



CAMPBELLS BAY SCHOOL

MINUTES OF BOARD OF TRUSTEES MEETING HELD IN THE CBS CONFERENCE ROOM ON TUESDAY 16 MARCH 2021 AT 7.30PM

PRESENT:

Janice Brown
Kim Daji
Jen Hanton (from 8.35pm)
Jennifer Orman (Acting Chairperson)
Herbert Sima
Rachael Taylor

IN ATTENDANCE:

Karen McNair (Minute Taker)
Christie Birkhead, Patricia Meder and Nathan Janes

APOLOGIES:

Charlie Wang

ADOPTION OF THE AGENDA:

MOVED K Daji, seconded by J Brown, that the agenda be adopted. Carried.

CONFLICTS OF INTEREST:

No conflicts were noted.

MINUTES:

MOVED H Sima, seconded by R Taylor, that the minutes of the previous meeting of 20 February 2021 are a true and correct record. Carried.

MATTERS ARISING:

Parent workshop support

The Associate principals communicated how they were generating instructional videos online for parents during lockdown and the possibility of introducing short zoom parent meetings with the intention of providing tips for encouraging writing.

The suggestion of encouraging time for buddy class writing sessions where peer assessments could take place was thought to be a great idea.

CORRESPONDENCE:

The following inwards correspondence was received and taken as read:

- RSM Hayes Audit dated 22/2/21
- SchoolDocs Advisory Term 1 2021
- NZSTA Membership Matters dated 4/3/21
- NZSTA Regional Newsletter Term 1 2021

The following outwards correspondence has been sent:

- Communication to staff and parents regarding New Build and trees dated 4/3/21

MOVED J Orman, seconded by H Sima, that the inward and outwards correspondence is received, accepted and noted. Carried.

PRINCIPAL'S PERFORMANCE AGREEMENT:

Rachael will submit a plan going forward from the 2019 basic appraisal document. It was thought to ask someone from either Educational Group or Evaluation Associates (who run the current two year new principal mentor programme) to conduct this process in term three 2021 with a Hautu focus.

SENCO REPORT:

Patricia Meder presented a report that went through the processes in place when a teacher has a concern with a student. There are three stages which capture from 20-40 students per year level at stage one through to 1-3 students per year level at stage three.

The funding aspect of the programme was also presented and where various grants are available to resource our students. The challenges faced were discussed and the significant financial shortfall which is picked up from school funds.

HAUTU:

The first session entitled Leadership criteria from the Self-review document was discussed as a team identifying the current level of responsiveness. From this, Rachael will generate actions in stages of (a) immediate, (b) need PD/Support and (c) Long term goals.

The next session on Representation will be on the agenda for April.

PRINCIPAL'S REPORT:

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

2.2 SAFE365

Rachael gave a demonstration of the software tool which provides the framework to measure our health and safety liability and risk. The aim is to reach the "over compliant" status and is a big step up in terms of upskilling everyone and incorporating best practice standards. Rachael has also been working through a Ministry document and encouraged all board members to have a look at this as well -

<https://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Health-and-safety/Tools/Health-and-Safety-at-Work-Act-2015-practical-guide.pdf>

It was decided for Rachael to organise a walk around of the school for board members so they could familiarise themselves as PCBUs.

A new hazard register format is being constructed which should provide more clarity and become more encompassing. Kim D is to return to the board with a framework or template of monthly reporting for H&S she would like to recommend we use.

3.1 New Build Update

It was agreed that we need an opportunity to acknowledge that trust must be rebuilt between the school and the MOE. With specific reference to the damage and unnecessary upset caused to the school and community by the MOE's change in position. We would refer them to the months of requests that the board made to them to find any option at all that would retain the trees and provide the building that we need for our students. We would like to remind them that we were told categorically there was no alternative, even when warned repeatedly of our community's likely response to this news. In addition, we would like to share that even though we are delighted with this outcome, because of the actions of the MOE, there has been a

negative and unnecessary toll taken by all of our stakeholders, board, staff, students, parents and community.

A discussion took place about the need to develop a written response to the MOE with the purpose as an opportunity to frame up our expectations on how the MOE project leaders will manage the different stakeholders (board, school community, and the tree protest group) going forward. The key purpose of this email to Damien and Amanda, with cc to David Bos, is to acknowledge the need to rebuild trust and to establish a shared kaupapa going forward, and to get confirmation on the terms of engagement.

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

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

FINANCE:

The draft December 2020 finance reports were discussed, along with the RTLB Annual Report. It was noted that although the school made a small deficit for the 2020 year, among very challenging changing circumstances, we had received an additional Ministry grant of \$60,360 to assist with international student costs. We have chosen to carry forward the expenditure of this grant into 2021 to support a lower number of students and review our programmes going forward with the view of "living within our means". As this year unfolds, we are going to review a few of the bigger areas of expenditure.

Recommendation 2

That the Board approves of the disposal of all financial records and International Student enrolment files prior to 2014 - as per the Schools Records Retention/Disposal Schedule, section 1.2

Recommendation 3

That the Board approves to send the 2020 RTLB Annual Report to the Ministry prior to the May 2021 deadline.

MOVED R Taylor, seconded J Brown, that above recommendations are accepted. Carried.

It is anticipated that the draft 2020 annual accounts and financial statements will be circulated to the board for approval as soon as completed and sent to the Auditors. The second auditor visit is scheduled for 8 April 2021.

MOVED K Daji, seconded by H Sima, that the Finance report is accepted. Carried.

OTHER BUSINESS:

There being no further business, the meeting closed at 9.45pm

The next scheduled meeting will on 13 April 2021.

.....
Chairperson

.....
Date