



CAMPBELLS BAY SCHOOL

MINUTES OF BOARD OF TRUSTEES MEETING HELD IN THE CBS STAFFROOM ON SATURDAY 20 FEBRUARY 2021 AT 8.00AM

PRESENT:

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

IN ATTENDANCE:

Karen McNair (Minute Taker)
Christie Birkhead, Patricia Meder and Nathan Janes - attended 8.00am to 9.40am

APOLOGIES:

None received.

ELECTION OF CHAIRPERSON:

One nomination for Chairperson was received for Jen Hanton to continue in this role.
MOVED J Orman and seconded by C Wang.

There being no further nominations J Hanton was elected as chairperson for the 2021 year and chaired the meeting.

Jen H was thanked for all the work she had done to date through a very busy year.

ADOPTION OF THE AGENDA:

MOVED R Taylor, seconded by C Wang, that the agenda be adopted with the amendment to defer the Hautu section to allow more time for the New Build discussion. Carried.

CONFLICTS OF INTEREST:

No conflicts were noted.

MINUTES:

MOVED K Daji, seconded by J Brown, that the minutes of the previous meeting of 24 November 2020 are a true and correct record. Carried.

MATTERS ARISING:

BoT/School Succession Plan:

The current school management structure was discussed and Rachael was very happy that this was fit for purchase with a strong team in place and the opportunity to grow leaders. The remaining term of the board was discussed and the need for all members to network their community for the possibility of co-opting some additional members with the skill sets we will be losing in 2022.

Student Council

A presentation from the Student Council is scheduled for the August BoT meeting.

CORRESPONDENCE:

The following inwards correspondence was received and taken as read:

- Staff thank you emails received
- NZSTA Regional Newsletter December 2020
- NZSTA Update regarding TAPE 11/12/20
- Play Inspection Co Report 14/12/20
- NZSTA PLD Update 17/12/20
- NZSTA PLD Update 13/1/21
- NZSTA Term 1 workshops 17/1/21
- NZSTA Membership Matters dated 15/2/21

There were no outwards correspondence noted.

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

PRINCIPAL'S REPORT:

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

1.3 Roll

A brief discussion took place around the commencing 2021 student numbers and vacancies in relationship to the school's FTTE (full time teacher equivalent) budget. We are awaiting our confirmed staffing entitlement for 2021, due at the end of March.

3.2 Hautu

This section was deferred to the next meeting.

4.1 Student Achievement and Analysis of Variance

The management team had done a great job of reporting the end of 2020 data, which tells the story of students within our community over an unprecedented year without the consistency of students in the classroom. This data has produced many rich conversations for the team with a result of deeper understanding of where the biggest needs are.

Each of the three Associate Principals shared the data from their team and explained the focus and outcomes from 2020 which flow into 2021.

While Writing is a focus in all levels, the school has engaged the experience of Sheena Cameron (Lecturer at Auckland University and Director of Kohia Education Centre) to provide in school support for teachers in all literacy areas. It is evident that it does take time for early reading skills to be transferred to writing skills.

Perceived additional pressure by some parents in certain cultures to provide out of school extra tuition was discussed. While this issue has been on the school's radar for some time, it was agreed that it might be helpful for Rachael to reassure parents of the need for a holistic wellbeing approach for children to dispel any competitive pressure.

It was suggested that the school also look to provide parents with some strategies and 'How to' support in the area of Writing during periods of distance learning.

It was also noted that Chris Mashlan was doing a great job with our TESSOL students (Teaching English to Students that Speak Other Languages) and the board would like to recognise this with a letter of thanks.

Recommendation 1

That the Board approves that the draft AoV with any suggestions and changes agreed upon in this meeting can be submitted to the MoE for 1 March 2021.

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

5.0 Strategic Plan Review

This draft document was discussed and it was felt that there really did not need to be many changes made due to some strategies unable to be delivered to date.

Rachael will make (1) a minor tweak to the fourth pillar concerning exceptional student achievement. If the data at 2021 midyear indicated that there was a need for additional staffing resource, the school would definitely identify this to the board to give every opportunity for these strategies to be implemented. A second amendment (2) to be made to the wording around retaining high quality staff, as we are no longer in an era of teacher shortage.

Recommendation 2

That the Board approves that the draft Charter with any suggestions and changes agreed upon in this meeting can be submitted to the MoE for 1 March 2021.

MOVED R Taylor, seconded by C Wang, that the above recommendation be accepted. Carried.

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

NEW CLASSROOM BUILD:

The Arborlab report was discussed in depth along with all the recent correspondence from the Ministry.

As the details of the MOE team's planned new option (version 1b) to deliver the agreed building and "save the trees" along the Aberdeen Road street frontage have been slowly revealed, the board has become increasingly concerned that they have again been provided with incomplete and inaccurate information by the MOE.

While there is a grateful attitude to have an option that might possibly allow some of the trees to survive, given the discrepancy between what the arborist has said and what he has been prepared to put in writing (despite repeated clear and direct requests) the survival of the trees with option 1b is obviously not a foregone conclusion. Option 1b (as opposed to option 1) requires compromises from the school including the reduction of key outdoor play space. The board is prepared to accept these compromises to allow some chance of at least some of the trees surviving. However, it is the MOE who have raised expectations among our community that they can provide a design that will allow both the new building to be constructed and the trees to survive.

The Board is therefore not prepared to support option 1b over option 1. It was agreed the board is prepared to accept either option. However, the MOE must make the decision, communicate it honestly to our community and take responsibility for the consequences should the trees not survive.

The MOE need to support and resource this project with the appropriately senior experienced team of people who can manage all stakeholders now involved proactively (including the board), and foresee and plan for the possible H&S risks to our students and staff now associated with this project.

Jen Orman was asked to revise the draft complaint letter to the MoE Minister with some additional information. It was also agreed: (i) that the MOE's draft comms "on behalf of CBS" was inappropriate and Rachael would relay this to Amanda on Monday; (ii) comms updating

our community on this matter would be sent out next week; and (iii) we would keep Amanda and Damien abreast with what we are doing.

POLICIES:

The Home Learning and Finance and Property Management policies were discussed and approved. One minor amended to be made to the Asset Management section to reduce the \$1,000 limit to \$500 in line with our asset register.

MOVED J Hanton, seconded by J Brown, that the Policy report is accepted. Carried.

OTHER BUSINESS:

Board Meeting Dates and Calendar 2021:

The following dates were agreed upon via email for 2021 meetings commencing at 7.30pm:

- Tuesday 16th March - week 6
- Tuesday 13th April - week 10
- Tuesday 25th May - week 4
- Tuesday 22nd June - week 8
- Tuesday 27th July - week 1
- Tuesday 24th August - week 5
- Tuesday 28th September - week 10
- Tuesday 26th October - week 2
- Tuesday 30th November - week 7

The draft 2021 meeting calendar was also circulated.

There being no further business, the meeting closed at 12.25pm

The next scheduled meeting will on 16 March 2021.

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Chairperson

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Date