



**CAMPBELLS BAY
SCHOOL**

**MINUTES OF SCHOOL BOARD MEETING HELD IN CBS CONFERENCE ROOM
ON WEDNESDAY 6 NOVEMBER 2024 AT 7.00PM**

PRESENT:

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

IN ATTENDANCE:

Karen McNair (board secretary)
Hanyi Xu (observer) till 8.30pm

APOLOGIES:

Bronagh McKenna

KARAKIA

LEARNING SUPPORT & INTERNATIONAL STUDENT PRESENTATIONS:

Deferred to another meeting.

ADOPTION OF THE AGENDA:

MOVED K Daji, seconded by C Whitaker, that the agenda be adopted with the addition of the Years 5+6 overnight 2025 camp approvals. Carried.

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 10 September 2024 are a true and correct record. Carried.

MATTERS ARISING:

Generative AI policy:

Bevan reported that he had sent Bronagh some feedback and so now a decision needs to be made on the draft policies previously submitted. Craig offered to organise Steve Smith from Google to do some training if this would be helpful.

Iwi consultation:

The scheduled meeting with the Iwi for today was unfortunately cancelled by them. Bevan is trying to reschedule this. This year the Iwi had unpacked a story relating to the placement of

Rangitoto and next year the focus would be on people incorporating a story of an ancestor and perhaps a Pou/carving to place in the community forrest for the Centenary.

Community consultation:

The Parent PACT was distributed at the Rob Cope evening where Bronagh shared the concept and had some parents express interest in this initiative.

The survey results regarding optimal engagement times and days did not yield a clear consensus. However, parents indicated a commitment to making time for significant events.

It was proposed that conducting annual or bi-annual community surveys, similar to the one completed in 2022, would be beneficial. By consistently asking the same questions and providing updates on implemented changes, we can effectively gauge community sentiment and measure the impact of our efforts.

Out of Zone 2025 enrolments:

Seven NE places have been accepted for Priority 1-5 eligible students - five being staff children.

Staff Christmas function:

The staff Christmas function will take place on Saturday 14 December at Metita Restaurant for a special deal at \$76 +gst per person (staff members only). This event will be really appreciated by all staff as shown by the commitment of 71 confirmed to attend.

This was approved by all board members via email on 27 September 2024 - moved by Bronagh McKenna and seconded by Kim Daji.

PTA:

Bevan reported that Milly Mackintosh has agreed to Chair the PTA until the next election held in 2025. The PTA were organising a great Bookweek event this week with a lot of effort going into creating an appealing space and having the additional parent evening function.

CORRESPONDENCE:

The following inwards correspondence was received and taken as read:

- NZSBA Sector Update dated 13/09/24
- NZSBA Live Learning Events Terms 3 & 4 dated 16/09/24
- NZSBA Principal Matters dated 24/09/24
- NZSBA Board Matters dated 24/09/24
- NZSBA Live Learning Events dated 27/09/24
- NZSBA Sector Update dated 24/10/24
- Office of the Auditor-General email dated 22/10/24 regarding school audit arrangements for the 2024-2026 financial years
- Patricia Meder letter dated 28/10/24 regarding Centenary organisation
- Moore Markhams Audit Fee Proposal dated 29/10/24
- NZSBA Live Learning Events dated 30/10/24
- NZSBA 2025 membership Matters dated 31/10/24

The following outwards correspondence was noted:

- Letter to MoE giving approval of Rationalisation of Rooms 15-17
- MoE Occupancy Use Certificate for Rationalisation of Room 30 project
- Approved Audit Fee Proposal to Moore Markhams dated 31/10/24

It was agreed for a subcommittee comprising of Craig, Bevan, and Jo to appoint an event organiser to oversee the Centenary events.

MOVED C Whitaker, seconded by J Butlin, that the inward and outward 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

Our roll is tracking just about perfectly to our predicted budgeted roll total.

School events

There is lots of exciting learning opportunities taking place, both inside and outside school this term.

The year 5 + 6 overnight camp pre-approval forms were tabled and the dates and places were signed off.

