



## CAMPBELLS BAY SCHOOL

### MINUTES OF BOARD OF TRUSTEES MEETING HELD IN THE CBS CONFERENCE ROOM ON MONDAY 26 JULY 2021 AT 7.30PM

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

Karen McNair (Minute Taker)  
Kirsty Adair (teacher in charge of Student Council) and Chloe Bryce-Borthwick and Ryder Kao - students till 7.50pm

#### **APOLOGIES:**

Kim Daji

#### **ADOPTION OF THE AGENDA:**

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

#### **CONFLICTS OF INTEREST:**

No conflicts were noted.

#### **STUDENT COUNCIL:**

Kirsty Adair brought Ryder and Chloe to meet the Board and share some of their thoughts around what makes CBS a good school and what were some ideas for improving things. They shared that the best things they notice are: friendly teachers/staff, school events that support charities, a clean & healthy environment, great art supplies and a dedicated art room, lots of sports & performance opportunities and the ILE facility.

Areas that the identified as needing some tweaks are: better sports shed space for equipment, more technical support for ICT devices, extra stationery items held by teachers, improved process for accessing lunch orders, more netball courts and bringing back the availability of pool keys for families in the holidays.

The students were thanked for presenting their thoughts so confidently and clearly, and they were assured that this information would be considered.

#### **MINUTES:**

**MOVED** J Hanton, seconded by C Wang, that the minutes of the previous meeting of 22 June 2021 are a true and correct record. Carried.

## **MATTERS ARISING:**

### **Succession Plan:**

Rachael to follow up on a junior school parent that has expressed interested.

### **Principal's Performance Agreement:**

Bruce Warren has submitted a draft agreement which Jen H is to confirm and sign.

### **Hazard Register:**

Rachael reported that Oshbox were not an option and so she is researching further companies as soon as possible.

### **Health curriculum:**

Contact was made with Murrays Bay Intermediate who confirmed that they run a full on in class programme. The CBS leadership team is currently looking at documents as part of the curriculum review process and will have a proposal towards the end of this year.

## **CORRESPONDENCE:**

The following inwards correspondence was received and taken as read:

- NZSTA Membership Matters dated 1/7/21
- Evaluation Associates service agreement for Principal Appraisal

The following outwards correspondence has been sent:

- Staff thank you for Matariki service dated 6/7/21

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

## **SCHOOLDOCS POLICIES:**

The following policies were reviewed, discussed and accepted with no changes needed.

- Behaviour Management
- Concerns and Complaints

**MOVED** J Hanton, seconded by J Brown, that the above Policies were reviewed. Carried.

## **BOARD NEWSLETTER:**

It was agreed to wait until the end of term three for this newsletter. This could contain some information around international student fiscal standing, the new canopy and mid year student data.

## **PRINCIPAL'S REPORT:**

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

### **3.0 New Build**

The first stage Council consent was obtained last week and work has begun on the site with the demolition of the bike shed and the driveway access now in place from the field. The construction team has a great positive vibe and has been advised that if any concerns are raised by locals, they are to be referred to Rachael.

There is an opportunity for the Turning of the first sod ceremony and Rachael will make contact with the Iwi to invite them to be part of this. So as not to hold up any work, this ceremony really needs to be at the end of this week and therefore it was felt that a small informal approach was the best. Rachael to advise members of the board and John McGowan once details were confirmed with the project manager to assess availability.

### 3.2 Canopy

Unfortunately there was a further delay with installing the canopy over the holiday period due to a problem with galvanising some of the steel. The company has assured us they will complete the work as soon as possible.

### 3.3 Play Area Design

It was agreed that the concept design looked highly functional and now the detailed design is currently in progress. Rachael is very happy with the landscaper who shows integrity for producing the best concept for this area. The cost break down will be reported at the next meeting in regard to what the MoE agree can be included as part of the project costs.

### 3.4 Stem-A-Thon

It was encouraging to see that this fundraiser has started so well.

### 4.2 Hautu

The final section entitled "Representation" was discussed and goals identified.

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

### FINANCE REPORT:

The June report was very much on track with expectations and tracking well against the projected budget.

The management team is looking to commence the 2022 budget prep earlier than normal as it is envisaged that some significant changes may be necessary and therefore a lot of evaluation will be done to ensure that our finances are being used to their capacity to ensure needs are being met and the momentum of advancement continues in strategic areas.

**MOVED** J Hanton, seconded by C Wang, that the Finance report is accepted. Carried.

### OTHER BUSINESS:

There being no further business, the meeting closed at 8.48pm.

The next scheduled meeting will on 23 August 2021.

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Chairperson

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Date