

Minutes of Meeting 01/18 of the Brooklyn School Board of Trustees held on Thursday 22 February at 7pm in the Staffroom of Brooklyn School

Present:

Liz Rhodes (Principal), Mary-Ann Butterfield, Debbie Chitty, Chandra Littlewood, Dan Ormond, Nick Simcock, Mark Vivian, Glen Burdon (arrived just after 7pm)

In Attendance:

Fiona Lowndes

1. ADMINISTRATION

Conflicts of Interest

- **Mark Vivian** - Board Member, Board of Trustees, Scots College
- **Debbie Chitty** - Director, Brooklyn Central Health 2005 Ltd
- **Dan Ormond** - working with Wellington Water on Community Engagement

Election of Chairperson

Motion: that Dan Ormond be nominated as Chairperson

Moved Littlewood / Seconded Chitty

There being no other nominations Dan Ormond duly elected.

Dan Ormond took the Chair

2. STRATEGIC DISCUSSIONS & DECISIONS

2.1 Principals Report

Liz Rhodes presented her report – circulated and taken as read

School Roll as at 22 February: **423**

Discussions

- 2017 Self Review
- 2018-2020 Charter Draft
- Our Code/Our Standards – Education Council

Personnel

Maina Huckstep (Reading Recovery teacher) has resigned effective 2 March 2017

Action Point #1: Board to write letter of thanks to Maina for her contribution to Brooklyn School- **Nick & Liz**

Motion: to undertake exit interviews for staff leaving & parents with children leaving the school

Moved Simcock / Seconded Ormond

Action Point #2: Exit Interviews to be undertaken: Lisa - **Debbie**; Chris & Ryan – **Nick**; Maina - **Chandra**

2.2 Health & Safety - Noted in Principals Report

Vogelmorn Construction to repair the leak in Admin block foyer

Signed

Chairperson

Date *29 March*

2.3 Property

Redevelopment Update – presented by Mary-Ann

10 Year Property plan to be signed off at the end February 2018

Mary-Ann will continue on the steering group to oversee the building redevelopment.

Motion: to approve \$400,000 for property redevelopment **Moved Butterfield/Seconded Vivian**

Board Succession

A discussion regarding a board succession plan was held. This will be scheduled for later in the year.

Landscape Plan –presented by Liz

We will consult with school community

Suggestions include- publish plan on website; undertake survey; parent evening with Sarah Poff; get kids involved

Action Point #3: Set up community consultation with Landscape Architect -Liz

3. ADMINISTRATION

3.1 Finance

Motion: to approve November 2017 Finance Report

Moved Butterfield/Seconded Vivian

Motion: to approve December 2017 Finance Report

Moved Butterfield/Seconded Vivian

Motion: to approve Draft Annual Accounts

Moved Butterfield/Seconded Vivian

Accounts

Motion: to ratify November payments of **\$106,415.38**

Moved Ormond/Seconded Vivian

Motion: to ratify December payments of **\$350,069.32** (inc \$200,000.00 bank transfer)

Moved Ormond/Seconded Vivian

3.2 Schedule of Delegations

Motion: to approve 2018 Schedule of Delegations

Moved Simcock/Seconded Chitty

3.3 School Docs Policy Reviews

- Complaints – review Term 2
- Home Learning

Motion: to approve review of Home Learning Policy

Moved Burdon/Seconded Littlewood

4. STAFF UPDATE - presented by Glen Burdon

Tui & Kiwi Syndicates focus on Inquiry

Takahe & Moa Syndicates preparing for camps

5. COMMUNITY PARTNERSHIP - Update presented by Chandra & Debbie

Discussion

Signed
Chairperson

Date *29 March 18*

- Appetites Evening – as a fundraiser
- PTA
- Sandpit Upgrade – starting in a couple of weeks

6. BOARD ADMINISTRATION

6.1 Confirmation of Previous Minutes

The minutes of the meeting 09/17 were accepted (with minor amendments) and confirmed as a true and accurate record of the meeting.

Moved Butterfield/Seconded Simcock

Action Point #4: Updated meeting dates to board members - Lois

6.2 Correspondence

Inwards

STA- Operations Update Term 1 2018
STA - NZSTA Term 1 & 2 Event Flyer - Wellington/Wairarapa
STA - NZSTA Contact Details
STA - NZSTA Nationally Advertised workshops 2018 - Wellington/Wairarapa
MoE - Property
MoE - Education Gazette – 11 December 2017
DGSE - Property
Future Parent – Interest in how to become a parent representative on Board
Te Kura the Correspondence School - Te Kura dual tuition
Possenniskie Consultants Ltd - Tui Block Drain replacement; Drainage issues; Reformed Church drainage
Plumbing Express - Tui Block Drain replacement; Brooklyn Drainage Quote
Brian Dawson, WCC Councillor - Council flats in Harrison St
Bike Track Project Team - Update on Ridgeway Bike Trail
Brooklyn Community Association - requesting update on Building Project for Tattler

Outwards

MoE - Approval of (preliminary) design drawings for Brooklyn School (2816)
MoE - Property
DGSE - Property
Possenniskie Consultants Ltd - Tui Block Drain replacement :Drainage issues
Plumbing Express - Tui Block Drain replacement; Brooklyn Drainage Quote
Brian Dawson, WCC Councillor - Council flats in Harrison St

The public part of the meeting closed at 9.10pm

Fiona Lowndes left the meeting

7. In Committee

Personnel (PEB)

Signed

Chairperson

Date

28 March

Dan moved that the public be excluded from the next part of the meeting. On the grounds are 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 Dan as Chair / Passed unanimously

The public part of the meeting resumed at 9.30pm

The meeting closed at 9.30pm

Next meeting: Tuesday 20 March 2018 @ 7pm

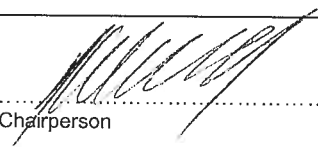
SUMMARY OF ACTION POINTS:

Action Point #1: Board to write letter of thanks to Maina for her contribution to Brooklyn School **Nick & Liz**

Action Point #2: Exit Interviews to be undertaken: Lisa - **Debbie**; Chris & Ryan – **Nick**; Maina – **Chandra**

Action Point #3: Set up community consultation with Landscape Architect -**Liz**

Action Point #4: Updated meeting dates to board members - **Lois**

Signed 
Chairperson

Date *28 March*