



**MINUTES OF SCHOOL BOARD MEETING HELD IN CBS CONFERENCE ROOM  
ON TUESDAY 10 JUNE 2025 AT 7.00PM**

**PRESENT:**

Jo Butlin  
Kim Daji  
Sarah Geelen  
Brendon Ng  
Bevan Verryt  
Craig Whitaker  
Wendy Youens  
Ben Yu

**IN ATTENDANCE:**

Karen McNair (Board Secretary)  
Melissa Grant (DP) from 7pm to 8:23pm

**KARAKIA**

**APOLOGIES:**

Bronagh McKenna

**ADOPTION OF THE AGENDA:**

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

**CONFLICTS OF INTEREST:**

No new conflicts of interest were noted.

**MINUTES:**

**MOVED** C Whitaker, seconded by W Youens that the minutes of the previous meeting on 14 May 2025 are a true and correct record. Carried.

**MATTERS ARISING:**

**Centenary:**

- Programme of Activities and registrations are now live on the school website.
- Centenary Cocktail Event planning is progressing well: the band and bar staff are secured, and catering options are being finalised. Advertising posters are ready for release with ticket sales commencing this week.
- The Alumni database has been created.
- Archives and memorabilia are currently being sorted at the school and collected from alumni contacts.

**Next steps:**

- Advertising to current parents on Hero and wider community through facebook community pages, North Shore Aotearoa NZ History & Memories, local high school and intermediate newsletters, and other publications where applicable.
- Securing special liquor license

- Centenary merchandise options
- Securing MC and keynote speakers for the evening event.
- CBS Centenary Booklet

### **Concerns and Complaints Policy:**

Bevan highlighted this to our community in a Hero post on 23 May.

### **Hazard Register:**

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

### **Finance KPIs:**

Bevan, Wendy, Kim and Karen met last week and will present a draft paper concerning the accumulated funds. This document will outline the history of funds, current uncommitted amounts, end of year anticipated funds, a definition for "rainy day" usage, a suggested range for per-student allocation, and ideas for possible expenditure with a proposed timeline.

The Board discussed a strategic approach to future expenditure, emphasising that all spending must serve an educational purpose and clearly contribute to improved student outcomes for both current and future students. This strategy will include a clear timeline and proactively account for increased maintenance costs in the future.

### **Co-opt Board members**

The community was informed via a Hero post on May 30 of Ben Yu and Wendy Youens' co-option to the board, effective until the next board election in September. This has generated some interest and positive engagement.

## **CORRESPONDENCE:**

The following inwards correspondence was received and taken as read:

- Employment Relations - Initiation of Bargaining: Primary Teachers and Principals dated 13/5/25
- NZSBA Sector Update dated 21/5/25
- NZSBA Sector Update dated 28/5/25
- SchoolDocs Advisory dated 4/6/25
- NZSBA Term 2 Webinars dated 5/6/25
- NZSBA School Board Elections Memo 1 dated 5/6/25

The following outwards correspondence was noted:

- Auckland Council email regarding Traffic Concerns on Aberdeen Road dated 3/4/25
- School Planning and Reporting 2024 Annual Report received dated 14/5/25

Bevan was asked for a summary regarding the recently announced Budget 2025 implications for the school. Five areas were discussed, including Learning Support Coordinators (not anticipating that CBS will be impacted until at least 2028), significant financial investment into increased property 5YA & 10yrPP rates for schools, ORS funding increases for eligible students, the impact of disestablishing the Kahui Ako roles, and lastly teacher and principal salary rates.

***MOVED*** C Whitaker, seconded by W Youens, that the inward and outwards correspondence is received, accepted and noted. Carried.

## **PRINCIPAL'S REPORT:**

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

### **Board Assurances**

Bevan confirmed that the Board assurance statements have been met for both Term One and Term Two. We maintain robust appointment processes, ensuring that all personnel files are kept up to date with the latest documents. Our EEO statement was included in our audit

documentation. The 'phones/smart watches away for the day' policy is still enforced. In 2025, we will not be consulting with the community on health education, as this took place in 2024. We will still notify parents when we teach KOS (Keeping ourselves safe) or sexuality education.

