

**Minutes of Meeting 6/19 of Brooklyn School Board of Trustees held on Thursday 12 September 2019  
at 7pm in the Staffroom of Brooklyn School**

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

**In Attendance:** Sarah Campbell NZSTA (arrived at 7.15pm) and Fee Lowndes

**1.3 Conflicts of Interest:**

- Debbie Chitty - Director, Brooklyn Central Health 2005 Limited
- Dan Ormond - Wellington Water

**2. NZSTA Governance**

Sarah Campbell, Governance Advisor from NZSTA attended the meeting and spoke on the role of a Board of Trustees Representative: covering Governance over Management.

As a board, the primary focus is the children; the best interests of the children, and student achievement.

Sarah mentioned that she is happy to speak with Dan Ormond re: Our School Docs Policies

**Action Point #1: Contact Sarah from NZSTA and invite her to review our School Docs Policies - Dan/Fee**

Review Board members Code of Conduct Form

**Action Point #2: Review Board Representative Code of Conduct Form - Liz**

**Election of 2020 Chair**

Board discussed. Jessica Kellow is happy to stand as Board Chair for 2020. Jessica will shadow Dan until the end of 2019. Board approved **First Brown/Seconded Kerr**

**2.1 Strategic Directions**

Liz presented the syndicate reports, with the priorities from each of the syndicate leaders. The board would like to thank all the teachers for their great work.

**Action Point #3: Add school policies onto the next board meeting agenda - Liz**

**Trustee Portfolios from the Skills Audit**

Board discussed.

- Chair - Dan Ormond/Jessica Kellow
- Finance - Kelvin Wong
- Property/Building - Mike Brown
- Fundraising - Debbie Chitty
- Communication - Kathleen Kerr
- HR - David Harkness
- Community - Board

**2.2 Property Update**

**Redevelopment**

Stage 2 works are coming along nicely. Work from previous stage is slowly being done; still waiting on a few defects to be completed.

Signed \_\_\_\_\_  
Chairperson  
Board minutes

Date \_\_\_\_\_

## Landscaping

Liz met with Chris Logan from Outsiders. The works are due to start on 14 October 2019

### Action Point #4: Obtain Health and Safety Plan from Outsiders - Liz

Mike Brown and Liz Rhodes (Property Sub-Committee) to review Outsiders Health and Safety Plan and if they have any concerns, they are to be forward to the Board.

### 3.1 - PRINCIPALS REPORT - Presented by Liz Rhodes

Circulated and taken as read

Current Roll as at 12 September - 443

NAG 3: Personnel

Korrie Hodes has resigned from her teaching position

NAG 5: Health and Safety

Need to update our Asbestos Management plan at the end of the build

## 4 ADMINISTRATION

### 4.1 Finance

Board discussed. Currently in a very good position.

**Motion** - To ratify July 2019 payments of \$86,530.36 (includes bank transfer of \$50,000)

**Moved Wong/Seconded Kellow**

**Motion:** Board authorise funding of up to \$5,000 for another Teacher Aide - Support Time

**Moved Harkness/Seconded Chitty**

**Action Point #5: Add bank staffing to Finance Report - Liz**

### 4.2 School Docs - Policies and Procedures

Performance Management - very general policy with lots of links. Board are happy with the current policy

Health Safety & Wellbeing - very general policy with lots of links. Board are happy with the current policy.

Sarah from NZSTA to review.

## 5. STAFF UPDATE - presented by Hilary Lintott

General vibe - everyone is happy.

### Community Partnership - Presented by Debbie Chitty

Debbie updated the board on current Grants.

We were successful in our Grant Application to The Vogelmorn Foundation for \$14,842. This will go towards the Landscaping Area and also successful in our application to The Lion Foundation for \$4,000 excl GST. This will go towards the 2 x sets of Dot and Dash Robotics

Signed \_\_\_\_\_  
Chairperson  
Board minutes

Date \_\_\_\_\_

We have received a quote from Playground People for \$8650 exc GST. for some potential playground equipment for the new Landscaping Area

**Motion:** Approval to apply for a grant to the New Zealand Community Trust for this.

**Moved Brown/Seconded Lintott**

**Action Point #6: Send thank you letters to both the Vogelhorn Foundation and the Lion Foundation - Debbie**

## 6. BOARD ADMINISTRATION

### Confirmation of minutes

The minutes of the meeting 5/19 were accepted (with minor adjustments) and confirmed as a true and accurate record of the meeting.

**Moved Brown/Seconded Chitty**

### Correspondence

Accept Out of Zone Applications for 2019/2020

**Moved Ormond/Seconded Kellow**

Liz Rhodes shared with the board that she had been awarded her Sabbatical for 2020. Board are happy for Liz.

**Action Point #7: Dan and Liz to meet and discuss Sabbatical dates for 2020; then share these with the Board at the next meeting -Dan/Liz**

### Inwards

MoE - NZ Education Gazette - August 2019, Volume 98 # 14  
-August 2019, Volume 99 # 15

NZSTA - STA News - August 2019, Issue 295

NZSTA - Constitution Booklet 2019

Regional Public Health - Measles Update

Meeting closed at 10pm

**Next Board meeting is scheduled for Thursday 7 November @ 7pm in the Staffroom**

### Summary of Action Points -

**Action Point #1: Contact Sarah from NZSTA and invite her to review our School Docs Policies -Fee**

**Action Point #2: Review the Board Representative Code of Conduct Form - Liz**


**Action Point #3: Add school policies onto the next board meeting agenda - Liz**

**Action Point #4: Obtain Health and Safety Plan from Outsiders - Liz**

**Action Point #5: Add bank staffing to Finance Report - Liz**

**Action Point #6: Send thank you letters to both the Vogelhorn Foundation and the Lion Foundation - Debbie**

**Action Point #7: Discuss Sabbatical dates and come back and share with the Board at the next board meeting D  
-Dan/Liz**

Signed   
Chairperson  
Board minutes

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Chairperson  
Board minutes



Date \_\_\_\_\_