



**MINUTES OF SCHOOL BOARD MEETING HELD IN CBS LEARNING HUB
ON TUESDAY 5 AUGUST 2025 AT 7.00PM**

PRESENT:

Jo Butlin
Kim Daji
Sarah Geelen
Melissa Grant (Acting Principal)
Bronagh McKenna
Brendon Ng
Craig Whitaker
Wendy Youens
Ben Yu

IN ATTENDANCE:

Karen McNair (Board Secretary)
Christie Birkhead and Patricia Meder (DPs) from 7pm to 8:24pm
Amy Carter)
Belle Hyslop)
Bhavya Vujcich) from 7pm to 8:24pm
David Zheng)
Mengxiao Yan)
Rajiv Patel)
Walter ke Chen)

KARAKIA

APOLOGIES:

Bevan Verryt

WELCOME:

Brendon opened the meeting by welcoming all our attendees and inviting each person to introduce themselves.

ADOPTION OF THE AGENDA:

MOVED C Whitaker, seconded by J Butlin, that the agenda be adopted. Carried.

CONFLICTS OF INTEREST:

No new conflicts of interest were noted.

STUDENT MID-YEAR ACHIEVEMENT:

The school is facing challenges in data analysis due to the simultaneous rollout of a new student management system, Hero, and a refreshed New Zealand curriculum. This is the second year using the new system, and the school is still in a review and refinement phase.

The new curriculum has increased expectations across the board, and the Ministry of Education has not yet released aligned assessment tools. Teachers are currently using their

professional judgment based on new curriculum documents and existing assessment methods, which makes the accuracy of comparisons between 2024 and 2025 data questionable. The new assessment tool, SMART, for Years 3-6 is expected in Term 4.

Data for Years 1-3 shows that achievement levels are lower for Year 1 students compared to Years 2 and 3. This is a recurring trend, attributed to the unique learning needs of students starting school at different times and with varying levels of readiness. The new curriculum also has increased expectations for Year 3 students, with some content previously taught in Year 6 now expected at a Year 3 level. In the Year 4-6 cohort, a significant number of students working "towards" expectations are new students to the school, with over half of the 48 new students in this group tracking below expectations. The Year 5 cohort has a notable number of neurodivergent students, and writing is a particular challenge for this group.

To address these challenges, the school is focusing on several next steps. These include continued tracking and monitoring of targeted teaching groups, professional development for teachers on the new curriculum and structured literacy, and evaluating new assessment tools from the Ministry of Education. The school also plans to be strategic with ESOL support for the increasing number of learners with little to no English, as well as continuing to resource ELIP and ESOL programs. Communication during student transitions between year levels and to intermediate school is also a priority.

MINUTES:

MOVED J Butlin, seconded by C Whitaker that the minutes of the previous meeting on 10 June 2025 are a true and correct record. Carried.

MATTERS ARISING:

Hazard Register:

Kim will provide Sarah with an example of a summary template, which may be used.

Community survey:

Melissa provided an update on the community survey, stating that it is currently live. As of this meeting, the survey has received 67 responses in English, 45 in Mandarin, 7 in Simplified Chinese, and 4 in Traditional Chinese. A reminder will be issued tomorrow to all participants ahead of the Friday, August 8th deadline. Craig will then work with the team to produce all the results in English.

Retention and Disposal of School Records:

The Ministry posted a notice on their website acknowledging the new Care Protection order in place since May 2025. No student or staff CBS records have been disposed of in 2025.

Centenary:

Milly Mackintosh is doing a great job of bringing these events together as we approach the 'less than four weeks out' mark.

We have 131 signed up alumni & former staff for the Thursday Afternoon tea event, 131 registrations for the Friday school assembly, and issued 171 tickets to the Friday evening Cocktail event.

At this stage, our costings are within budget and momentum is building within our community for an exciting few days.

CORRESPONDENCE:

The following inwards correspondence was received and taken as read:

- School Board Elections Memo 1 regarding Triennial School Board Elections 2025
- NZSBA Sector Update dated 12/6/25
- School Board Elections Memo 2 regarding Triennial School Board Elections 2025
- MoE email regarding Next steps for Kāhui Ako communities of learning dated 25/6/25
- NZSBA Live Learning Events - Term 2 Webinars dated 25/6/25

- Final Report to the Board for 2024 Audit dated 30/6/25
- NZSBA Membership Matters dated 3/7/25
- Email confirming MoE approval for Bus Bay Canopy project additional funds dated 7/7/25
- School Board Elections Memo 3 regarding Triennial School Board Elections 2025
- NZSBA Board Matters dated 9/7/25
- NZSBA Principal Matters dated 9/7/25
- NZSBA Live Learning Events - Term 3 Webinars dated 16/7/25
- School Board Elections notice dated 29/7/25
- Attendance Term 2 2025 Final Report dated 30/7/25
- NZSBA Live Learning Events Term 3 dated 30/7/25

The following outwards correspondence was noted:

- Letter to Chris Mashlan of MoE Disestablishment of Kāhui Ako role dated 14/7/25

MOVED K Daji, seconded by B McKenna, that the inward and outwards correspondence is received, accepted and noted. Carried.

