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**MINUTES OF SCHOOL BOARD MEETING HELD IN CBS CONFERENCE ROOM**

**ON TUESDAY 1 APRIL 2025 AT 7.00PM**

**PRESENT:**

Jo Butlin

Kim Daji

Sarah Geelen

Bronagh McKenna

Brendon Ng

Bevan Verryt

Craig Whitaker

**IN ATTENDANCE:**

Karen McNair (Board Secretary)

Patricia Meder (DP) from 7pm to 7:32pm

Wendy Youens and Ben Yu (Observers) from 7pm to 8:49pm

**KARAKIA**

**APOLOGIES:**

N/A

**ADOPTION OF THE AGENDA:**

***MOVED***  K Daji, seconded by C Whitaker, that the agenda be adopted. Carried.

**ESOL REPORT:**

Currently we have 239 eligible students for funding grants (2024: 256).

The ESOL team has expanded to four staff members, enabling a tiered support system for students with varying needs. This includes intensive ELIP sessions (very high priority students have intensive sessions), small-group workshops, and a new in-class support program that now reaches almost all ESOL students, simplifying timetabling. The in-class support also accommodates non-funded Year 1 students and those who have exhausted their MoE funding. This comprehensive approach improved teacher pedagogy and ensures equitable support for all ESOL learners.

CBS is continuing to pioneer a nearly full-time ELIP withdrawal program for students, initiated in late May 2024, and are actively gathering data on its effectiveness. A dedicated teacher and teacher-aide deliver intensive ELIP sessions four mornings a week, with some students receiving extended instruction in the afternoons. The program began with 27 students from years 3-6, and after some students progressed, 21 remained, with 17 staying for the longer sessions.

The team is currently working with Darcy from SoundData collecting data evidence to show the success of the ELIP programme, and this will be shared with the Board when completed.

**SENCo REPORT:**

We currently employ nine teacher aides to support students with either their learning or behaviour, in a one to one capacity or within a small group. Four teacher aides provide

individual support to our highest needs (tier 3) students who often require specialist interventions. Three teacher aides run TAI (teaching as inquiry) groups for years 0-2, 3-4 and 5-6. Learning leaders use student achievement data to determine where provided targeted learning for learners requiring additional support.

Recognising the growing social and emotional difficulties among students, the school launched a LEGO club last year, supported by Ministry of Education funding secured through the Mid Bays Kahui Āko. This program utilises LEGO®-based therapy, where students collaborate on structured LEGO® projects, fostering teamwork and communication skills. The engaging nature of LEGO® enhances student motivation, accelerating the development of social skills and friendship-building abilities. Currently, two trained teacher aides lead small groups of three students in twice-weekly sessions, with 24 students participating in the program during the first term.

Student learning and behaviour are meticulously monitored to provide targeted support. Behaviour incidents that disrupt classroom instruction are logged in the student management system, enabling teachers to track patterns. The school's PB4L team, consisting of year-level leaders, conducts weekly analyse of this data to identify trends and inform the explicit teaching of desired behaviours and reinforcement of expectations. Patterns are looked for in Severity, Time of Behaviour Incident, Location of Behaviour Incident and the type of Concerning Behaviour.

We also have a learning support tracker that groups students into tiers of support. This approach uses Tier 1 (universal), Tier 2 (targeted) and Tier 3 (individualised) interventions to address diverse learning and behaviour needs. Currently this system is recording 531 students in Tier 1, 180 students in Tier 2 and 38 students in Tier 3. Teaching and learning over the past five years has become increasingly complex, with teachers supporting a growing number of students on a journey with learning and/or behaviour needs.

The school prioritises understanding and supporting students with learning and behavioural needs through explicit teaching of school values and behaviour expectations. Highly skilled teachers foster a safe and supportive learning environment, emphasising positive relationships and strong classroom practices. The school's overarching goal is to ensure students feel safe, included, successful, and enjoy their learning experience.

The Board discussed the widespread issue of parents struggling and underestimating the impact of home factors, including excessive device time, difficulty setting boundaries (saying no), and insufficient sleep, on their children. They then considered how the school might assist in providing education on essential parenting guidelines.

The Board thanked Patricia and affirmed their commitment to supporting evidence-based initiatives that benefit our students and teachers.

**CONFLICTS OF INTEREST:**

No new conflicts of interest were noted.

**MINUTES:**

***MOVED***  K Daji, seconded by B Ng, that the minutes of the previous meeting on 25 February 2025 are a true and correct record. Carried.

**MATTERS ARISING:**

**Centenary:**

Bevan gave an update of where we are currently at with moving forward and locking in events and event organisers. It was decided that Milly Mackintosh would be engaged to manage organisational tasks such as managing inquiries, communication, co-ordinating the family and school events, organising the archive records and merchandise sales etc.

Bevan will gather further pricing information from two event organisers regarding the 1920s themed community ticketed event brief.

**Generative AI policy:**

Staff have been asked to sign this policy and a summary of responses is being collated.

**Concerns and Complaints Policy:**

Staff have been updated and a new version is on the website. Bevan to also highlight this to our community in a newsletter.

