

**Minutes of Meeting 5/19 of Brooklyn School Board of Trustees held on Tuesday 6 August 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, Margaret Zlatkov(AP), Clint Brandon(AP), Karen Overell (Tui Syndicate Leader), Jo Wheeler(Moa Syndicate Leader)

**Apologies:** Debbie Chitty(arrived at 7.30pm), Hannah Steel(Kiwi Syndicate Leader), Debbie Strutt(Takahe Syndicate Leader)

**In Attendance:** Fee Lowndes

**1.3 Conflicts of Interest:**

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

**2. STRATEGIC DISCUSSIONS**

**2.1 Our Strategic Direction**

Board members looked through the new hall.

Syndicate Leaders shared their syndicate priorities.

Tui Syndicate - Karen Overell discussed her syndicate and their teaching enquiry journey for 2019. Focus is on students managing themselves, linking this to the school values. The school values have been unpacked to use age appropriate language. Karen left the meeting at 7.50pm.

Kiwi Syndicate - Hilary(on behalf of Hannah) discussed the Kiwi Syndicate.

Takahe Syndicate - Liz Rhodes went over the correspondence provided by Debbie Strutt.

Moa Syndicate - Jo Wheeler discussed her team. They have been teaching collaboratively and this has been going well. The focus of their inquiry is motivation, keeping the children engaged. Reflecting back on learning needs and styles and getting input from the children. Term 3's focus is history based. Jo left the meeting at 7.50pm.

Clint Brandon - (Associate Principal, SENCO) - Clint discussed his role as AP and SENCO. He spoke of staff and student wellbeing. Clint (and Liz) recently attended a Loop Forum and they are currently looking into a model on Staff Wellbeing and once confirmed, resources will be shared with staff. He has also created discussion and shared ideas with parents around anxiety. Clint left the meeting at 8pm.

Margaret Zlatkov (Associate Principal, Room 1 Teacher) - Margaret gave an overview of Linc-ed (Our Student Management System). She discussed the slow roll out to parents over 2019 and will call on parent voice in Term 4. Margaret also touched on Seesaw. Margaret left the meeting at 8.10pm

The Board would like to pass on their thanks to the Senior Leadership Team for coming along to the meeting.

Signed.....

Chairperson

Board Minutes

Date.....*6 Nov 19.*

**Trustees Portfolios from Skills Audit**

Board discussed and this will be looked into at the next Board meeting in September. The portfolios are Property, Communication, HR, Finance, Community(Fundraising, Community).

**Action Point #1:** Move assigning Portfolios to board members to September agenda - **Board all in favour**

**2.2 PROPERTY**

**Redevelopment**

Liz discussed the current status of the Building redevelopment. Southbase have assured the MoE that they will make up time.

**Action Point #2:** Check with Southbase re: School Bell not heard in Kiwi Syndicate - Liz

**Action Point #3:** Check with Southbase re: Locks for inside of doors in the hall - Liz

**Lift Agreement**

Lift agreement/quote from Vestner NZ Ltd discussed and the Board agreed to accept the quote. **Board all in favour**

**Landscaping**

Mike, Dan and Liz met with Chris Logan (The Outsiders) and discussed our Landscaping Plan and what can be completed with our current budget.

Discussion had and Dan gave a brief overview to the Board on previous years fundraising events and some of the funds that have been held over to cover this.

Board agreed to accept the quote from The Outsiders for \$122,540(excluding GST) **Moved Chitty/Seconded Kerr**

**Motion** - Approve funding of Landscaping Area of up to \$130,000 **Moved Brown/Seconded Kerr**

**3 3.1 PRINCIPALS REPORT - Presented by Liz Rhodes**

Circulated and taken as read.

Current Roll as at 6 August - 436

Alot was covered by the syndicate leaders earlier in the evening.

Highlights - Wednesday's Powhiri

**NAG 2:Strategic Focus**

**ERO Progress** - Discussion to be held at the next Board meeting in September around provisions for Maori/Pasifika children.

Signed.....  
**Chairperson**  
**Board Minutes**

Date.....*G. Wain 19*.....

**Te Ahu o te Reo Māori Pilot**

Matthew Breach has been accepted to participate in this pilot.

