



CAMPBELLS BAY SCHOOL

MINUTES OF BOARD OF TRUSTEES MEETING HELD IN THE CBS CONFERENCE ROOM ON TUESDAY 25 MAY 2021 AT 7.30PM

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 (APs)

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 J Hanton, seconded by C Wang, that the minutes of the previous meeting of 13 April 2021 are a true and correct record. Carried.

MATTERS ARISING:

Conflicts of interest:

Rachael emailed all staff a reminder about this policy on 14 April 2021.

Principal's Performance Agreement:

Bruce Warren has been contacted and he is in the process of sending through a quote for a service that provides termly catch ups with Rachael which then forms a summative report.

Hazard Register:

Oshbox are coming back to Rachael with a quote to audit our hazard register.

CORRESPONDENCE:

The following inwards correspondence was received and taken as read:

- SchoolDocs Advisory dated 13/4/21

- SchoolDocs Advisory dated 4/5/21
- MoE letter dated 10/5/21 regarding Permanent appointments in 2021
- RSM Audit letter dated 20/5/21

The following outwards correspondence has been sent:

- Representation letter to RSM Hayes Audit dated 20/5/21

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

10YEAR PROPERTY PLAN:

The Ministry have undergone a full property review by appointing WaterShed Group to engage professional contractors to provide substantial assessment reports on our buildings. After reviewing the plumbing, electrical, drainage and roofing reports, the Ministry proposed all the areas for capital upgrades, including the financial cost for each project. The school was then able to propose additional strategic projects to the value of the total Ministry funding.

The assessment reports identified various areas around the school that require repairs being carried out from our school maintenance funds. These will be addressed as soon as possible.

Recommendation 1

MOVED R Taylor, seconded by K Daji, that the draft 10 year Property Plan generated by WaterShed Group be accepted. Carried.

HEALTH AND SAFETY:

The new formatted monthly H&S report was accepted.

MOVED R Taylor, seconded by H Sima, that the Health and Safety Report be accepted. Carried.

PRINCIPAL'S REPORT:

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

2.1 Professional Growth Cycle

The new model was developed by Nathan Janes to show an annual cycle of growth and development for teachers. After undergoing a significant review and consultation with teaching staff, the new model will officially start in June 2021. The new model best supports teachers' needs and benefits students with lots of mentor conversations and observations, which result in developing personalised programmes for teachers. The school is also investing in growth coaching for those staff partaking in mentoring.

4.1 Curriculum Review

Christie shared the evolving plan of streamlining our Curriculum in a central user-friendly format where teachers and parents can clearly see the entirety of our curriculum delivery and all the elements encompassed. Based on research, this online website will ensure consistencies across the school and communicate a lot of what we are already doing well in a fashion that engages parents and assists any new staff to our school.

4.2 Health Consultation and Curriculum

Discussion took place about the achievement objectives and how the curriculum team will present some data for current year 6 parents to have a 'say' about what could be taught with the intention of tailoring a programme and upskilling teachers in this area.

Recommendation 2

That the Board approves the following statement is published on our school website.

“Campbells Bay School will implement a programme of Health Education based on the New Zealand Curriculum and in keeping with the school’s strategic plan and values. The focus of the programme will be to give our students the knowledge, skills and attitudes to maintain and enhance their own and others’ well-being. Campbells Bay School teachers will use a range of appropriate teaching strategies and resources including external support providers that engage students and enable their development of the NZ Health Curriculum Achievement Objectives and key competencies, while taking opportunities to integrate Health Education with other aspects of The New Zealand Curriculum. “

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

4.4 Community Engagement Survey Results

There was a 19% response rate this year after keeping the survey open for over a month with weekly reminders in the newsletter. This is above the minimum range of 10-15% recommended by Surveygizmo. It was agreed for Rachael to refine the various commentaries in areas such as roll growth, reporting and PTA communication and share the reasonings with our community.

4.5 Hautu

This section was deferred to the next meeting due to lack of time.

5.1 Production 2022

Further data was given in terms of curriculum support, time investment and financial comparisons which helped support this decision.

Recommendation 3

The school would like to continue the legacy of CBS Productions. The positives far outweigh the challenges, and we will continue to brainstorm ways around this. In terms of cost, we compare it to sport. Looking at cost comparison, to have a production every second year and a music specialist teacher is about the same as what we resource for sport. In supporting our strategic direction for opportunities for students to pursue their passions and for our students to shine in the Arts.

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

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

FINANCE:

The first quarterly report as at 31 March 2021 was taken as read, along with the supporting notes. Our financial position is on track for this time of the year in relation to our budget.

The audited Annual Report and letter from the Auditors, RSM Hayes Audit, was also discussed.

Recommendation 4

That the finalised audited 2020 Financial Annual Report be approved and accepted, and uploaded to the Ministry portal and CBS website prior to the deadline of 31 May 2021.

MOVED J Hanton, seconded by K Daji, that the Finance report is accepted. Carried.

Rachael requested further approval for the below:

Recommendation 5

That the Board approves for the school to purchase a second hand cart/quad and trailer to the value of \$5,000 for transportation use on the school grounds only.

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

OTHER BUSINESS:

There being no further business, the meeting closed at 9.20pm

The next scheduled meeting will on 22 June 2021.

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Chairperson

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Date