**Health & Safety committee:**

A new software package from Linewize called Pulse has been purchased for all years 4-6 students which will enable us to track and identify trends within student culture.

**Hazard Register:**

The Hazard Register was updated to include extreme weather events and bomb threats. Staff were made aware of these additions and their compliance obligations. Kim will provide Sarah with an example of a summary template, which may be used to communicate this to staff.

**Board Succession Plan:**

Wendy Youens and Ben Yu attended this meeting to observe.

**Letter to Council:**

A raised speed bump is being installed on Aberdeen Road on 16 April. Bronagh agreed to write a letter to the Local Board outlining the school’s concerns around traffic management and risks to students.

**CORRESPONDENCE:**

The following inwards correspondence was received and taken as read:

* SchoolDocs Advisory dated 20/3/25

***MOVED***  B Ng, seconded by J Butlin, that the inward correspondence is received, accepted and noted. Carried.

**PRINCIPAL’S REPORT:**

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

**Student Roll**

As we approach the end of the first quarter, our student enrolments are approximately 30 students lower than the projected figure for this point in 2025.

**School events and curriculum news**

*Playground:*

The Board was thanked for the generous support in making this project a reality. The new playground is providing further opportunities for students to foster creativity, collaboration and physical development and is widely appreciated.

*Year 5 MERC camp:*

This overnight camp at Long Bay was another great highlight for our students to grow in resilience, independence and teamwork through activities such as paddle boarding, the climbing wall and solving challenges etc.

**Personnel**

Bevan provided an overview of his professional development activity this year and the current issues that are being discussed as part of this APPA role.

**Property**

We are still awaiting official confirmation that the Ministry has arranged for Rooms 15-17 and 26-29 to be removed off site commencing next week.

Bevan to share a draft notice with Brendon and Craig about the removal of the oak tree in the holidays and the Vector tree works along Aberdeen Road.

**Health & Safety**

The health and safety committee met to set some goals for improving Health and

Safety at CBS and reviewed the hazard register. Items discussed that were recently added to the risk register were bomb threats and major weather interruptions, both of which have had significant impacts on Auckland schools in the past two years. The other area of considerable review was the pandemic outbreak settings, which were changed from the Covid settings. The WHO has warned that there may be more infectious events such as Covid-19 in the future, so this is also on the register.

**Student Behaviour**

There have been a further five stand downs since the last meeting in February.

**2026 Term Dates**

Term 1: Thursday 5 February- Thursday 2 April (79 half days)

Term 2: Monday 20 April- Friday 3 July (106 half days)

Term 3: Monday 20 July- Friday 25 September (100 half days)

Term 4: Monday 12 October- Friday 18 December noon finish (97 half days)

The board approved the suggested 2026 term dates which meet the MoE requirement.

***MOVED*** C Whitaker, seconded by K Daji. Carried

**Attendance**

One child is being tracked as their attendance has gone below 70%.

**Principal Professional Coaching and Well-being grant**

The 2024 declaration was presented to the board showing expenditure of the two $6,000 grants. The remaining $3,820 grant funds were agreed to be carried forward into 2025.

***MOVED*** B Verryt, seconded by C Whitaker, that the Principals Report be accepted. Carried.

**FINANCE:**

The Board reviewed the draft financial statements for the year ending December 2024. These statements were submitted to Moore Markhams for audit on 28 February 2025 and we are working through the final audit process.

Building on the discussion of the annual accounts, the Board then reviewed the financial performance for the first two months of the new financial year, specifically the January and February finance reports. This included data on the current collection rate of school donations in comparison of previous years and also a revised 2025 Budget after several small changes.

**Recommendation 1**

That the Board approves the amended 2025 Budget with various additional staffing requirements and higher expenses, met by the secured increased international student income.

**Recommendation 2**

Three quotes were obtained after researching that the pool needed repainting:

Alps Contractors $10,569.64 +gst

Euro Property Services Ltd $12,805.31 +gst

Auckland Pool Painting $16,370 +gst

The Board approves to engage Alps Contractors to repaint the school swimming pool in December 2025/January 2026 for a cost of $10,570 +gst (may be slightly more due to time delay) from our accumulated funds.

**Recommendation 3**

The Board approves to engage TeamTurf to supply and install two small areas of turf landscaping surface to complete the senior playground area at a cost of $7,665 +gst (option one) from our accumulated funds.

**Recommendation 4**

That the Board approves the current international student administration and tuition fees to remain the same for 2026, being $500 +gst administration fee and $350 +gst per week for tuition fees (with a 5% discount for siblings).

**Recommendation 5**

That the Board approves of the disposal of all approved financial, domestic student and international student documentation prior to 2018 - as per the School Records - Retention and Disposal Schedule (May 2022), section 1.1 to 1.9

***MOVED*** J Butlin, seconded by S Geelen, that the above recommendations are accepted. Carried.

***MOVED***  K Daji, seconded by C Whitaker, 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 8:42pm and 9:20pm to discuss confidential matters. The resolution was passed by consensus.

**OTHER BUSINESS:**

There being no further business, the meeting closed at 9.06pm.

The date for the next scheduled meeting is 14 May 2025.

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