**Action Point #4:** Invite Matt to next Board meeting to share his experiences as the cultural leader - Liz

**NAG 4: Finance and Property**

Weekly Property Interface meetings are still continuing.

Project Steering Group met 23 July 2019.

**NAG 6: ADMINISTRATION**

**ESOL -2019 Verification report**

Board discussed and wish to pass on their thanks to Clint, Margaret and Nicky. Continue on with the great job that you are doing.

**Action Point #5:** Place the ESOL report on the school website below the ERO Report - Fee

**4. ADMINISTRATION**

**4.1 Finance**

**Motion:** To ratify May 2019 payments of 85,267.20

**Moved Chitty/Seconded Kerr**

**Motion:** To ratify June 2019 payments of 95,876.56

**Moved Chitty/Seconded Kerr**

**2018 Final Budget**

Kelvin Wong discussed the revised budget.

**Moved Wong/Seconded Brown**

**4.2 School Docs**

It was decided that this be deferred to the next board meeting in September.

**Action Point #6:** Add the School Docs link on to the agenda for the next Board meeting - Liz

**5. STAFF UPDATE - presented by Hilary Lintott**

The overall general vibe is happy.

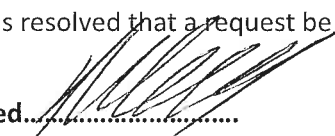
Stage 1 of the Building redevelopment is finished and the Takahe Syndicate are happy to be in the hall.

**Community Partnership Update - Presented by Debbie Chitty**

**Fundraising**

Debbie discussed the applications for grants that have been submitted. Lions Foundation for the Dot and Dash Robotics and Vogelmorn Foundation for the Landscaping.

It was resolved that a request be made to Four Winds Foundation for funding for the amount of \$32850.00

Signed.....  


Date..... *14 Nov 19.*

Chairperson

Board Minutes

excl GST for platforms in the Landscaping Wild Play project.”

Debbie also mentioned our other Grant options and the frequency of applying. Four Winds are 4 applications per year and the Lion Foundation 1 per year.

**Action Point #7:** Liz to obtain a second quote for the tree decking area from Outsiders Landscaping -  
Debbie/Liz

**6. BOARD ADMINISTRATION**

**Confirmation of Minutes**

The minutes of the meeting 5/19 were accepted (with minor amendments) and confirmed as a true and accurate recording of the meeting. **Moved Lintott/Seconded Harkness**

**Correspondence**

**Action Point #6:** Liz to circulate letter to the Board of proposed meeting with Lynette at the Intercontinental 28 August 7pm -9pm - Liz

**Inwards**

- MoE - Education Gazette - July Issue
- NZSTA - Magazine July Issue
- Lynette Dickson - Letter

**Outwards**

**Vogelmorn Foundation - Grant**

Meeting closed at 9.55pm  
Hilary Lintott & Fee Lowndes left the meeting

**7. In Committee.**

Personnel(PEB)

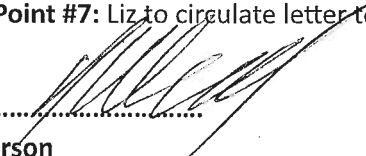
*Dan moved that the public be excluded from the next part of the meeting. On the grounds are that the matter is to protect the privacy of an individual (or of individuals). This motion is proposed to comply with Section 48 of the Local Government Official Information and Meeting Act 1987.* **Moved by Dan as Chair/ Passed unanimously**

The public part of the meeting resumed 11pm  
The meeting closed at 11pm

**Next board meeting is Thursday 12 September 2019 @ 7pm in the staff room**

**Summary of action points -**

- Action Point #1:** Move assigning Portfolios to board members to September agenda - Board
- Action Point #2:** Check with Southbase re: School Bell not heard in Kiwi Syndicate - Liz
- Action Point #3:** Check with Southbase re: Locks for inside of doors in the hall - Liz
- Action Point #4:** Invite Matt to next Board meeting to share his experiences as the cultural leader - Liz
- Action Point #5:** Place the ESOL report on the school website below the ERO Report- Fee
- Action Point #6:** Add the School Docs link on to the agenda for the next Board meeting - Liz
- Action Point #7:** Liz to circulate letter to the Board of proposed meeting with Lynette - Liz

Signed.....  
Chairperson  
Board Minutes

Date..... *12 Nov 19*