



CAMPBELLS BAY SCHOOL

MINUTES OF BOARD OF TRUSTEES MEETING HELD IN THE CBS CONFERENCE ROOM ON TUESDAY 1 SEPTEMBER 2020 AT 7.30PM

PRESENT:

Kim Daji
Jen Hanton
John McGowan
Jennifer Orman
Herbert Sima
Charlie Wang

IN ATTENDANCE:

Karen McNair (Minute Taker)
Doug Whitcombe

APOLOGIES:

Janice Brown

ADOPTION OF THE AGENDA:

MOVED J McGowan, seconded by J Orman, that the agenda be adopted with the postponement of the mid-year student achievement report. Carried.

CONFLICTS OF INTEREST:

No conflicts were noted.

MINUTES:

MOVED K Daji, seconded by H Sima, that the minutes of the previous meeting of 28 July 2020 are a true and correct record. Carried.

MATTERS ARISING:

SchoolDocs:

Our International Student Policies will not be included within SchoolDocs because of the cost so the school will continue to review them separate from SchoolDocs process every 3 years.

PB4L:

John to update parents on programme overview in the next newsletter.

Board Retreat:

Rachael agreed that sometime around 20 February 2021 will be a better time to hold the Retreat with the purpose of the day to be more on execution of the strategic plan rather than review. It will also be an opportunity to prioritise actions towards the strategic plan and develop some specific measurement guidelines that ensure that there is rigour and momentum to achieving them.

PROPERTY REPORT:

Doug Whitcombe was thanked for his valuable input and willingness to offer his advice on all school property matters. His expertise is a very valuable asset to the school.

Concerns were expressed by Jen O and supported by Karen and Doug on the performance of the PM company Stellar Projects to date. It was suggested that Karen provide examples of issues that have occurred and these be reviewed by Doug with the intention of having a meeting with Stellar to express our diminishing faith in the service being provided. At the same time, it was recognised that it is the school's preferred option to continue pushing these projects through to completion to meet the tight timeframe of the summer holidays.

Turf:

The three tenders were discussed aligning with the proposed total budget from the SIP funding of \$239k. The school has also sought the advice from three local schools who have a relatively new artificial turf for feedback on their product, the supplier, injury data and maintenance etc. All three schools approached (Murrays Bay Intermediate, Sunnynook and St Johns) had used Tiger Turf as their supplier and gave glowing recommendations.

It was agreed for Jen Orman and Charlie Wang to assess the documentation provided and ask Doug any questions that they have. It is envisaged by Friday 4 September that a recommendation will then be circulated via email to the whole board for a decision to be made to proceed this project for delivery in the December/January 2021 holidays.

MOVED J Hanton, seconded by J Orman, that the above recommendation is accepted. Carried.

Canopy project:

The two tenders received in relation to the Canopy project over the smaller miniball court in the quad were discussed. The board asked Doug to review the two tenders and make a recommendation by Friday 4 September if he felt the product suggested was the best fit for purpose.

It was recommended that all board members also look through the supplied documentation from Nova Shades and Shade System, and submit any questions they may have to Doug in a timely manner.

Block 2 Joinery replacement project:

Doug was asked to also review the documentation submitted by Stellar Projects from three tenderers for the Rooms 1-3 joinery replacement project, including the evaluation report recommending the company that submitted the cheapest price.

Doug will make a recommendation on his opinion after reviewing the documents and receiving further information requested by Fat Parrot regarding the aluminium product suggested.

Rooms 23-27 Courtyard project:

An Elemental Estimate report had been received from Stellar showing a proposed cost of between \$247k to \$299k on the scope provided. With an initial 5YA budget figure of \$99k plus an additional \$66k from the initial roofing project, (these projects have now been combined) giving us a total budget of \$165k.

The school is discussing with the architects where we can revise the scope to fit within the budget allocated. Once more details have been confirmed, the board will be updated.

New Build

Kim tabled a comms plan and it was agreed that once the final design of the building was signed off by the board, communication would commence with updating our school community on the project.

CORRESPONDENCE:

The following inwards correspondence was received and taken as read:

- NZSTA Update dated 10/8/20 regarding Teacher Aide Pay Equity
- NZSTA Knowledge Hub dated 18/8/20
- NZPF Special Flyer dated 22/8/20 regarding Teacher Aid Pay Equity
- NZPF Special Flyer dated 26/8/20 regarding Teacher Aid Pay Equity

MOVED C Wang, seconded by J Orman, that the inwards correspondence is received, accepted and noted. Carried.

POLICIES:

The reviewed term two and scheduled term three policies were briefly discussed and no suggested changes were necessary.

- Learning Support Policy
- Appointment Procedure
- Child Protection Policy

MOVED J Hanton, seconded by H Sima, that the Policy Report be accepted. Carried.

PRINCIPAL'S REPORT:

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

2.2 Professional Development

John clarified the terms of the recent Primary Teachers collective agreement that state teachers are entitled to a maximum of eight Teacher Only days prior to June 2022 in consultation with the Board and subject to the school community being given at least one term's notice of the date/s.

6.0 Learning Opportunities for Students

The list of opportunities provided in this report were to give the board assurance that even given the negative impact of Covid-19, numerous programmes and opportunities have still been delivered.

7.2 Health & Safety

It is envisaged that with the implementation of Safe365 in Term 4/Term 1 2021, the board would continue to get regular H&S data.

MOVED J McGowan, seconded by J Hanton, that the Principal's Report be accepted. Carried.

OTHER BUSINESS:

There being no further business, the meeting closed at 9.25pm.

The next scheduled meeting will be on 22 September 2020.

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Chairperson

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Date