



CAMPBELLS BAY SCHOOL

MINUTES OF BOARD OF TRUSTEES MEETING HELD IN THE CBS CONFERENCE ROOM ON TUESDAY 27 OCTOBER 2020 AT 7.30PM

PRESENT:

Janice Brown
Kim Daji
Jen Hanton
Jennifer Orman (*left the meeting at 9.40pm*)
Herbert Sima
Rachael Taylor

IN ATTENDANCE:

Karen McNair (Minute Taker)

APOLOGIES:

Charlie Wang

ADOPTION OF THE AGENDA:

MOVED J Orman, seconded by J Hanton, that the agenda be adopted with the agreed addition of a staffing item. Carried.

CONFLICTS OF INTEREST:

No conflicts were noted.

MINUTES:

MOVED K Daji, seconded by H Sima, that the minutes of the previous meeting of 22 September 2020 are a true and correct record. Carried.

MATTERS ARISING:

Accident/Hazard liability:

Rachael had included some analysis in the Principals Report, however, further data would be featured every quarter which will include any trends detected.

Te Kawarau Iwi contact:

Rachael updated the board on the recent meeting with Edward Ashby and Robin Taua-Gordan.

MoE communications:

Rachael has been advised that there is no upcoming further communications scheduled by the MoE for our property project, and that she will keep ongoing communication with Amanda Pellow regarding this.

CORRESPONDENCE:

The following inwards correspondence was received and taken as read:

- NZEI Paid Union Meetings dated 23/9/20

- NZSTA Update dated 23/9/20
- School Trustee Elections update 5/10/20
- STA Membership Matters dated 5/10/20
- STA Membership Matters dated 21/10/20
- NZSTA Update dated 22/10/20

The following outwards correspondence was noted as being sent:

- Board newsletter Term 3
- Contract Works Procurement Plan - Turf project - dated 28/9/20
- Positive Behaviour for Learning agreement dated 16/10/20

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

BOARD REVIEW:

Jen Hanton collated responses from the recent board self-review questionnaire and presented a summary of suggested discussion areas. All questions that did not have any ticks were noted as being in place or having acceptable knowledge of. Each point that had ticks was addressed and a main theme was to regularly check into SchoolDocs as most of this information is available there.

It was noted that it could be helpful to have an updated printed Governance/Induction folder on hand at all future board meetings.

The delegation policies and schedules would be submitted for approval as per our annual timetable at the November meeting.

Actions were recorded for discussions around a succession plan for 2022 and to investigate if any of our local Kahui Ako schools would be interested in jointly holding a PD session for board members.

The Board went into In-Committee at 8.30pm
The Board came out of In-Committee at 9.00pm

PRINCIPAL'S REPORT:

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

2.3 Teacher Only Days

Recommendation 1

That we will align our teacher only days with the Intermediate for families who have siblings at both schools and to ensure they are planned for around long weekends.

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

2.4 Strategic Planning Retreat

Jen Hanton is to confirm her availability for Saturday 20th or Saturday 27th February 2021 and then advise all board members.

3.1.1 Turf Project

Rachael alluded that there could be a delay with this project due to the MoE needed this area for access purposes for the new classroom build. This will be confirmed once known.

4.1 Education Review Office

The readings were discussed and although we had not received any date for when CBS is scheduled for an ERO visit in 2021, it is hoped the changes will bring collaborative transition and partnership with very knowledgeable resources.

6.1 Changes to the Education Act

Rachael is working through the implementations of the Act changes and will discuss any queries with Jen Hanton if the need arises.

6.1.1 Te Tiriti O Waitangi

Recommendation 2

The Hautū resource supports us to start a process of review at our board meetings.

MOVED R Taylor, seconded by H Sima, that the above recommendation be accepted. Carried.

7.3 SchoolDocs Assurances

It was noted that only one parent survey has taken place in 2020, which was focused on teaching during lockdown. Our normal annual parent survey would take place in 2021.

Rachael was asked to include a quarterly report on medical incidents/hazards to track each quarter and year to date figures to ascertain if there were trends and what the school had in place to reduce these.

A cultural heritage day is planned for 2021 to create the space to embrace, develop a deeper understanding, and honour of our school's diversity.

MOVED R Taylor, seconded by K Daji, that the Principal's Report be accepted. Carried.

POLICIES:

The following three policies were reviewed and two minor optional adjustments to be passed to SchoolDocs by Jen H:

- Privacy
- Salary units and Management Allowances
- Classroom Release Time (CRT)

MOVED J Hanton, seconded by R Taylor, that the above policies are accepted. Carried.

FINANCES:

The finance report containing the end of September 2020 snapshot, executive summary, balance sheets and profit & loss reports was discussed. The school is in a fortunate position where the effects of Covid-19 have not made a major impact on the 2020 budget. Additional funds have been received by the MoE to support increased expenditure in areas such as cleaning and international staffing.

The school has received \$48k in advance also to assist with the teacher aide pay parity claim due to be implemented in November 2020, which sees all teacher aides hourly rates increase from February 2020.

Recommendation 3

That the Board approves of the annual 2020 provision for Cyclical Maintenance for both exterior and interior painting.

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

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

OTHER BUSINESS:

There being no further business, the meeting closed at 10.00pm.

The next scheduled meeting will be on 24 November 2020.

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Chairperson

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Date