ACEL Annual Conference – Adelaide

Bevan presented key findings from this year's conference, focusing on authentic leadership, educational reimagining, fostering wellbeing and belonging, data-driven leadership, and cultivating curiosity and adaptability in a complex world.

Implications for future actions include empowering middle leaders, embedding wellbeing practices within the school culture, and cultivating a culture of curiosity and reflective practice.

Property

Numerous maintenance projects have been undertaken the last month.

The MoE calculates that CBS currently has 14 surplus teaching spaces and would like a plan of which rooms could be moved off site. Rooms 15-17 have been approved for rationalisation to reduce this total to 10 surplus teaching spaces.

Student Behaviour

We have had no stand downs or suspensions since the last meeting.

ERO

We are still awaiting the finalised ERO report, but it is expected that we will have a draft before the end of the year.

Curriculum updates

On Friday the MoE released the refreshed mathematics and literacy curriculums. These are being unpacked at the Teacher Only Day on 15 November and then the school will order the available resources to support best teaching practices at CBS.

Strategic Goals 3 & 4

All SLT and middle leaders have continued their coaching and critical friend process with Jan Hill and Sarah Hynd from the Education Group. A 360-degree survey was also included for the SLT. These reports will be made available to the Board when received.

In 2025 the growth cycle focus will be on Assessment for Learning across the school and then lead into continuing to embed Structured Literacy, before focusing on Mathematics.

Attendance

One referral has been made to the MoE's Attendance Services for a student with a 65% attendance rate, who has not responded to school-based interventions. It was noted that nationwide there is 40,000 primary aged students who have a daily attendance of 70% or lower.

MOVED B Verryt, seconded by S Geelen, that the Principal's report is accepted. Carried.

HEALTH AND SAFETY REPORT:

The Medical Room data report was taken as read. There was no significant shift in the types or injuries or frequency of injuries over the past five weeks compared to rest of the year. Seventeen children make up 13% of the medical room visits for injuries. There was some data produced that showed that falls on the senior playground could be attributed to the ground matting that was no longer producing any fall cushioning.

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

FINANCE:

Recommendation 2

That the Board approves the proposed international student marketing trip to the SiS recruitment fair in Seoul over 15-16 March 2025 for Melissa Grant for a total cost of approximately \$8,500.

MOVED C Whitaker, seconded by J Butlin, that the above Recommendation is accepted. Carried.

The financial reports for the months August and September 2024, comprising of snapshots, executive summaries, balance sheets, profit and loss statements, and asset expenditure summaries, were presented to the board and duly approved.

MOVED K Daji, seconded by B Ng, that the above Finance Report is accepted. Carried.

POLICY REVIEWS:

The following policies were reviewed, discussed and accepted.

- Finance and Asset Management Policy
- Managing Income and Expenditure
- Financial Conflicts of Interest
- Asset Management and Protection

MOVED K Daji, seconded by B Ng, that the above Policies Report is accepted. Carried.

DRAFT ANNUAL IMPLEMENTATION PLAN:

The draft Annual Plan had been circulated with the draft 2025 Budget and it was noted that the current targets would be set once the data was received early next year. The end of 2024 data will be received in its raw form in week 8 of this term and then analysed into the required Statement of Variance in February.

DRAFT 2025 BUDGET:

The draft 2025 budget package was sent out to Board members in advance detailing the proposed projections. Key areas of expenditure and revenue projections were discussed, including major capital works to the senior playground, playspaces, hall refurbishment, office refurbishment, sensory garden and bus bay canopy projects. After consideration, the following resolution was unanimously approved.

Recommendation 1

That the Board approves the proposed draft 2025 Budget.

MOVED C Whitaker, seconded by K Daji, that the above Recommendation 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 8.30pm and 9.20pm to discuss confidential matters. The resolution was passed by consensus.

OTHER BUSINESS:

There being no further business, the meeting closed at 9.20pm.

The date for the next scheduled meeting is 3 December 2024.

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Presiding Member

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Date