



CAMPBELLS BAY SCHOOL

MINUTES OF SCHOOL BOARD MEETING HELD IN CBS CONFERENCE ROOM ON TUESDAY 26 MARCH 2024 AT 7.00PM

PRESENT:

Jo Butlin
Sarah Geelen
Bronagh McKenna
Brendon Ng
Bevan Verryt
Craig Whitaker

IN ATTENDANCE:

Karen McNair (board secretary)
Patricia Meder (to 7.41pm)

APOLOGIES:

Kim Daji

KARAKIA

LEARNING SUPPORT PRESENTATION:

Patricia Meder presented a snapshot of what types of support are available for students that need additional support to be successful at school.

When teachers have concerns there is a referral process in place that helps identify patterns and involve team collaboration strategies which lead to investigating possible causes working with parents and advising what school based support is available.

Statistics were discussed around the type of needs (tier one, two or three) and the percentages per year level that we currently have at CBS in each tier. Resourcing avenues were communicated for both short term interventions and also lifelong support.

The challenges faced were also disclosed and among these are the significant time involved in gaining evidence and applying for funding, and the reality of a lack of Ministry funding available. Patricia advised the situation is too complex to fix by simply getting more teacher aide support for certain students. Other strategies have been engaged this year including lower class sizes in challenging year levels and the introduction of a year 0 reception class to allow some time to assess students to make the best class placements. The Board requested that they be kept informed of ways in which they could support students and teachers in this regard.

ADOPTION OF THE AGENDA:

MOVED J Butlin, seconded by B McKenna, that the agenda be adopted. Carried.

CONFLICTS OF INTEREST:

No new conflicts of interest were noted.

MINUTES:

MOVED B McKenna, seconded by J Butlin, that the minutes of the previous meeting on 29 February 2024 are a true and correct record. Carried.

MATTERS ARISING:

Generative AI policy:

This is a work in progress for Craig and more information will be circulated to board members as soon as possible.

Health Education policy:

The draft policy statement was sent for consultation to our community with the view that all feedback would be considered before the final version is adopted. We only had one response with a question, and therefore this policy has proceeded to the next step of being shared with teachers for their feedback.

Use of technology and impact on learning:

Parents have been invited to come into the classroom next Friday and see what their child is learning and how teaching takes place for the first part of the school day.

Bevan to discuss the possibility with the Kahui Ako about hosting 1-2 nights with Rob Cope presenting to our parents around gaining a better understanding of some of the potential dangers kids face in the online world & to provide practical solutions.

Communications:

The comms plan in a timetabling sense has been delivered, and is to be shared with teachers and also on the website to assist parents with expectations around when to expect communications.

CORRESPONDENCE:

The following inwards correspondence was received and taken as read:

- Auckland Council regarding Recycling costs dated 28/2/24
- NZSTA STA News dated 29/2/24
- NZSTA Sector Update dated 5/3/24
- SchoolDocs Advisory dated 5/3/24
- SchoolDocs Advisory dated 19/3/24

The following outwards correspondence was noted:

- MoE Occupancy Use Certificate SIP Turf project dated 17/3/24

MOVED C Whitaker, seconded by S Geelen, that the inward and outward correspondence is received, accepted and noted. Carried.

ANNUAL PLAN:

This version of the Annual Implementation Plan that had been circulated to the board during the month was approved noting that there would be some format tidying, a final proof read and an added acronyms guide.

MOVED C Whitaker, seconded by J Butlin, that the Annual Implementation Plan be accepted. Carried.

HEALTH AND SAFETY REPORT:

This Medical Room data report was taken as read and EOTC Approval & Intentions Forms for both the Year 5 and Year 6 overnight camps were approved.

MOVED S Geelen, seconded by B McKenna, that the above Report is accepted. Carried.

PRINCIPAL'S REPORT:

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

Health and Safety

The suggestion of communications to parents to explain the safety aspect around the school gate with cars and children, was deemed worthy of following through.

Personnel

It was celebrated that we have been able to secure quality replacement teachers to start in Term two, as this can be challenging in this current market.

Finance

The draft December 2023 finance reports were included for discussion. The draft Financial Statements have been sent to Moore Markham earlier this month and we are awaiting the second part of the Audit to commence.

Recommendation 1

After obtaining three quotes, we would like to engage North Harbour Fencing to remove and relocate fencing and an entrance gate for the commissioning of a bike storage area, and relocate the existing clothing bins. The cost of this is \$6,921 +gst.

Recommendation 2

After obtaining three quotes, we would like to engage LockSmart Limited who came in the lowest to replace 25 classroom door lever plates to enable doors to be locked from the inside with thumb turns. This is something that was picked up in the recent Harrison Tew emergency management assessment.

The cost of this is \$7,170 +gst.

Recommendation 3

Joe Lanning request: To create consistency across solutions in each year area, we could like to purchase model LX activepanel boards in place of TVs for year four teams to share. These are more beneficial. The 2024 approved class VR system (only 8 headsets) will be replaced in the 2024 budget with two of these panels.

The cost of this is \$8,487 +gst for two.

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

Policies review

MOVED C Whitaker, seconded by B McKenna, that the new Off at the Gate policy is accepted. Carried.

ESOL

The report containing student figures from Chris Mashlan was discussed and how it impacts and changes the dynamics in a class. Our teachers are very fortunate to have great support from the ESOL team encouraging universal core vocabulary skills. In general, children were observed by the ESOL team to learn quickly with the right support.

Assessment and reporting

This is an ongoing area which the SLT are looking at every meeting.

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

PARENT PACT:

The survey results were overwhelming in support of creating a voluntary 0% obligation tool to assist parents. Our community is keen to engage on this topic with 209 responses received.

Bevan and Bronagh to create a communication notice to thank parents for their response and to follow on from this a possible invitation for a parent evening with Rob Cope (which is to be discussed with the Kahui Ako in the first instance).

The Meeting agreed to go into In-Committee at 9.07pm

The Meeting agreed to come out of In-Committee at 9.28pm

OTHER BUSINESS:

There being no further business, the meeting closed at 9.28pm

The date for the next scheduled meeting is 16 May 2024.

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Presiding Member

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Date