

## **Bucklands Beach Primary School Board of Trustees**

**Date:** 5th August

**Time:** 7.08pm

**Location:** BBPS

**Board Members:** Diana Haxton ( Presiding Member), Grant Lowe, Kelly Slater-Brown (Principal), Carole Crompton (Staff rep), Claudette Weir, Kieran Turner (late)

**Apologies:** Henry Chiang,

**Attendees:** Moira Rowlands (Minute Taker)

### **Meeting opened:**

#### **Confirm Minutes**

Minutes of July meeting confirmed:

The minutes from the 1st July 2021 meeting are a true and correct record

Date: 5th August

Moved: Diana Haxton

Seconder: Grant Lowe

Approved: Carried

**Matters arising from previous minutes:** None

**Interests Register:** None

#### **Correspondence In:**

##### **Correspondence Out:**

- Letter to PTA
- STA news

### **Policy Review Schedule:**

Behavior management and concerns and complaints to be reviewed by the end of the term.

### **Management Reports:**

#### **Principal Report:**

- Tabled as read
- 'Out of Zone enrolments: 10 for 2022, 8 for 2021 have been accepted to date through recent advertising. It was noted that the East Auckland Grapevine was more effective than the newspaper ad and a smaller ad would be considered in future.

**Approved items:**

- BOT move to procure the administration area and smaller items using the SIP funding.

**Moved:** Grant Lowe

**Secunder:** Kieran Turner

**Approved:** Carried

**Approved items:**

- BOT approve the change report - change in bank accounts

**Moved:** Grant Lowe

**Secunder:** Claudette Weir

**Approved:** Carried

**Finance / Property report: K. Turner / G Lowe**

**FINANCE:**

- Profit and Loss, and balance sheet tabled.

**Journal Entries:**

Moved to approve journal entries for June and July.

Moved to approve Xero change report

**Date:** 5th August

**Mover:** Grant Lowe

**Secunder:** Kelly Slater-Brown

**Approved - Carried**

**PROPERTY:**

- BBPS Hall / admin update - PowerPoint shared
- G. Lowe spoke to Powerpoint outlining the options available for hall and admin areas.
- Need to use SIP money \$ 305,000 with a contract by December 2021
- Admin area needs to include: a welcoming area similar to what we have now, and a principal office big enough to meet with people.
- Options to consider with SIP money left over after the admin upgrade done: Bell, alarm, CCTV, (look at possibility of integration), asphalt outside Room 1-5, sunshade between library and Room 10, heating and ventilation in the hall.
  - Costings needed to help with the decision
  - Note that the funding needs to be contracted by December 2021
  - Long list of options required for the spend of remaining SIP funding to be prioritised. Note that availability of resources may be a factor.

- Moving forward, contact Alan Curtis from Rubix to go ahead with the admin upgrade. We need a plan and then weekly updates from him.
- BOT to send a communication out to the community re how and why the funds are being spent the way they are once we are underway.

### **Community and Engagement: D. Haxton / H Chiang**

- Chinese community are discussing on We - chat to do something with the children for the Autumn Festival.

### **Risk & Policy**

- Following recent news reports discussion held on the BOT's responsibility and accountability around Health and Safety.
- Processes and systems were explained by Kelly Slater-Brown and are on School Docs - Board responsibility
- The legislation is to encourage reporting not finger pointing.
- Kelly Slater-Brown and Nick Chamberlain have done extensive health and safety training. There are systems and processes in place. There is a culture of speaking up.

### **Other Business:**

- None

### **Actions:**

- Kelly Slater-Brown to talk to asbestos people to see if the lino and toilet can be replaced safely in the boys toilets to help with the smell.
- BOT to read through Health and Safety documents on School Docs and bring any questions to the next board meeting.

### **Close Meeting**

Time: 8:50pm

Next Meeting: 30th September 7:30pm

Where will the next meeting be: BBPS

Signed:

