



**CAMPBELLS BAY  
SCHOOL**

**MINUTES OF SCHOOL BOARD MEETING HELD IN CBS CONFERENCE ROOM  
ON TUESDAY 10 SEPTEMBER 2024 AT 7.00PM**

**PRESENT:**

Jo Butlin  
Kim Daji  
Sarah Geelen  
Bronagh McKenna  
Brendon Ng  
Bevan Verryt  
Craig Whitaker

**IN ATTENDANCE:**

Karen McNair (board secretary)  
Hanyi Xu (observer) till 8.54pm

**APOLOGIES:**

**KARAKIA**

**LEARNING SUPPORT PRESENTATION:**

Deferred to the November meeting.

**ADOPTION OF THE AGENDA:**

**MOVED** C Whitaker, seconded by S Geelen, that the agenda be adopted. Carried.

**CONFLICTS OF INTEREST:**

No new conflicts of interest were noted.

**MINUTES:**

**MOVED** B Ng, seconded by K Daji, that the minutes of the previous meeting on 6 August 2024 are a true and correct record. Carried.

**MATTERS ARISING:**

**Iwi consultation:**

The Iwi is focusing on another area since returning, but will get back to us when able.

**Community consultation:**

Both the Parent PACT and some consultation to obtain the best time/days for engagement will be sent out this week.

Jo and Bevan will discuss the questions to ask for the annual Community Engagement Survey.

### **Complaints register:**

A new spreadsheet register has been set up in the Board shared drive but needs some additional actions/outcomes added by those that were present at the meetings.

### **CORRESPONDENCE:**

There was no inward or outward correspondence to note.

### **PRINCIPAL'S REPORT:**

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

#### **Student Roll**

Our roll is tracking to meet our funding grading target in October, and just below our predicted budgeted roll total.

#### **School events**

There has been a lot happening this term. The biggest event was the recent school production where students got to shine on the big stage and for many this will be an experience of a lifetime. Ticket sales exceeded expectation and feedback from parents has been very positive. It was noted that teaching and learning was not impacted more than one day per week (except for the final few days) and that teachers chose aspects of the show to take leadership in.

#### **Personnel**

Joe Lanning's insights from her recent Edutech Digital conference were briefly discussed. This helped inform the discussion around Generative AI under policies.

#### **Student Behaviour**

We have had three stand downs and one suspension since August.

#### **ERO**

Louise Malins, our review officer, spent three days at CBS in week 6 and the school has received three draft goals from the reviewer. Bevan indicated that these would reflect our school vision and direction, and once peer-reviewed by ERO, the school will be issued a copy for comment. The Board will be able to feedback their review before the report is finalised.

#### **Zoning**

The consultation process for reducing Milford School's zone is currently still open for public and community feedback. Based on the information provided to the board, it is estimated that the zone amendment is likely to result in around an additional six children per year group joining CBS. Any increase will not be immediate, but will take place over time.

The board does not have any objection to the proposed changes.

#### **Out of zone places for 2025**

The out of zone enrolment options were discussed. There is a need to advertise by 15 September the number of spaces and priorities on offer for 2025, should any places be offered. After a discussion the following was agreed.

**MOVED** J Butlin, seconded by B Ng, that the board agreed to offer six out of zone enrolments for Priority 1 to 5 new entrant students. Carried.

At this stage that would include three staff children and two siblings of current students for 2025.

#### **Strategic Goals 1 & 2**

Bevan explained the concept of the Lego Club and the positive outcomes from this programme to date. This is run in the afternoon block by two teacher aides for groups of four students identified on a needs basis to enhance social skills of working together and forming friendships over a shared task.

The ELIP (English Language Intensive Programme) is proving to make significant progress and we have already had a number of students graduating from the programme. These new immigrant students are learning the routines of the NZ education system in a single cell space.

ERO attested that the attendance levels at CBS are exceeding expectations.

