****

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

**ON THURSDAY 29 FEBRUARY 2024 AT 7.00PM**

**PRESENT:**

Jo Butlin

Kim Daji

Bronagh McKenna

Brendon Ng

Bevan Verryt

Craig Whitaker

**IN ATTENDANCE:**

Karen McNair (board secretary)

Christie Birkhead, Melissa Grant and Patricia Meder (to 9.17pm)

**APOLOGIES:**

Sarah Geelen - attended via phone from 7.00pm to 7.04pm for PM election

**KARAKIA**

**ADOPTION OF THE AGENDA:**

***MOVED***  C Whitaker, seconded by J Butlin, that the agenda be adopted. Carried.

**ELECTION OF PRESIDING MEMBER FOR 2024:**

As per NZSTA guidelines, K McNair chaired this agenda item and asked for nominations for the position of Presiding Member.

One nomination was received from J Butlin for Brendon Ng. This was seconded by K Daji. No further nominations were received and therefore Brendon Ng was duly appointed and chaired the remainder of the meeting.

Kim Daji was sincerely thanked for all the hard work she has done in this role since March 2022.

With Brendon taking on the PM role, it was agreed for Kim Daji to take on the finance portfolio.

**CONFLICTS OF INTEREST:**

No new conflicts of interest were noted.

**MINUTES:**

***MOVED***  K Daji, seconded by B Verryt, that the minutes of the previous meeting on 4 December 2023 are a true and correct record. Carried.

**MATTERS ARISING:**

**Communication around Flexible Spaces:**

Bevan informed the board that the school community had been invited to a couple of informative sessions.

**Generative AI policy:**

Craig had obtained further information around the current school products in use and the intention for AI use. Craig to circulate an email to board members with suggested advice for teaching purposes on different platforms. The digital agreement forms will also need to amended to contain a paragraph around AI.

**Health and Safety committee:**

The committee had its first meeting last week and it was agreed not to use the product Safe 365. Instead a google doc has been generated which will work well with alerting areas of concern from staff and then ensuring they are addressed quickly and correctly by the caretaker. Bevan will oversee to ensure all issues are attended to.

**Health Education policy:**

The draft policy statement generated by Sarah Geelen was accepted and is now ready for consultation with the view that all feedback would be considered before the final version is adopted.

***MOVED***  K Daji, seconded by B Verryt, that the policy be adopted for consultation. Carried.

**Board self-assessment questionnaire:**

This will be generated and collated for the next meeting.

**CORRESPONDENCE:**

The following inwards correspondence was received and taken as read:

* NZSTA STA News dated 19/12/23
* NZ Police confirmation of emergency plan received dated 6/1/24
* NZSTA Live Learning Events dated 16/1/24
* NZSTA Principal Matters dated 7/2/24
* NZSTA Board Matters dated 7/2/24
* NZSTA Membership Matters dated 9/2/24
* NZSTA Membership Matters dated 16/2/24
* Every Day Matters Term 4 2023 Attendance
* Every Day Matters Term 4 2023 Supplementary

The following outwards correspondence was noted:

* MoE Occupancy Use Certificate Block 1 Window Joinery project dated 9/2/24

***MOVED***  J Butlin, seconded by C Whitaker, that the inward and outward correspondence is received, accepted and noted. Carried.

**STRATEGIC PLAN 2024-2025:**

The agreed Strategic Plan was shared with the community on 9 February with no response being received. It was agreed to submit this Strategic Plan 2024-2025 version to the Ministry.

***MOVED*** C Whitaker, seconded by J Butlin, that the above recommendation be accepted. Carried.

**POLICIES REPORT:**

This report was taken as read showing Advisory notices.

The following policies were reviewed and accepted:

* Decision Making/Delegations Policy annual review
* Off at the Gate Policy \*
* Te Tiriti o Waitangi
* Board Responsibility
* Documentation and Self-Review Policy

When reviewing the Board Responsibility policy, it was noted to remind the community about the invitation to make comment around any policies, procedures, and how they are being implemented.

Bronagh and Bevan to make some minor word changes to the Off at the Gate policy ready for the feedback stage.

A consultation pack to be generated to the community next week to include the Parent Pact to delay the purchase of student devices, and also to remind our community of the invitation to make comment around any SchoolDoc policy reviews and our latest Statement of Variance. (The instructions for how to do this to be included on our school website).

