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

**ON WEDNESDAY 14 MAY 2025 AT 7.00PM**

**PRESENT:**

Jo Butlin

Kim Daji

Sarah Geelen

Bronagh McKenna

Brendon Ng

Bevan Verryt

Craig Whitaker

Wendy Youens

Ben Yu

**IN ATTENDANCE:**

Karen McNair (Board Secretary)

Melissa Grant (DP) and Hanyi Xu (Observer) from 7pm to 8:44pm

**KARAKIA**

**APOLOGIES:**

N/A

**ADOPTION OF THE AGENDA:**

***MOVED***  C Whitaker, seconded by B McKenna, that the agenda be adopted. Carried.

**INTERNATIONAL STUDENT REPORT:**

Melissa Grant presented a report showing student numbers, measured as full-time equivalents, that have dramatically increased over the past few years, jumping from a low three in 2022 (due to Covid restrictions) to a projected twenty-nine for this year.

Key factors driving this success include effective Korean marketing, strong agent partnerships, a positive reputation in Korea, careful student selection, and good support for international students and their families. Challenges remain in the unpredictable nature of enrolments and the need for investment to expand into new markets to maintain this upward trend. To sustain the current positive momentum from Korea, travel to Seoul and Taiwan to attend recruitment fairs is recommended.

**Recommendation 1**

That the Board approve additional expenditure to cover the cost of one person attending two further international student fairs in Seoul, Korea and Taiwan this year at a total cost of approximately $21,000.

***MOVED***  K Daji, seconded by S Geelen, that the above recommendation is accepted. Carried.

With our strategic goals in mind and the number of students that require tier 2 and 3 support increasing, the possibility of reducing class sizes was discussed as a direct intervention.

The question was asked if the Board would consider using the increased international student profit directly to support further fixed term teachers for 2026. The risk factors were considered; being the challenge of acquiring good fixed term teachers, the possibility of not meeting the

international student level proposed and the time required for staff to manage this programme. The Board then agreed to support investing in increasing international student numbers for next year as a means of generating the additional necessary finances to support lower classroom student numbers.

**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 1 April 2025 are a true and correct record. Carried.

**MATTERS ARISING:**

**Centenary:**

Milly Macintosh has been employed to co-ordinate these events and after several meetings, the following recommendations were brought to the Board for approval:

That we provide three main events:

1. Formal afternoon tea catering to ex staff, families and alumni on Thursday 28th August that includes seated high tea, speeches from ex Principals, high performing ex students/Iwi representatives etc and items from the orchestra and kapa haka. This could also incorporate student lead tours, and an extensive photographic display showcasing different time periods.
2. Evening fundraising celebration for parents, alumni and staff organised by the PTA volunteers in the school Hall on either Friday 29th or Saturday 30th August. This would be a ticketed event with a theme and a live band.
3. A celebratory carnival/fair event focusing on our current students and community over the weekend of 11th/12th October when there is a greater chance of being able to utilise the school field and give our volunteers more time to resource this event better to ensure it is well attended.

There will also be some in-school events happening on Friday 29th August during the day for students to celebrate this special occasion.

***MOVED*** J Butlin, seconded by C Whitaker, that the above recommendations are accepted. Carried.

**Generative AI policy:**

To ensure all current staff members sign the new policy, a registry has being generated and updated.

**Concerns and Complaints Policy:**

Bevan to highlight this to our community in a newsletter.

**Hazard Register:**

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

**Letter to Council:**

A letter was issued from the Board to the Council regarding the concerns raised around traffic on Aberdeen Road. Bevan met with representatives and was told that there would be a community consultation taking place. It was noted that speed humps were not a viable option but moving the road layout to allow a middle island section in the middle of the crossing may be considered as an additional safety measure for students.

**Oak Tree removal:**

The tree was removed last weekend.

**Co-opt Board members**

To enhance the Board's succession plan capabilities in governance, large event management, and to better represent the school's values and community, Wendy Youens and Ben Yu were approved for co-option to the Board, effective April 11 2025. This decision was contingent upon successful background checks and receipt of signed acceptance letters. Their terms will conclude at the September 2025 Board Election.

