

**Minutes of Meeting 1/19 of Brooklyn School Board of Trustees held on Thursday 22 February 2019
at 7pm in the Staffroom of Brooklyn School**

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

Apologies: Mark Vivian, Nick Simcock

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

1.4 Election of Chairperson

The Board proposed that Dan Ormond stay as Chairperson until the Board elections in June.

Moved Butterfield/Seconded Chitty

2. STRATEGIC DISCUSSIONS & DECISIONS

2.1 Our Strategic Direction

Liz discussed the Teacher Only Days and Values of our school. A wellbeing survey is being put out to the students and Clint Brandon will present the findings at the next Board meeting in March.

Discussion was had on SWOT Analysis for new Taskforce report - Dan Ormond and Liz Rhodes to work on the submission which is due by 7 April and share with the Board.

Action Point #1: Share draft taskforce submission with the Board - Dan and Liz

2.2 Property Update - presented by Liz Rhodes

Redevelopment

Board discussed the continued works. Southbase have asked to extend their site into the top playground.

Board discussed and agreed on purchasing new cubbies for Takahe Syndicate. Use some of CAPEX funds.

Action Point #2: Follow up on bag storage/furniture solutions for New building - Liz

Landscaping

Board discussed new Landscaping Plans received from SPK Landscaping Architecture.
Board agreed that Stage 2 draft (key # 7) area to the side of the Astro turf should be left as is.

Signed

Date... 8 / 4 / 19

Chairperson
Board Minutes

Board discussed interim patch up of potholes on basketball court with monies from Repairs and Maintenance.

Action Point # 3: Contact Sarah Poff to finalize the landscaping plans and give us the schedule specifications of works and costs - Liz

Action Point # 4: Get Landscaping plans out to the market to compress timeframe - Liz

3. PRINCIPAL REPORT

Liz presented her report - circulated and taken as read.

NAG 3: Personnel

Leave application received for Ee Heuy Lim. Board discussed and approved.

NAG 6: ADMINISTRATION

NZEI Paid Union meetings coming up in March 2019. Board delegate Liz Rhodes and Dan Ormond to make final decision on either school being open or closed on these days.

Action Point # 5: NZEI PUM-Contact Adam at Brooklyn Community Centre with regards to childcare on these afternoons - Liz/Fee

4. ADMINISTRATION

4.1 Finance

Board discussed

Accounts

Motion: to ratify November payments of \$133,029.61 (includes bank transfer of \$20,000)

Moved Butterfield/Seconded Chitty

4.2 Board Elections

Board discussed which members would be standing for re-election in the upcoming 2019 triennial elections.

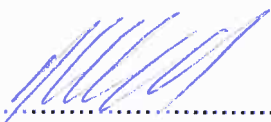
Board would like to nominate Fee Lowndes as the Returning Office for upcoming Board Elections. Fee to advise if happy to take up the position.

Action # 6: Board would like to nominate Mary-Ann Butterfield as a Long Standing Member - 10 years - Fee

Schedule of Delegations - Board discussed and are happy for Liz Rhodes and Dan Ormond to sign.

5. STAFF UPDATE - Presented by Glen Burdon

Syndicates are busy with start of year activities - School Picnic, Info evenings, PAT Testing

Signed 

Date..... 8/4/19

Chairperson
Board Minutes

- Tui - Inquiry - Culture/Identity
- Kiwi - Culture/Community/Values
- Takahe - Culture/Community - Marae Trip
- Moa - Culture - Marae Trip; Southern Walkway; City gallery

Building concerns from Moa and Takahe - Noise

COMMUNITY PARTNERSHIP - Presented by Chandra Littlewood and Debbie Chitty

Discussed with Board. The landscaping is in progress.

Action Point # 7: Email School Fundraising 2019 Document to Liz, Chandra and Debbie - Fee

6. BOARD ADMINISTRATION

Confirmation of Minutes

The minutes of the meeting 8/18 were accepted and confirmed as a true and accurate record of the meeting. **Moved Butterfield/Seconded Brown**

Correspondence

Inwards

Education Gazette - February 2019
STA News - Jan/Feb 2019

Outwards

MoE - Property
TBIG - Property

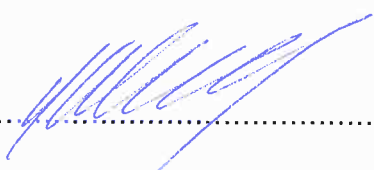
The meeting closed at 9.18pm

Next Meeting: Thursday 28 2019 at 7pm

Summary of Action Points-

- Action Point # 1 - Share draft taskforce submission with the Board - Dan and Liz**
- Action Point # 2 - Follow up on bag storage in new building furniture solutions - Liz**
- Action Point # 3 - Contact Sarah Poff to finalize the landscaping plans and give us the schedule specifications of works and costs - Liz**
- Action Point # 4 - Get Landscaping plans out to the market to compress timeframe - Liz**
- Action Point # 5 - NZEI PUM-Contact Adam at Brooklyn Community Centre with regards to childcare on these afternoons - Liz/Fee**
- Action Point # 6 - Board would like to nominate Mary-Ann Butterfield as a Long Standing Member - 10 years - Fee**
- Action Point # 7 - Email School Fundraising 2019 Document to Liz, Chandra and Debbie - Fee**

Signed



Date..... 8/4/19.

Chairperson
Board Minutes