

**Minutes of Meeting 6/18 of Brooklyn School Board of Trustees held on Thursday 13  
September at 7pm in the Staffroom of Brooklyn School**

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

**Apologies:** Glen Burdon

**In Attendance:** Fiona 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 & DECISIONS**

**2.1 Kahui Ako Update - presented by Liz Rhodes**

Board discussed their greater level of confidence with Liz Rhodes in the Central City Kahui Ako. The board will continue to support Liz's involvement in this group and as potential joint leader.

**2.2 Strategic Direction**

Board discussed Strategic Direction for 2019 - 2021. Found initiatives are good, clear and strategic.

**2.3 Property - presented by Mary-Ann Butterfield and Liz Rhodes**

**Property Update**

Project Steering Group met on 4 September. Property update provided and Board discussed.  
A contractor has been appointed for the new building but not executed.

**Motion:** The Board agreed to contribute \$400,000 in Accumulated funds towards the Capital Works Project (for ILE upgrades and external stair construction) noting that no ownership nor maintenance obligations will change by way of this contribution and that the MOE will manage the total project budget and contingency from this point to deliver the agreed scope. Also, as agreed with MOE, payments will be staggered as our term deposits come due with \$100,000 paid on 17 October; \$100,000 on 27 November and \$200,000 on 7 December.

**Moved: Butterfield. Seconded: Simcock**

Signed.....

Date.....*8 Nov 13*

Chairperson  
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**Motion:** Acknowledging the support from the Ministry of Education team and the strong and collaborative working relationship that has ensured the success of the project so far.

**Moved: Butterfield/Seconded Ormond**

**Landscaping - presented by Liz Rhodes**

Liz Rhodes meet with parents interested in the new landscaping plan. Liz and Sarah had a site visit with the parent group.

**Action Point Point # 2:** Follow up with costing for detailed design for tree area - **Liz**

Board has agreed on a budget of up to \$10,000 for Stage 1 of the Landscape Master Plan

**Moved Simcock/Seconded Vivian**

**2.4 Succession Planning**

Board discussion on their availability for next election of Board members.

**Motion** - Second Mike Brown to attend the rest of the current term for Board of Trustees meetings, with intention to set-up a Property Sub Committee to oversee the building project

**Moved Ormond/Seconded**

**Littlewood**

**3. PRINCIPALS REPORT**

Liz presented her report - circulated as taken and read.

**4. ADMINISTRATION**

**4.1 Finance**

**Motion: to approve July Finance Report 2018**

**Moved Butterfield/Seconded Vivian**

**Auditor Proposal**

Discussion and approval given from Board of Trustees for Deloitte to conduct the audit of Brooklyn School on behalf of the Auditor-General for the 2018, 2019 and 2020 Financial Years

**Moved Butterfield/Seconded Ormond**

**Accounts**

**Motion: To ratify July payments of \$77,905.33**

**Moved Butterfield/Seconded Vivian**

**5. STAFF UPDATE - Glen Burdon**

Circulated and taken as read.

Signed.....

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**Community Partnership - Debbie Chitty and Chandra Littlewood**

Update given on Grants. Mark McGann to apply in October to the Four Winds and Lion Foundation.

**Quiz**

A group of interested teachers and parents have met.

Quiz date - Saturday 17 November 2018 to be held at The Brooklyn Bar and Bistro (The Brooky)

**Action Point #3:** Speak with the Quiz fundraising Group and ask for to present a budget at meeting - Liz

**6. BOARD ADMINISTRATION**

**6.1 Confirmation of minutes**

The minutes of the previous meeting 5/18 were accepted (with minor amendments) and confirmed as true and accurate record of the meeting.

**Moved Butterfield/Seconded Chitty**

**6.2 Correspondence**

**Inwards**

DGSE - Property  
MoE - Education Gazette  
MoE - Property  
TBIG - Property

**Outwards**

DGSE - Property  
MoE - Education Gazette  
MoE - Property  
TBIG - Property

The meeting closed at 9.10pm

**Next meeting: Thursday 8 November at 7pm**

**Summary of Action Points**

**Action Point # 1:** Present a Risk Analysis table at each board meeting - Liz

**Action Point # 2:** Follow up with costing for detailed design for tree area - Liz

**Action Point # 3:** Speak with the Quiz Fundraising Group and ask them to present a budget at next meeting - Liz

Signed.....

Date.....

Chairperson  
Board Minutes

