



## CAMPBELLS BAY SCHOOL

### MINUTES OF BOARD OF TRUSTEES MEETING HELD IN THE CBS CONFERENCE ROOM ON TUESDAY 24 NOVEMBER 2020 AT 7.30PM

#### **PRESENT:**

Janice Brown  
Kim Daji  
Jen Hanton  
Jennifer Orman  
Herbert Sima  
Rachael Taylor  
Charlie Wang

#### **IN ATTENDANCE:**

Karen McNair (Minute Taker)  
Nathan Janes (from 7.30pm to 7.55pm)  
Roslyn Palmer (Observer)

#### **APOLOGIES:**

None received.

#### **ADOPTION OF THE AGENDA:**

**MOVED** R Taylor, seconded by H Sima, that the agenda be adopted. Carried.

#### **CONFLICTS OF INTEREST:**

No conflicts were noted.

#### **MINUTES:**

**MOVED** J Hanton, seconded by J Orman, that the minutes of the previous meeting of 27 October 2020 are a true and correct record. Carried.

#### **MATTERS ARISING:**

##### **Privacy Act update:**

Rachael is working through our robust processes implementing the changes.

##### **BoT PD sessions:**

Rachael had shared with the Kahui Ako group the desire for training opportunities to be shared with board members and they agreed to circulate any applicable events.

##### **BoT Governance folder:**

A folder was available for board meetings containing recent NZSTA governance information for boards.

#### **CORRESPONDENCE:**

The following inwards correspondence was received and taken as read:

- NZSTA Update dated 28/10/20

- NZSTA Update dated 3/11/20
- Te Kawerau Iwi Email dated 5/11/20
- NZSTA Membership Matters dated 6/11/20
- NZSTA Update dated 11/11/20
- NZSTA Update dated 17/11/20
- NZSTA Membership Matters dated 19/11/20

The following outwards correspondence was noted as being sent:

- BoT letter to the Aberdeen neighbours dated 24/11/20
- BoT letter to CBS parents dated 24/11/20
- **MOVED** J Orman, seconded by C Wang, that the inwards and outwards correspondence is received, accepted and noted. Carried.

## **POLICIES:**

The Decision Making/Delegations policy was discussed and approved.

**MOVED** R Taylor, seconded by J Hanton, that the above policy is accepted. Carried.

## **PRINCIPAL'S REPORT:**

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

### **2.1 Teacher Only days**

A brief discussion took place around the mandated days scheduled for 2021, and early communication would be given to parents to plan alternative arrangements on the four days assigned.

#### **3.1.1 Permanent Classrooms**

The detailed design plans were discussed and very little had changed from the previous concept drawings. Colours and material samples were shown and it was agreed that it was going to be an excellent flexible space for the school.

If there was ever a situation, where the Ministry budget constrained an addition that the school felt was compromising the delivery, the Board wanted to know about this before a decision was made.

#### *Recommendation 1*

That the Board approves the final detailed design of the new 14 classroom block build.

**MOVED** R Taylor, seconded by J Hanton, that the above recommendation be accepted. Carried.

#### **3.1.1 Turf project**

TigerTurf had agreed to delay this project until 2022 with the Ministry also agreeing to defer the SIP funding to cover the total cost.

### **4.2 Hautu**

The timing of this new tool will be such an asset to helping the board professionally upskill with the Treaty obligations and developing a more meaningful partnership with our Maori community.

This will be discussed further in February, as the board delves deeper into the resource.

#### **4.3.1 Positive Behaviour for Learning**

Rachael explained the need to understand the parameters of the data results and to realise that we are now reporting a higher percentage of incidents that previously were considered 'normal classroom behaviour' but were not acceptable, as our students learn to be part of a group.

On 4<sup>th</sup> February further PD sessions were being held with the intention of including frequent relievers to our school, so that the same language would be consistent. Board members were welcome to attend.

#### 4.3.2 Student Achievement update

Nathan Janes elaborated further on his report sharing the progress of the number of students that were previously reported as working at below standard in the midyear report. It was encouraging to see that the interventions in place by the team were making a difference.

#### 6.2 NZQA

Nathan Janes explained the robust self-review process that had taken place again this year to examine the support provided to our international students.

##### *Recommendation 2*

That the report is approved and signed by the board and can be submitted to NZQA by 1<sup>st</sup> December.

**MOVED** K Daji, seconded by J Brown, that the above recommendation be accepted. Carried.

#### 7.1 Safe 365

Rachael explained aspects of the Safe 365 app and encouraged board members to log into this and have a look at the modules we are working on to get from the 63% Beyond Compliance status to the 75% Over Compliance status.

**MOVED** R Taylor, seconded by C Wang, that the Principal's Report be accepted. Carried.

#### **FINANCES:**

##### **Recommendation 3**

That the Board approves the 2021 Budget.

**MOVED** K Daji, seconded by H Sima, that the above recommendation be accepted. Carried.

##### **Recommendation 4**

That the Board approves the expenditure of staff Christmas gifts to the value of \$50 per staff member and also to meet the cost of \$4,800 for the annual staff function to be held at the Takapuna Boating Club on 27 November 2020.

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

The Board went into In-Committee at 8.50pm

The Board came out of In-Committee at 9.10pm

#### **OTHER BUSINESS:**

There being no further business, the meeting closed at 9.10pm.

The next scheduled meeting will in February 2021 unless there is the need for a December meeting.

.....  
Chairperson

.....  
Date