**MOVED** B Verryt, seconded by K Daji, that the Principal's report is accepted. Carried.

#### **HEALTH AND SAFETY REPORT:**

The Medical Room data report was taken as read. There did not appear to be any disproportional areas of concern across the school and practice evaluations would continue to take place each term. It was interesting to note that 1% of students make up 11% of medical room visits for injuries.

There was an additional significant injury that took place last Friday. At this stage the details are not clear as to what happened, but it resulted in a younger student having their front teeth knocked out at bell time when many students were hurrying through the same space. More information would be shared once confirmed.

**MOVED** B Verryt, seconded by J Butlin, that the above Report is accepted. Carried.

#### **FINANCE:**

##### **Recommendation 1**

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

##### **Recommendation 2**

That the Board approves the expenditure of a staff Christmas function to the value of at least \$50 per attending staff member. The board is open to increasing this amount if a suggestion is proposed.

##### **Recommendation 3**

That the Board approves the remaining Ministry provided 2023 + 2024 Principal Professional Coaching and Wellbeing grant to be carried over to 2025. At this stage this is currently \$4,848, but may be less if further expenses claimed before year end.

**MOVED** K Daji, seconded by C Whitaker, that the above Recommendations are accepted. Carried.

The finance snapshots, executive summaries, balance sheets, profit & loss reports and asset expenditure summaries for July 2024 were presented and accepted.

Kim met with Bevan and Karen to discuss the finance KPIs and identifying impactful investment suggestions to reduce our current surplus. This included some proposed specific property projects in time for the 2025 Centenary as presented at this meeting.

The 2015 set sensible amount of uncommitted "rainy day" funds that the school agrees to hold will be lifted from \$900 per student to \$1,000 per student to allow for inflation. These funds could be used for any future repair or replacement requirements to school owned buildings such as Rooms 31 & 32, and 62% of the Hall.

After a time of discussion, it was agreed for the following projects to be pursued and quotes obtained, including the correct Ministry permissions sort. Rough estimates have been included but detailed pricing would be submitted:

- Hall (autex, windows, new adult toilets, extra exit door, foyer layout) @ \$180,000
- Admin area (new carpet, hall entrance, office layout) @ \$80,000
- Playspaces (refurb playgrounds and surrounding areas) @ \$200,000

- Bus bay waiting area cover and autonomous car park gate @ \$120,000

Approval was given for the staff PLD structured literacy programme delivered by Learning Matters Ltd over two years for an additional total cost of \$100k above the annual budget.

It was also agreed for the Sensory garden project by Rooms 26-29 to progress with a suggested design outlining the benefits and pricing to be confirmed before full approval given. This project will include the funds raised by the PTA this year.

The board would like to see more a more detailed case study around the suggestion of extending the swimming pool.

**MOVED** S Geelen, seconded by B Ng, that the above Finance Report is accepted. Carried.

**POLICY REVIEWS:**

The following new policy was reviewed, discussed and accepted with no changes needed.

- Board remuneration and expenses policy

This has now been sent to SchoolDocs for inclusion on our website.

The following draft proposals were reviewed and it was agreed for Bevan to obtain some teacher feedback across various year levels to ascertain on what we are using AI for and how we are using it currently. It was also suggested that we consult around this subject with staff. Joe Lanning is scheduled to share some thoughts at the next staff meeting this week and also to draft some parent comms around Linewise and screen time.

- CBS policy on the use of Generative AI by teaching staff
- CBS policy on Student Use of Generative AI
- Classroom Charter for Senior School

**MOVED** B McKenna, seconded by C Whitaker, that the above Policies 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 8.54pm and 9.43pm to discuss confidential matters. The resolution was passed by consensus.

**OTHER BUSINESS:**

**Ka Hikitia and the Action Plan for Pacific Education**

Bevan made the board aware that we had a plan for our five Pacific students and 21 Māori students.

There being no further business, the meeting closed at 9.46pm.

The date for the next scheduled meeting is 6 November 2024.

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Presiding Member

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Date