

**Minutes of Meeting 8/18 of Brooklyn School Board of Trustees held on Thursday 6 December at
6.30pm
in the Staffroom of Brooklyn School**

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

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 DISCUSSIONS AND DECISIONS

2.1 Our Strategic Direction

Liz discussed strategic direction and presented updated OTJ's.

Action Point #1: Annual report to be sent out on Tuesday 17 December 2018 - Fee

2.2 Property Update

Redevelopment

Liz presented an executive summary slide show.

The Project Steering Group met Tuesday 4 December. The Board discussed the Building Redevelopment and the work to be undertaken over the holiday break.

Landscaping

Liz presented. We are currently waiting to hear back from Sarah Poff for details on both stages costings. \$4100 from the Quiz Night has been added to the Landscaping fund.

Action point #2: Check the \$50,000 in Accumalted Funds set aside for landscaping is in writing from MoE and let the Board know - Mary-Ann

3.PRINCIPALS REPORT

Liz presented her report - circulated and taken as read.

NAG 4: Finance and Property

Hot Water Tui Toilets - Work to be completed over January 2019

Action Point #3: Random Bank account checks to be done on invoice payment batches - Liz

4.ADMINISTRATION

4.1 Finance

October reports - Items to note

Signed
Chairperson

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**Action Point #4: Alter wording of donation of \$4100 to library should read grant not donation -
Liz**

Motion: to approve October payments of \$174,176.30(includes bank transfer of \$150,000)
Moved Butterfield/Seconded Vivian

Accounts

Motion: to ratify October payments of \$174,176.30(includes bank transfer of \$150,000)
Moved Butterfield/Seconded Vivian

2019 Budget

Board discussed.

Liz and Dan met with the accountant after last board meeting and we are budgeting for a deficit of \$5171

Board approved the 2019 Budget **Moved Vivian/Seconded Simcock**

Donation Review

Board discussed and decision was made to keep it as is. **Moved Simcock/Seconded Butterfield**

4.2 Principals Appraisal

Dan discussed with the Board. Nick Simcock and Dan Ormond are working with Liz.

4.3 Board Work plan for 2019

Board discussed the induction of the New Board should be during June 2019.
Change days from Tuesday to Thursday and Succession Planning looked at in February 2019.

Action Point #5: Find out dates for 2019 Board Elections - Liz/Fee

5.STAFF UPDATE - Presented by Glen Burdon

Syndicates are busy with end of year activities.

Tui - Central Park

Kiwi - Long lunch

Takahe - Buddy classes

Moa - Dissections, EOY social and Year 8 dinner

Teachers busy with transition meetings.

Building concerns from Moa and Tui Syndicates.

5.Community Partnership Update presented by Chandra Littlewood and Debbie Chitty

Signed
Chairperson

Date.....*ZI Mervy*

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Quiz Night -

Excellent night - great success. The Board acknowledge Glen and staff for the enormous amount of work put into the quiz.

Board discussed having a Quiz night every year.

Action Point #6: Distribute School Community Fundraising Sheet early Term 1 - Fee

6.BOARD ADMINISTRATION

Confirmation of minutes

The minutes of the meeting 7/18 were accepted and confirmed as a true and accurate record of the meeting.

Moved Chitty/Seconded Littlewood

Correspondence

Inwards

MoE - Education Gazette Nov 2018

MoE - Q. Value Ltd

The meeting closed at 8pm.

Next Meeting: Thursday 22 February 2019 at 7pm

Summary of Action Points

Action Point #1: Annual report to be sent out on Tuesday 17 December 2018 - Fee

Action Point #2: Check \$50,000 in Accumulated Funds set aside for landscaping is in writing - Mary-Ann

Action Point #3: Random Bank account checks to be done on invoice payment batches - Liz

Action Point #4: Alter wording of donation of \$4100 to library... should read grant not donation - Liz

Action Point #5: Find out dates for 2019 Board Elections - Liz/Fee

Action Point #6: Distribute School Community Fundraising Sheet early Term 1 2019 - Fee

Signed
Chairperson

Date.....