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

**2024 Board Calendar**

It was agreed that the circulated draft board 2024 calendar plan contained some great content and would form the basis for each meeting.

***MOVED***  C Whitaker, seconded by B McKenna, that the 2024 board calendar is accepted. Carried.

**PRINCIPAL’S REPORT:**

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

**Personnel**

The proposal from Education Group for coaching and mentoring Bevan, and professional growth for 2 DPs and 2 Team Leaders was discussed. Included in this is a 2 hour board coaching session as well.

Kim to get Sarah Hynds (The Education Group) email address for working through the Principal performance agreement and objectives etc with Bevan.

***MOVED*** K Daji, seconded by C Whitaker, that the above proposal is accepted. Carried.

**Finance**

The November 2023 finance reports were included for discussion.

It was confirmed that these are showing a sound financial position for this time of the year. The scheduled 2023 interim Audit has taken place and we are expecting to complete our 2023 financial statements in March.

It was noted that we need to reinstate the buses for the waterwise programme, as the parental transportation is not an ongoing possibility. This will increase the budget deficit by approximately $10k.

It was also noted that with the recent increase to teacher’s paid sick leave entitlements, there is a higher liability to recognise. While the budget is set, there is a reasonable chance that it will extend beyond the level set as more days are taken.

***Recommendation 1***

That the Board approves of the disposal of all approved financial, domestic student and international student documentation prior to 2017 - as per the School *Records - Retention and Disposal Schedule (May 2022), section 1.1 to 1.9*

***Recommendation 4***

That the Board approves the additional expenditure to install some Natural 35 landscaping surface product supplied by Team Turf under the current bike shed canopy to provide an additional sheltered space for the juniors for up to $4k.

***MOVED*** C Whitaker, seconded by B Ng, that the above recommendations are accepted. Carried.

***Recommendation 2***

That the Board approves the additional expenditure to erect new block walls/seating in three areas around our front entrance with keystone blocks; being (1) the tree directly to the left of the front gate/in front of the glass doors to the new building, (2) the garden in front of Rooms 4-6 and (3) the tree to the left of the office steps in front of the new building at a cost of $30,000 +gst.

***Recommendation 3***

That the Board approves the additional expenditure to refurbish Room 30 (change to a classroom with new lighting, autex, lino, carpet, paint) and the board owned Room 32 (to create a new Art Room and upgrade the attached toilets). The approximately cost will be up to $80k.

It was expected that Rooms 30-32 could be included as part of the 5YA Refurbishment project budget, however, currently it is forecasted that there will be extra funds required for the recommended refurbishment costs on Rooms 30-32.

The above two recommendations were received as important for further consideration, however further details were requested around the pricing and scope, and therefore this would be circulated as soon as possible.

**Health and Safety**

The Medical Room visit data up to 23 February 2024 was discussed. A further incident was noted this week with a child needing an ambulance due to a broken arm after a fall from standing on a ball.

Harrison Tew had been engaged to carry out the Emergency Plan annual audit and training and this took place last week.

**2024 Annual Implementation Plan**

Bevan had shared the work in progress version and more detail is to come within the next two weeks. The deadline for this document to be approved and submitted to the Ministry is 31 March.

**Reporting of Student Achievement End of Year 2023**

Discussion took place around the Statement of Variance and student outcomes for last year. The DPs gave further detail around various questions raised and the report was recommended for approval and submitting as part of our Annual Financial Statements.

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

**Legislation**

All staff have completed their physical restraint certificates by the required date of 7 February 2024.

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

The Meeting agreed to go into In-Committee at 9.17pm

The Meeting agreed to come out of In-Committee at 9.33pm

**OTHER BUSINESS:**

**Communications**

Jo raised the question around a comms tool plan with expectations mapped out around notifications every fortnight. Bevan shared the plan of sending notices via the new Hero platform from both teachers and himself. Jo and Bevan to work together for external and internal consistency and to use this as a single source of notifications.

**Community News**

**PTA**

Kim would have a general catch up with the PTA including to coordinate board and PTA meeting times.

There being no further business, the meeting closed at 9.53pm

The date for the next scheduled meeting is 26 March 2024.

……………................……….……… ……………………………..……………

Presiding Member Date