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**MINUTES OF SCHOOL BOARD MEETING HELD IN CBS LEARNING HUB**

**ON MONDAY 4 DECEMBER 2023 AT 7.00PM**

**PRESENT:**

Jo Butlin

Kim Daji

Sarah Geelen

Bronagh McKenna

Bevan Verryt

Craig Whitaker

**IN ATTENDANCE:**

Karen McNair (board secretary)

Christie Birkhead and Patricia Meder (to 8:51pm), and Melissa Grant (till 9.12pm)

Lucy Acott, Diane Burnett, Hani Kopetschny, Liv Wilson, Milly Mackintosh, and Sandy Yeung.

**APOLOGIES:**

Brendon Ng

**KARAKIA**

**ADOPTION OF THE AGENDA:**

***MOVED***  K Daji, seconded by B McKenna, that the agenda be adopted. Carried.

**CONFLICTS OF INTEREST:**

No new conflicts of interest were noted.

**MINUTES:**

***MOVED***  J Butlin, seconded by K Daji, that the minutes of the previous meeting on 30 October 2023 are a true and correct record. Carried.

**MATTERS ARISING:**

**Communication around Flexible Spaces:**

Bevan has organised a community presentation which will be communicated on Wednesday 6 December to parents.

**Generative AI policy:**

Craig has some questions around the google products which will contain AI technology and how the school will deploy these, and will talk to Joe Lanning prior to the next meeting early in February.

**Trestle Tables:**

15 new trestle tables and a storage trolley have been purchased and arrived last week for school use.

**Police Vetting:**

Keri has given assurance of her process for police vet checking for parents involved in managing and coaching sports teams at the start of each team being formed. This year there

has been some parents ‘drop through the crack’ when personnel change after the initial team is formed. The board confirmed they would like vets monitored throughout the year so that only valid current vetted personnel hold these positions. Process for this and assurance to be provided in term one 2024.

**Health and Safety committee:**

Sarah G will head up the H&S committee. There will be other representatives (covering junior and senior teams) and they are in the process of being confirmed and ready to start at the beginning of 2024. One senior team teacher has already agreed to be part of the committee.

**Health Education policy:**

It was noted that it was not possible to remove any words from the policy as they were mandatory. The RSE (Relationships and Sexuality Education) document is currently being “parked” awaiting direction from the new government.

This a big piece of work and the school has created a Health Education leader to ensure that we have cohesive content across the school and the statutory deadlines around consultation etc are met.

**School repaint:**

The results from the community voting determined “yellow” was the winner. This was communicated today to the school community and the painters will commence the project prior to the last day of school working on areas that students do not have access to during the day.

The project manager will engage with the contractor and agree a variation to the current contract. This variation will be to leave the new building (recently painted yellow) and instead do some internal painting coming up on the schedule for 2024.

**CORRESPONDENCE:**

The following inwards correspondence was received and taken as read:

* NZSTA Regional Matters 9/11/23
* Attendance Report Term 2, 2023 supplementary

***MOVED***  K Daji, seconded by C Whitaker, that the inwards correspondence is received, accepted and noted. Carried.

**HEALTH AND SAFETY REPORT:**

Bevan expanded on the H&S data for the period 27 October to 28 November, and will inquire with the office staff as to what generates under the “Other” field.

Kim is happy to support the committee in any way needed.

***MOVED*** J Butlin, seconded by S Geelen, that the Health and Safety report is accepted. Carried.

**POLICIES REPORT:**

This report was taken as read showing Advisory notices.

Bevan reported that there would be another required Evacuation drill take place before the end of this school year.

The board requested that all assurances for each area identified in the NZSTA checklists from term 4 2023 onwards are detailed with processes in the next Principals Report.

The board agreed with Bronagh’s suggestion about engaging the community in a survey to see if there was interest in raising awareness around the pressure to purchase smart phones/watches for primary aged students and how perhaps a voluntary “parents pact” to

postpone buying student devices could be of value to open ongoing family conversations around some concerning behavioural traits with technology.

The school also to investigate the possibility of holding a parental education evening in term one with an expert on addressing issues around social media and digital technology awareness.