POLICIES:

This report was taken as read showing Advisory notices, and this years' review schedule and board assurances.

The following policies were reviewed and accepted:

- Child Protection policy
- Abuse Recognition and Reporting policy
- Safety Checking policy

Additional Policy to consider

A discussion was held about CBS' position regarding dogs on-site following an incident in which a dog bit a child after school. Currently, we have no policy relating to dogs on the school grounds. Melissa is going to circulate a draft policy found on SchoolDocs as an optional extra policy for further discussion. If agreed to, the school would invest in clear signage and update the Hazard Register with the assessed risks.

MOVED S Geelen, seconded by B Yu, that the above Policies Report is accepted. Carried.

PRINCIPAL'S REPORT:

The report was taken as read. The following points were discussed further and noted:

Board Assurances

Melissa confirmed that the Board assurance statements have been met for term three. We maintain robust practices that support these particular areas of focus this term – evacuation practice/lockdown, physical restraint training and roll returns.

Property

Melissa reported on the positive impact of the new Bus Bay Canopy, noting it is making a significant difference in keeping students safe and dry while they wait to be picked up.

Health and Safety

There are no notable trends in the comparative data for the same period as the previous year. Data from the Pulse Report was shared and it was suggested that it would be valuable to ascertain if we can collate summaries term by term to assist with detecting any trends.

School Board Elections:

Karen McNair has been appointed as our Returning Officer, responsible for managing the 2025 election process. The call for nominations notification went out on 16th July electronically

through the [MySchoolElection.nz](https://myschoolelection.nz) platform and this closes at noon on 6th August 2025. At this stage we have received 15 parent nominations and 1 staff nomination, and so we will definitely be going to a voting process for the parent representative positions.

Attendance Management Plan

Our CBS draft attendance plan is currently being developed and will be in place for the beginning of 2026.

Disestablishment of Kāhui Ako at the end of 2025

The Kāhui Ako Principals are currently working together to decide on how schools will function going forward to maintain the excellent work to date.

Management is engaging and consulting with the three CBS staff members that have been assigned Kāhui Ako roles on the upcoming changes.

Strategic Plan review

Melissa extended her gratitude to Craig for translating the community survey questions. The next step is to consolidate the responses and organising them into different themes with the help of Jacque Allen to develop a draft Plan.

Additional feedback will be solicited from students and teachers, with this data also feeding into the development of the draft Plan.

Attendance

It was noted that so far this year 19% of students were identified as students taking holidays during term time. A request was made for the data to also specify the number of days for each student.

MOVED M Grant, seconded by W Youens, that the Principals Report be accepted. Carried.

FINANCE:

The Board proceeded to review the financial performance for May and June 2025. This comprehensive review encompassed a financial snapshot, an executive summary, the balance sheet, and the profit & loss report. Additionally, a current update on Fixed Asset expenditure was presented.

The monthly finance report shows the school is on track to meet its financial goals for the year. Projections indicate a probable profit for 2025, surpassing the initial breakeven target. Management is pleased with this performance and will continue to monitor financial progress closely.

Recommendation 1

That the Board approves the expenditure of staff Christmas gifts to the value of \$57 per staff member.

Recommendation 2

That the Board approves the expenditure of a staff Christmas function to the value of \$50 per attending staff member.

Recommendation 3

That the Board approves the reviewed Cyclical Maintenance calculations as presented by Yellowstone Management for 2025.

MOVED B McKenna, seconded by J Butlin, that the above three recommendations are accepted. Carried.

Record of Recommendation Approved via Email – 23 June 2025

That the Board approve the \$120,625 +gst quote from Classique Landscapers to complete the extended Sensory garden/Garden to Table/Loose Play area created by the removal of Rooms 26-29.

MOVED S Geelen, seconded by B Ng, that the above recommendation is accepted. Carried.

Record of Recommendation Approved via Email – 2 July 2025

That the Board approve an additional \$10,152 +gst to cover the new storm water requirements stipulated by the Council consent for the Bus Bay Canopy project.

MOVED B McKenna, seconded by B Ng, that the above recommendation is accepted. Carried.

Record of Recommendation Approved via Email – 16 July 2025

That the Board approve a \$100 Gift Box be created for Bevan Verryt from the Board and Staff as a get well gift.

MOVED C Whitaker, seconded by S Geelen, that the above recommendation is accepted. Carried.

Record of Recommendation Approved via Email – 22 July 2025

That the Board approve \$15,196 +gst for Bus Bay Canopy walls and \$11,494 +gst for Room 39 pull down outdoor Blinds to be paid from surplus 2025 funds.

MOVED C Whitaker, seconded by W Youens, that the above recommendation is accepted. Carried.

MOVED C Whitaker, seconded by B Yu, that the above Finance Report is accepted. Carried.

In accordance with Section 48 of the Local Government Official Information and Meetings Act (1987) the public were excluded from this part of the meeting between 8:24pm and 9:08pm to discuss confidential matters. The resolution was passed by consensus.

OTHER BUSINESS:

There being no further business, the meeting closed at 9:08pm.

The date for the next scheduled meeting is 9 September 2025 commencing at 5pm, followed on with a thank you farewell dinner.

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Presiding Member

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Date