



CAMPBELLS BAY SCHOOL

MINUTES OF BOARD OF TRUSTEES MEETING HELD IN THE CBS CONFERENCE ROOM ON TUESDAY 13 APRIL 2021 AT 7.30PM

PRESENT:

Janice Brown
Kim Daji
Jen Hanton (via Zoom)
Jennifer Orman
Herbert Sima
Rachael Taylor
Charlie Wang

IN ATTENDANCE:

Karen McNair (Minute Taker)
Patricia Meder (AP)

APOLOGIES:

None received.

ADOPTION OF THE AGENDA:

MOVED J Orman, seconded by H Sima, that the agenda be adopted. Carried.

CONFLICTS OF INTEREST:

No conflicts were noted.

MINUTES:

MOVED K Daji, seconded by R Taylor, that the minutes of the previous meeting of 16 March 2021 are a true and correct record. Carried.

MATTERS ARISING:

Newsletter readership

We were able to ascertain that an average of 68% of our 1193 subscribers open the newsletter and then click on items within.

Principal's Performance Agreement:

It was agreed that a fresh approach for an external service was a good idea and Rachael is to contact Evaluation Associates (who are contracted by the Ministry to provide support for beginning principals) with a view of asking Bruce Warren (an Auckland Leadership Advisor) to provide a quote for an appraisal in term three.

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

CORRESPONDENCE:

The following inwards correspondence was received and taken as read:

- NZSTA Update dated 23/3/21 regarding Fixed term agreements
- MoE email dated 23/3/21 regarding kaupapa agreement
- MoE email dated 26/3/21 regarding Official Information Act request
- MoE letter dated 31/3/21 from Damien Stroger

The following outwards correspondence has been sent:

- MoE letter dated 23/3/21 to Damien Stroger and Amanda Pellow regarding kaupapa

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

COMMUNITY ENGAGEMENT:

The question around the perception of damage to the board's reputation over the new build tree situation was discussed.

It was felt that no additional action was necessary, however, it would be good to focus on the positive accomplishment of the new building and to make an event of the 'first turn of the soil' in association with appropriate Iwi participation.

PRINCIPAL'S REPORT:

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

2.1 Professional Growth Cycle

Rachael to report at the next board meeting on the re-designed new growth cycle model that has been agreed upon by the staff.

2.2 Staffing

The replacement recruitment process for a remaining senior teacher vacancy is currently taking place. It is hopeful an appointment will be made soon, but we are in a fortunate position where we have options if we needed for reposition some staff.

2.3 Health & Safety

The proposed draft hazard register and monthly reporting plan was discussed to meet the need to notice developing trends and new risks. It is hoped this format will assist the board with a deeper framework on reporting. These reports alongside the twice yearly PB4L report give the board evidence and assurance of the obligations for health and safety.

The board advised Rachael to explore finding an expert/consultant who could look over our register and data to ensure everything is covered.

Recommendation 1

That Health & Safety is on the board agenda each meeting and the template is used to guide reporting.

MOVED R Taylor, seconded by K Daji, that the above recommendation be accepted. Carried.

3.1 International Student programme

Nathan's report showed a sense of looking forward and that a lot can be done in this season to prepare for when the boarders will open.

Recommendation 2

After reviewing the current tuition pricing, we would like to recommend keeping the rate at \$300 +gst per week for 2022 and then reviewing.

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

4.1 Hautu

The Accountability criteria of the self review document was reviewed and next steps discussed. Representation will be looked at together at the next meeting.

6.1 Dates for 2022

Recommendation 3

That the Board approves the dates for 2022 in alignment with our Kahui Ako. The additional two accord days are still to be confirmed.

Term	Start	Finish	Number of 1/2 days
1	2 February	14 April	102
2	2 May	8 July	96
3	25 July	30 September	100
4	17 October	16 December	88
Total			386

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

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

FINANCE:

The first quarterly report as at 28 February 2021 was discussed. Due to the timing of this meeting we were unable to include the March data. Karen confirmed the current cash in bank figure showing in the finance snapshot.

Our position is as expected to date, with only four school weeks of data.

MOVED K Daji, seconded by R Taylor, that the Finance report is accepted. Carried.

OTHER BUSINESS:

There being no further business, the meeting closed at 9.15pm

The next scheduled meeting will on 25 May 2021.

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Chairperson

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Date