

**Minutes of Meeting 4/19 of Brooklyn School Board of Trustees held on Thursday 20 June 2019
at 7pm in the Staffroom of Brooklyn School**

Present: Dan Ormond (Chairperson), Liz Rhodes(Principal), Hilary Lintott(Teacher Representative), Mike Brown, Debbie Chitty, David Harkness, Jessica Kellow, Kathleen Kerr, Kelvin Wong

In Attendance: Fee Lowndes

1.Administration

1.3 Conflicts of Interest:

- Debbie Chitty - Director, Brooklyn Central Health 2005 Limited

1.4 Board Members -Co-opting of new members

The Board formally discussed and were all in favour of co-opting Jessica Kellow on to the Board.

Moved Kerr/Seconded Harkness

The Board formally discussed and were all in favour of co-opting Dan Ormond back on to the Board.

Moved Brown/Seconded Chitty

1.5 Election of the Chairperson

Mike Brown suggested that Dan Ormond stay on as Chairperson for the remainder of 2019. Discussion to be had in September/October 2019 to identify who will take over from Dan. Dan will then shadow the new Chairperson for the remainder of 2019. Dan spoke about his role as chair; what it entailed and his availability to be able to meet with Liz.

The Board formally discussed and were all in favour of co-opting Dan Ormond as Chairperson

Moved Kerr/Seconded Chitty

After discussion, the Board are very comfortable that Mary-Ann Butterfield stay on the Building Redevelopment - Project Steering Group. They would like to convey their thanks to Mary-Ann for carrying on in this role

Board all in favour

1.6 Code of Conduct

Brooklyn School Trustees' Code of Conduct letters handed out to trustees. Returned signed.

Police vetting forms handed out. Trustees to return by next board meeting.

1.7 Skills Audit

Briefly discussed. Kelvin Wong will look after Finance in the interim.

Action Point # 1: A formal discussion will be held at the next Board meeting Re: Portfolios - Board

Action Point # 2: Send out calendar invites for the rest of the years Board Meetings - Fee

Signed.....
Chairperson
Board Minutes

2.STRATEGIC DISCUSSIONS

2.1 Strategic Direction

Liz Rhodes took the Board members through their Board Packs.

Principal Appraisal

Dan Ormond and Nick Simcock met with Liz Rhodes prior to the Board Elections. Discussion to be had at the next Board meeting In Committee.

Principal Appraisal Goals

Dan Ormond discussed the process of Principal Appraisal Goals and this will be shared at the next board meeting in August.

Kāhui Ako-Achievement Challenge/MOU

Discussion on where we are at the moment and the July change over to formally join Te Whanganui a Tara Kāhui Ako. We need to sign the Memorandum Of Understanding and Achievement Challenge before we can move forward to the next stage. By the next Board meeting, members need to contact Liz Rhodes if they want to ask any questions before signing the document.

Trusteeship - Professional Development Opportunities

Board were asked whether they would like to have a joint professional development session or would prefer to go individually.

Action Point # 3: Look at getting someone in from NZSTA to work with our new Board members - Fee

2.2 PROPERTY UPDATE

Redevelopment

Liz Rhodes, Dan Ormond and Mike Brown discussed with the Board, giving an overview of where things are at the moment with Stage One; the Takahe Syndicate going into the hall and using Room 13.

Action Point # 4: Need to keep the community updated with ongoing building works and timeframes - Liz

Health and Safety

RE: Foreign object child's eye.

Further information is required as to whether it is from the building works or not. The Project Team has informed us that SouthBase will manage and monitor debris and this has been actioned. This will continue to be monitored.

Action Point # 5: Note in Hazard Register of incident - Fee

Building Warrant of Fitness

This is currently in progress with the Ministry of Education. The school will be issued with an interim BWOF while the redevelopment continues.

Landscaping

Past board updated present board with background on the landscaping.

Signed.....
Chairperson
Board Minutes

3.1 PRINCIPALS REPORT - Presented by Liz Rhodes

Circulated and taken as read.

Current Roll as at 20 June - 433

Digital Technologies

Hilary Lintott engaged the new board members in an unplugged digital technologies exercise using "Plickers".

Hilary requested purchasing 2 sets of Dash and Dot Robotics Classroom Sets for the Kiwi and Takahe Syndicate.

Action Point # 6: Provide 2 quotes to Debbie Chitty for Dash and Dot Classroom Sets Robotics - Hilary

4. ADMINISTRATION

4.1 Finance

Board discussed.

Action Point # 7: Look at getting Lynette (our Accountant) in to speak with Kelvin Re:Finance - Liz

Motion: To ratify April 2019 payments of \$213248.21(includes \$100,000 bank transfer)

Moved Ormond/Seconded Chitty

2018 Draft Budget

Board discussed.

Action Point # 8: Liz to invite Kelvin Wong to Budget Review meeting in Term 3 - Liz

4.2 School Docs - policies and procedures

Discussed how the Board could get onto the School Docs website to view policy.

Action Point #9: Circulate the link to School Docs to board members - Liz

5.STAFF UPDATE - presented by Hilary Lintott

The general vibe is positive around the school.

Action Point # 10: Communicate with school community Linc-Ed login - Fee

COMMUNITY PARTNERSHIP UPDATE - presented by Debbie Chitty

The school Matariki celebrations went well. Great community event.

Debbie Chitty gave an overview of where we currently stand with regards to Grants.

Action Point # 11: It was resolved that a request be made to the Lion Foundation for funding for the amount of \$5112 (excluding GST) for Dash and Dot Robotics Classroom Sets for the Kiwi and Takahe Syndicate.

Signed.....

Chairperson
Board Minutes

26 AUG 2019

Action Point #12: It was resolved that a request be made to the The Vogelmorn Foundation for funding for the amount of \$14,800 for the Landscaping Project to develop exploration, play and learning.

6. BOARD ADMINISTRATION

Confirmation of Minutes

The minutes of the meeting 3/19 were accepted (with minor amendments) and confirmed as a true and accurate record of the meeting.

Moved Brown/Seconded Chitty

Correspondence

Inwards

MoE - Education Gazette
NZEI - Letter, Paid Union Meeting for Support Staff
NZSTA - Magazine
Out of Zone Applications

Meeting closed at 9.45pm

Next board meeting is Tuesday 6 August @ 7pm in the staffroom

Summary of Action Points-

- Action Point # 1: A formal discussion will be held at the next Board meeting Re: Portfolios - Board**
- Action Point # 2: Send out calendar invites for the rest of the years Board Meetings - Fee**
- Action Point # 3: Look at getting someone in from NZSTA to work with our new Board members - Fee**
- Action Point # 4: Need to keep the community updated with ongoing building works and timeframes - Liz**
- Action Point # 5: Note in Hazard Register of incident - Fee**
- Action Point # 6: Provide 2 quotes to Debbie Chitty for Dash and Dot Classroom Sets Robotics - Hilary**
- Action Point # 7: Look at getting Lynette (our Accountant) in to speak with Kelvin Re:Finance - Liz**
- Action Point # 8: Liz to invite Kelvin Wong to Budget Review meeting in Term 3 - Liz**
- Action Point #9: Link to School Docs to be circulated to board members - Liz**
- Action Point #10: Communicate with school community Linc-Ed login - Fee**
- Action Point #11: Grant request to Lion Foundation for Dash and Dots - Debbie**
- Action Point #12: Grant request to The Vogelmorn Foundation for Landscaping - Debbie**

Signed.....
Chairperson
Board Minutes

26 AUG 2019