee

Signed.....  
Presiding Member  
Board Minutes

Date..19/5/22.....