

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

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

Apologies: Dan Ormond (Chairperson)- arrived at 7.20pm

In Attendance: Fee Lowndes

1.3 Conflicts of Interest:

- Debbie Chitty - Director, Brooklyn Central Health 2005 Limited
- Dan Ormond - Wellington Water
- Kahleen Kerr - Staff member, Brooklyn School

2. STRATEGIC DISCUSSION

2.1 STRATEGIC DIRECTION

Strategic Plan Update

Liz updated the Board on the 2019-2021 Strategic Plan which was worked on with the previous Board. The Senior Leadership Team attended a Springboard Masterclass on Thursday 7 November around reviewing our strategic plan. They discussed the plan, highlighting where we are placed. Liz discussed P.E.S.T and S.C.O.T. Liz will prepare the Analysis of Variance for the next board meeting.

Action Point #1: Chairman's Report for End of Year Annual report - Dan/Jess

Learning Support Report

Board discussed. For future reference, children's names need to be omitted from this report.

Quick 60

We currently have 31 children on Quick 60. These children are making great progress. We are provisioning for this programme to continue next year.

Cultural Leader Report

Board agreed this was a great report. They discussed looking into applying for a grant for new Kapahaka uniforms. Discussion to be had with Matt Breach (Liz will follow up).

Kāhui Ako Follow-up - Wellbeing Summary

Liz discussed the results across the Kāhui Ako, there are similar trends across the schools.

Trustees Portfolios Code of Conduct Form

Board discussed. Looked at the wording of #'s 11 and 12 on the form. The Board members are clear on the intent of what they have signed and that they have no authority as individuals.

Signed.....
Chairperson
Board Minutes

Date..... 12/2019

2.2 Property Update

Redevelopment - Roadmap

All appears to be going well on last month's new timeline for Stage 2 Takahe . Southbase will take over the entrance of Harrison Street as of 27 November 2019.

The Kiwi Stage will continue through Terms 1 and 2 of 2020.

Action point #2: Contact Cool Moves - require 2 quotes 1: Takahe move 2 - Kiwi move - Fee

Landscaping

Board discussed

The grant application to NZCT for \$8532 inc GST has been successful. These funds will go towards Landscaping the new area. An audit trail needs to be completed by January 2020.

Debbie Chitty discussed the withdrawal of the Four Winds Grant Application. She will reapply later this year - December 2019.

Action Point # 3: Resubmit a Grant Application to Four Winds - Debbie

Require 2 quotes for the wooden platforms for the new landscaped area.

Action Point # 4: Acquire 2 quotes for wooden platforms from 1: Outsiders and 2:Murray Moore - Liz/Fee

3. PRINCIPALS REPORT - presented by Liz Rhodes

Circulated and taken as read

Current Roll as at 7 November 2019 - 447

Digital Technologies

Liz, Margaret and Clint met with Jo Nicol to discuss and review our PLD plan for next year and fill in a milestone report for the Ministry of Education.

Moa and Takahe Camps

Board discussed both TeaPot Valley and Palm Grove Camps.

Appropriate Risk Assessments have been sighted for both camps. In principle, the Board is comfortable with TeaPot Valley but needs to be able to amend the document and then it can be emailed out to parents. Dan Ormond and Jessica Kellow reviewed the RAMS. Their recommendations will be circulated to the Board members via email.

Action Point #5: Circulate last camp recommendations report to the Board - Liz

Action Point #6: Look at applying learnings from TeaPot Valley Camp to other camps - Liz

Signed.....
Chairperson
Board Minutes

Date.....

12/2019

Health and Safety

Board discussed

Action Point #7: Contact Outsiders Re: Ensuring their site is fenced off completely - Liz

4. ADMINISTRATION

4.1. Finance

Board discussed.

Motion: To ratify August 2019 payments of \$62,570.61 **Moved Wong/Seconded Brown**

Motion: To ratify September 2019 payments of \$113,117.81 **Moved Wong/Seconded Brown**

2020 Draft Budget

Board received and discussed the 2020 Draft Budget. Dan Ormond, Jessica Kellow, Kelvin Wong and Liz Rhodes met on Monday and worked through the budget with Lynnette Dickson from Dynamic Accounting.

Kathleen Kerr declared a conflict of interest with Teacher Aide funding.

School Donation Letter - Approval to alter letter as per discussion **Moved Wong/ Seconded Chitty**

4.2. School Docs - Policies and Procedures

Board discussed both Sun Protection and EOTC policies.

5. STAFF UPDATE - Presented by Liz Rhodes

Term four has started off very busy. The new Moa Syndicate space is looking good, teachers are very positive.

Xmas Function - Board approved \$25 per head to go towards the cost **Moved Chitty/Seconded Brown**

Community partnership Update - Quiz

Board discussed.

Action Point #8: Send out final Quiz Night reminder - Fee

6. BOARD ADMINISTRATION

Confirmation of Minutes

The minutes of meeting 7/19 were accepted (with minor adjustments) and confirmed as a true and accurate record of the meeting. **Moved Brown/Seconded Chitty**

Signed.....
Chairperson
Board Minutes

Date..... 12/2019

Inwards

Compost Grant

Four Winds Foundation - Withdrawal Letter

NZSTA - STA News October 2019 Issue 297

MoE - Donations Letter

MoE - Education Gazette September and October 2019

NZEI - PUM Support Staff Letter

Meeting closed at 9.45pm

Next Board meeting is scheduled for Thursday 5 December @6.30pm in the staffroom

Summary of Action Points-

Action Point #1: Chairman's Report for End of Year Annual report - Dan/Jess

Action point #2: Contact Cool Moves for 2 Quotes 1- Takahe move and 2 - Kiwi move - Fee

Action Point # 3: Resubmit Grant Application to Four Winds - Debbie

Action Point # 4: Acquire 2 quotes for wooden platforms,Chris- Outsiders and Murray Moore - Liz/Fee

Action Point #5: Circulate last camp recommendations report to the Board - Liz

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Action Point #7: Contact Outsiders Re: Ensuring their site is fenced off completely - Liz

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Chairperson

Board Minutes

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