

**Minutes of Meeting 4/22 of Brooklyn School Board of Trustees held on
Thursday 30 June 2022 at 7pm in the Staffroom at Brooklyn School**

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

In Attendance: Fee Lowndes, Ivan Rangitonga (Parent via Google meet)

1.2: Apologies: Kathleen Kerr

1.3: Conflicts of Interest: N/A

2. STRATEGIC DISCUSSIONS

2.1 Strategic Plan Update for June 2022 (Annual Implementation Plan)

Board discussed.

Board like the new format of the report.

Jessica went over the Strategic Plan with Ivan Rangitonga.

Action Point #1: Report to the Board on progress against the strategic plan - Liz

Discussion was had on Conducting the Wellbeing at School Survey in Term 3 and whether this is collected as individual data for our school or in conjunction with our Kāhui Ako and NZCER and making it a standardised survey.

2.2 BoT Election Succession Planning - BoT Election - 7 September

Board discussed.

The 2022 countdown diary key dates for the School Board Elections were shared with the Board.

Discussion was had on whether there were any expressions of interest from our parent community in standing for this years elections. There had been a couple of interested parents who had made contact with the presiding member.

3.1 PRINCIPAL REPORT - Presented by Liz Rhodes

Report taken as read.

Current roll as at 30 June - 407

Cultural Responsive Practice

Board discussed.

A Whānau Hui was held on 8 June. The evening went well. Thank you to the Board members who attended this event.

NAG 4: Finance & Property

Solar Panels

Board discussed.

We need to replace the failed solar inverter so that the students can see the live solar generation and their consumption of power. Some maintenance has already been done on rusty wiring on the solar panels on the Takahe roof. Replacing the solar inverter is the next step. The quote is \$3995.75 + GST
Given current budget pressures, the board discussed options for funding this expense.

The board resolved to apply to Pelorus Trust to request funding of \$3995.75 to replace the failed solar inverter.

Signed.....*J Kellow*.....

Date.....*22/6/22*.....

Presiding Member

Board Minutes

Action: David to make grant application

Roofing tiles in the hall

There has been a leak in the new ceiling in the hall. This has been reported to MoE, TBIG and Southbase. We are awaiting next steps.

A senior project manager from Southbase Construction is visiting in early July to investigate the problem and other ongoing defects.

Term 4 2021 Attendance Data - Supplementary Report

Board discussed.

This is a MoE generated report for our student attendance.

Health and Safety

Board discussed.

COVID Update.

Jessica discussed the impact on staffing and relief teachers.

We are continuing to pivot and manage our way through this pandemic. Mask wearing is encouraged.

Staff and students have been amazing despite all of this and we are fortunate to have such a supportive community.

Communication to be shared with the community around being fortunate with Covid and our teacher availability and not having to go into a Hybrid (in person and online) model.

Action #2: Send comms to parent community around Covid, Teacher availability and Hybrid model - Liz

Grant Proposals

Board discussed the grant allocations when only a portion of the amount of the grant application value is received by the school. It was discussed whether a meeting could be held with the organisations to go over this. David Harkness said this was maybe manageable with the local organisations but maybe not so easy with the larger ones. In general it was discussed the need, when applying for a grant, to be clear about how the School would respond if only part of a grant application is approved (i.e. could scope be reduced to match funds; could the school top up the grant through funding the deficit; or would the School decline the partial grant).

Currently we have the Vogelhorn Foundation grant open. We need a prioritised list of items for a grant application.

Action: Liz to arrange for a prioritised list of items that could be funded by grant applications.

Board resolved to apply to Pelorus Trust for the Green Van quote off \$3995.75 + GST - Board

Bank Staffing

Board discussed.

Board has noted the number. Currently we are sitting comfortably.

4. ADMINISTRATION

4.1 Finance - Presented by Kelvin Wong

Board discussed.

May 2022 Accounts - Summary

Report Taken as Read

Signed 

Presiding Member

Board Minutes

Date 22/5/22

The school is ahead of budget for the first 5 months of the year, which is a good outcome. Revenue is at a reasonable level.

It has been noted the concern regarding the sick leave usage.

May 2022 Accounts

Motion: To ratify May 2022 payments of \$161,770.64

Approved Kellow/Seconded Brown

Motion: To ratify internal payment transfer to term deposit of \$100,000 Approved Brown/Seconded Kellow

Budget Review for 2022

Board discussed.

Jessica and Liz meet with Lynette Dickson from Davidson Dickson Limited on Thursday 30 June to discuss finalising the 2022 budget .

Board discussed the MoE and Board funding of Teacher Aide (TA) hours. There is a shortfall of funding from the MoE. Senior Leadership Team to discuss Teacher Aide hours and matrix.

The Board are committed to the TA hours for the remainder of 2022 and will consider options of at what level of deficit they are happy to cover over the coming years. Board would like to note that the current situation is not sustainable, and requests that management consider how to avoid this situation when reviewing the TA budget for 2023.

Board funded Roll Growth class to start in Term 3. Bank staffing to cover the New Entrant teacher.

Board discussed the Better Start to Literacy (BSLA) programme and allocating more time for a small number of students not making progress.

Board would like information around the BSLA programme to be shared with the parent community via the school newsletter.

Action Point #3: Share information of the BSLA programme with the parent community - Liz/Fee

2021 Annual Accounts

Board discussed.

The 2021 Annual Accounts have been sent off to the Auditor. Jessica has signed the Auditor letter.

5.COMMUNITY PARTNERSHIP

Fundraising Update

Matariki

Board discussed.

Planning is well underway for this event.

A parent meeting was held to discuss this and make further plans. We have use of Island Bay Marae for our hangi and have been successful in our application to Hellers for sausages. New whanau and teachers will be welcomed to our school at this event during the Powhiri.

6.CONFIRMATION OF MINUTES

The minutes of 3/22 were accepted (with minor adjustments) and confirmed as a true and accurate record of the meeting.

Approved Kellow/Seconded Brown

Signed 

Presiding Member

Board Minutes

Date. 22/8/22

CORRESPONDENCE

Inwards

Letter - MoE (Carbon Neutral Government Programme)

Email - NZEI

Education Gazette - 23 May 2022 Vol.101 No.6

Education Gazette - 13 June 2022 Vol.101 No.7

The meeting closed at 8.30pm

Fee Lowndes and Ivan Rangtonga left the meeting at 8.30pm

7. IN COMMITTEE

The Presiding Member moved that the public be excluded from the next part of the meeting, on the grounds 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

The committee part of the meeting resumed at 8.35pm

The meeting closed at 9.57pm

Next Board meeting is scheduled for Thursday 11 August 2022 @ 7pm in the staffroom.

SUMMARY OF ACTION POINTS:

Action Point #1: Report to the Board on progress against the strategic plan - Liz

Action Point #2: Send comms to parent community around Covid, Teacher availability and Hybrid teaching model - Liz

Action Point #3: Share information of the BSLA programme with the parent community - Liz/Fee

Signed.....
Presiding Member
Board Minutes

Date..... 22/8/22