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

**CORRESPONDENCE:**

The following inwards correspondence was received and taken as read:

* NZSBA Term 2 Workshops and Webinars dated 15/4/25
* NZSBA Principal Matters dated 23/4/25
* NZSBA Board Matters dated 24/4/25
* NZSBA Term 2 Workshops and Webinars dated 29/4/25
* Attendance Term 1 2025 Provisional Report
* Skids School Report Term 2

The following outwards correspondence was noted:

* Vector Cut or Trim Notice documentation dated 25/3/25

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

**POLICY REVIEWS:**

This report was taken as read showing Advisory notices, and this years’ review schedule and board assurances.

The following policies were reviewed and accepted:

* Planning and Preparing for Emergencies, Disaster, and Crisis policy
* Communication During an Emergency, Disaster, or Crisis policy
* Emergency Closure policy
* International Student Refund policy

To ensure clear communication during emergencies, it was discussed to add a notification to the school website informing our community, "In the event of a school emergency, you will be notified via Hero”.

In line with policy, it was requested that all board assurances are included in the Principal’s Reports.

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

**PRINCIPAL’S REPORT:**

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

**School events and curriculum news**

The positive feedback regarding the decision to involve all students in cross country was acknowledged, highlighting its role in fostering resilience and the strong support shown across the student body today.

**Property**

During the April term break, the successful removal of all seven classrooms (Rooms 15-17 and 26-29) via crane and trailers was completed. Subsequently, the Ministry has agreed to and begun work on installing two wide concrete steps to the field, levelling the adjacent bank, and

levelling and fencing the rear back area to provide a platform for our gardens and more car parking.

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.

**Student Behaviour**

There have been a further three stand downs since the last meeting in April.

**Strategic Goals:**

The Pulse programme was launched this week and the summary was shown of what data was captured and how this would enhance management’s ability to identify, track and measure student well-being. Once the programme has been running for a few weeks, Bevan was provide further information in both class formats and school wide.

Ben Yu was thanked for translating at a recent workshop for families on parenting in Aotearoa, supporting smoother cultural transitions and community understanding. Workshops would continue to be offered on various topics each term.

**Health and Safety:**

We experienced one confirmed serious injury, a high humeral fracture when a child stood on a ball during football, which was considered an unfortunate and unpreventable accident. The trend of minor classroom injuries (trips, falls, bumps) continues. However, a positive development is the halving of injuries in the senior playground, despite increased usage. This improvement is likely due to either increased student caution or the benefits of the playground surface upgrade. We will continue to monitor the playground to ensure this trend continues.

**Attendance**

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

***MOVED*** B Verryt, seconded by W Youens, that the Principals Report be accepted. Carried.

**FINANCE:**

We have confirmed that our 2024 Annual Report has now been finalised by Moore Markhams and there were no noteworthy changes to discuss from the draft report circulated.

The Board reviewed the Annual Financial Statements for the year ended 31 December 2024 and the accompanying Independent Auditor's Report. After reviewing, the Board resolved to accept the Annual Financial Statements and these will be submitted to the Ministry and uploaded on the CBS website this week.

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

Building on the discussion of the annual accounts, the Board then reviewed the financial performance for March 2025. This included a snapshot, executive summary, balance sheet and profit & loss report, along with a current update on Fixed asset expenditure.

***MOVED***  B Verryt, seconded by S Geelen, 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 8:44pm and 9:19pm to discuss confidential matters. The resolution was passed by consensus.

**OTHER BUSINESS:**

**Finance board portfolio**

It was resolved that Wendy Youens would take over the Board finance portfolio until the end of the current board term as Kim Daji will not be standing for another term on the Board. Wendy has a strong background in finance, budgeting and strategic planning and it is important that the Board adequately plan for succession and knowledge transfer in this critical portfolio.

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

There being no further business, the meeting closed at 9.19pm.

The date for the next scheduled meeting is 10 June 2025.

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