### **School events and curriculum news**

The Board reviewed the range of team and sports opportunities that have recently been offered, noting the positive impact of new experiences for participating students.

Recent successful parent sessions on Restorative Practice, led by Patricia Meder with support from Leanne Carlston (University of Waikato), have provided valuable information on positive behaviour approaches, aligning with the school's behaviour plan. Additionally, highly informative sessions on "Understanding ADHD" and "Understanding Dyslexia" were exceptionally well-received and will be repeated in Term Three due to popular demand.

### **Property**

The concrete for the stairs down to the field are scheduled to be poured tomorrow, subject to fine weather.

The bus canopy project had been delayed with the Council issuing an RFI (Request for Information) around storm water collection. Shade Systems have been asked to work with the Council to ensure an agreed solution is reached before the consent is issued.

### **Health and Safety**

There are no notable trends in the comparative data for the same period as the previous year. The types of minor injuries remain the same, primarily consisting of bumps, bruises, and cuts that are common in busy play with children. There are no areas of the school that have a disproportionately high number of injuries compared to past data or to any other location. As expected, the field had the most injuries, with most of them occurring among boys playing football.

We have experienced a couple of injuries on-site before school, as parents have dropped their children off at school early. A reminder has been communicated in a Hero post to remind parents of their responsibility for their children before and after school, and a reminder that children are not allowed to play on playgrounds unsupervised after school or before school.

### **Student Behaviour**

Bevan presented some historical data around stand downs as requested at the last meeting. A significant positive outcome of stand-downs is the ability to initiate support service applications for students who would benefit from further assistance, and a valuable tool for enhancing family support and engagement with the school.

### **Attendance**

It was noted that 44% of our absences were explained as holidays during term time.

**MOVED** B Verryt, seconded by S Geelen, that the Principals Report be accepted. Carried.

### **FINANCE:**

The Board proceeded to review the financial performance for April 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 newly generated 2025 Budgeted financial position and 2025 Budgeted cash flow, based on the recently audited 2024 Accounts, were presented. The Board noted the strong financial position, with projected uncommitted funds at December 2025 estimated to be \$1.6 million.

**MOVED** K Daji, seconded by J Butlin, that the above Finance Report is accepted. Carried.

### STRATEGIC PLANNING:

Discussion was had about the best way for generating the new 2026-2028 Strategic Plan and it was agreed that it would be beneficial for this Board to draft the next Plan, which informs the 2026 annual plan and budget.

Early next term both the community survey and the teacher survey would be circulated with the assistance of Jacqui Allen from Cognition Education. Jacqui's understanding of our context will ensure we gather helpful and clear information, synthesize data to allow us to build upon existing foundations and consolidate findings.

The community survey will include questions about our four strategic strands and is the way we consult to ensure that our direction remains aligned with the aspirations of our whānua and is built into our teaching practices.

It was agreed for the sub-committee of Wendy Youens and Craig Whitaker to assist Bevan with this project.

**MOVED** C Whitaker, seconded by W Youens, that the Strategic Plan sub-committee be formed. Carried.

### BOARD ELECTIONS:

It was recommended that Karen McNair be appointed as the Returning Officer for the 2025 triennial board elections. This year the board will utilise an electronic voting system, provided by My School Election NZ, and the election date will be Wednesday 10 September 2025.

**MOVED** B Ng, seconded by C Whitaker, that the above recommendation is accepted. Carried.

### OUT OF ZONE CONSIDERATIONS FOR 2026:

It was requested that Bevan document the key principles and information that he discussed i.e. ideal roll range, cohort sizes and categories for out of zone enrolments for ease of reference. Bevan will present a recommendation at the next Board meeting which will include specific data around what we offered in 2025 and, what our out of zone student numbers currently look like for 2026.

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 8:12pm and 8:29pm to discuss confidential matters. The resolution was passed by consensus.

### OTHER BUSINESS:

There being no further business, the meeting closed at 8.29pm.

The date for the next scheduled meeting is 5 August 2025.

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Presiding Member

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Date