

**Minutes of Meeting 2/19 of Brooklyn School Board of Trustees held on Thursday 28 March at 7pm
in the Staffroom of Brooklyn School**

Present: Liz Rhodes(Principal), Dan Ormond(Chairperson), Mary-Ann Butterfield, Debbie Chitty, Mark Vivian,
Nick Simcock, Glen Burdon, Mike Brown

Apologies: Chandra Littlewood

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 Well Being Survey - presented by Clint Brandon

Clint presented a summary of findings from the Well Being survey conducted in Term 3 2018. Board discussed next steps and suggested to set up an action plan to respond to the children. The survey will be conducted again in Term 3.

2018 SEA and 6 Year Observation Data Review - presented by Margaret Zlatkov

Board discussed review and acknowledged the children's progress.

Linc-Ed - presented by Margaret Zlatkov

Margaret presented to the Board the roll out of opening Linc-Ed to all the parents at beginning of Term 2. The board discussed the proposed strategy for the rollout.

Motion - The Board strongly suggest that the roll out be phased in - Syndicate by Syndicate focussing on the Year 3/4 first, then Year 1/2. Also suggested that release time be given to support teachers to meet the phased roll-out over the coming months. This cost to be approved by the Principal and/or Board Chairperson.

Approved Chitty/Seconded Butterfield

Board Submission for New Taskforce Report

Board discussed. Dan and Liz have looked over the submission and will incorporate feedback. The deadline for this is next Wednesday. Once approved it will be shared with the community.

Signed.....

Date..... 29-7-19

Chairperson
Board Minutes

2.2 PROPERTY UPDATE

Redevelopment

To date the building progress is tracking well. The water main is fixed and the hoardings between Rooms 10 and 11 have been taken down.

Landscaping

The detailed Landscaping Plans have been sent out for tender to 5 companies. To date, we have yet to receive any tenders back. The school will follow the companies up.

Finance

We have received a copy of 2018 Financial Accounts.

The school has paid its contribution towards the building works to the Ministry of Education.

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

School Roll as at 28 March:412

NAG 3: Personnel - Approval asked for Kurt Norton's leave for early Term 4

Approved Brown/Seconded Butterfield

NAG 6: Administration - Advertise ballot for Out of Zone Applications beginning of Term 3 - Fee

Kahui Ako

Liz has met with both the Capital City Kahui Ako and Te Whanganui o Tara Kahui Ako Steering Committees. The Board plans to have a formal discussion at the next board meeting in May (with Liz's recommendation) as to which to associate with going forward.

Action Point #1: Liz to provide a paper outlining pros and cons of each Kahui Ako with her recommendation for the next board meeting as a basis for discussion.

NAG 5: Health and Safety - the carpet in the office area has holes in it. Fee presented a quote for \$1700 for carpet tiles. Approval given for Carpet Tiles for Office area

Approved Chitty /Seconded Butterfield

: Lockdown Procedures - Room 1 is the only classroom that doesn't lock from the inside. The board recommended engaging a locksmith to put a lock on the door in Room 1.

Approved Chitty /Seconded Butterfield

Signed.....

Date.....29.7.19.....

Chairperson
Board Minutes

4. ADMINISTRATION

4.1 Finance

Board discussed

Motion: To ratify December 2018 payments of \$270,399.41 (includes bank transfer of \$149,794.37)

Moved Vivian/Seconded Butterfield

Motion: To ratify January 2019 payments of \$167,725.91 (includes transfer to term deposit of \$153,627.33)

Moved Vivian/Seconded Butterfield

Motion: To ratify February 2019 payments of \$86,960.69

Moved Vivian/Seconded Butterfield

4.2 Board Elections

Board discussed which current members would stand again in the upcoming elections.

Dan has met with two parents who are keen to stand as parent representatives.

5. STAFF UPDATE - presented by Glen Burdon

A very successful Athletics day, all went to plan.

Tui Syndicate - All classes are well settled. Classes are looking forward to Brooklyn Fire Station visit

Kiwi Syndicate - All going well. Classes looking forward to Capital E Arts Festival.

Takahe Syndicate - A few issues but these are being worked through.

Moa Syndicate - All classes working really well. The syndicate walked the Southern Walkway as part of their EOTC.

Community Partnership Update - presented by Debbie Chitty

2019 Fundraising form has been collated and shared with Debbie, Chandra and Liz.

6. BOARD ADMINISTRATION

Confirmation of Minutes

The minutes of the meeting 1/19 were accepted (with minor amendments) and confirmed as a true and accurate record of the meeting

Moved Chitty/Seconded Butterfield

Schedule of Delegations

Moved Chitty/Seconded Butterfield

Signed..... 

Date..... 29.7.19

Chairperson
Board Minutes

Correspondence

Inwards

Education Gazette - March 2019
Bee Healthy
NZSTA - AGM Letter
NZSTA - 2019 Triennial School Elections
NZSTA - March 2019
TBIG - Property
MoE - Property
Parent - Out of Zone Application for 2020
Parent - Out of Zone Application for 2020
Parent - Out of Zone Application for 2020

Outwards

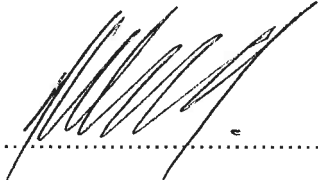
Vogelmorn Foundation
TBIG - Property
MoE - Property
MaryAnn Butterfield - Long Service

The meeting closed at 9.25pm

Next meeting: Thursday 16 May @ 7pm

Summary of Action Points

- 1 - Liz to provide a paper outlining pros and cons of each Kahui Ako with her recommendation for the next board meeting as a basis for discussion. - Liz**
- 2 - Advertise Ballot for Out of Zone students for 2020 at the beginning of term 3- Fee**
- 3 - Share with the Board the Drug and Alcohol Review Policy- Liz**

Signed.....

Chairperson
Board Minutes

Date..... 29.7.19