***MOVED***  B McKenna, seconded by C Whitaker, that the above Policies Report is accepted. Carried.

**PROPERTY REPORT:**

**Field Damage:**

Recent water leak issues on the field are being investigated by the Woodview team as coming from the newly installed sewer holding tank floats and overflow, which is triggering the panel alarm.

**Room 33 + 36 flood damage:**

These rooms have returned to be operational after flooding caused by students turning on and leaving on taps during a period where the water was turned off at the main. The school is installing push button taps throughout the school which reduces the risk of this occurring again.

**Refurbishment of Rooms 4-14/Toilet blocks**

Many of the room areas have been completed and the team are now working on the adult toilet blocks.

**Tiger Turf field area**

There are multiple construction companies involved in this project to make the ground good. We are experiencing delays as no one will schedule the work until the prior company has finished their scope of work. To add complication to this, two earthwork companies are subcontractors to three separate contracts.

**New Build:**

All documentation for the council Code of Compliance Certificate (CCC) has been submitted by Woodview to Auckland Council. Woodview has completed almost all defects and is awaiting GHD's (Architects) approval.

***MOVED***  J Butlin, seconded by S Geelen, that the Property report is accepted. Carried.

**STRATEGIC PLAN UPDATE:**

Bevan and Kim will work on an action plan timeline working backwards from the deadline of 1st March 2024 to get to the final version and ideally ready for communication to community and staff early in term one. Five goals were identified as the essence of the community, student, staff and board feedback. It was deemed important that the language used in this document is understood by both educators and other stakeholders.

**BOARD PLANNING 2024:**

Kim will provide more information will follow with suggested meeting dates and calendar structure in early January. The board members will also complete the annual self-assessment questionnaire recommended by NZSTA prior to the February meeting.

**PRINCIPAL’S REPORT:**

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

Bevan to send through further readings on the five MoE Objectives included at the beginning of the report.

**3.2 PLD Cycles of Inquiry and Performance Management of Teachers**

It was noted that the new PLD Cycles structure was having a positive effect and teachers were feeling a lot more confident with their growth in their chosen area. This was evident in both student report comments from students themselves noting the growth they had made with their learning, and also the support available with strategies to assist teachers to continually take steps forward. We can improve further the cycle and teacher voice had been collected to enhance further the method.

**4.3 (ii) Restraint Training**

The deadline for all staff working with students to have completed this training module has been met. Evidence in the form of the final certificate has been collated and recorded. Leadership will ensure all new teachers for 2024 will also complete this training as part of their induction.

**4.3 (iii) Teacher only days 2024**

The two legislated teacher only days for 2024 are scheduled for: Tuesday 4 June and Friday 15 November 2024, which is aligned with other local schools.

***MOVED*** B Verryt, seconded by J Butlin, that the Principal’s report is accepted. Carried.

**FINANCE REPORT:**

The October finance reports including a snapshot, executive summary, fixed asset summary, balance sheet and profit & loss reports were available for discussion and it was noted that these reflect the expected budget comparison for 2023 at this stage of the year.

It was agreed to revisit the KPIs set for uncommitted funds at the next board meeting.

The draft 2024 budget was circulated on 16 November to all board members along with comprehensive notes explaining various areas. An online meeting was held on Monday 27 November to discuss a few areas where further information was sort.

After clarifying a few capital expenses, and some changes made, the final version of the budget was approved. It was agreed to purchase 4 x Interactive panels at the reduced cost instead of 6, and it was noted that Bronagh would like some additional discussion and evidence around fundamental pedagogy concerns with the amount of screen/device time students experience as part of learning.

***Recommendation 1***

That the Board approves the 2024 Board.

***MOVED*** K Daji, seconded by J Butlin, that the above recommendations are accepted. Carried.

***MOVED***  K Daji, seconded by C Whitaker, that the Finance report is accepted. Carried.

The Meeting agreed to go into In-Committee at 8.51pm

The Meeting agreed to come out of In-Committee at 9.56pm

**OTHER BUSINESS:**

There being no further business, the meeting closed at 9.56pm

The date for the next scheduled meeting will be circulated as soon as possible.

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Presiding Member Date