



## CAMPBELLS BAY SCHOOL

### MINUTES OF BOARD OF TRUSTEES MEETING HELD IN THE CBS LEARNING HUB ON TUESDAY 10 MAY 2022 AT 7.30PM

#### **PRESENT:**

Janice Brown  
Jo Butlin  
Kim Daji  
Jen Hanton  
Brendon Ng  
Rachael Taylor  
Charlie Wang

#### **IN ATTENDANCE:**

Christie Birkhead and Patricia Meder (minute taker)

#### **APOLOGIES:**

Jennifer Orman  
Karen McNair  
Herbert Sima

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

**MOVED** J Hanton, seconded by J Brown, that the agenda be adopted. Carried.

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

No conflicts were noted.

#### **MINUTES:**

**MOVED** B Ng, seconded by R Taylor, that the minutes of the previous meeting on 29 March 2022 are a true and correct record. Carried.

#### **MATTERS ARISING:**

##### **School Production:**

- Production will go ahead. It is budgeted and planned for. The Production team looked at many different scenarios in COVID-19 times.
- Production teaching will be two blocks a week for total of ten week inquiry. Every class will take a scene.
- Auditions will commence in two weeks.
- The production will be Disney Oliver Jr

##### **Disaster Management policy:**

A satisfactory confirmation response was received by SchoolDocs.

##### **Hazard Register:**

We are looking to engage a consultant through Yellowstone property management to go through our report with Rachael and make any suggested improvements.

#### **CORRESPONDENCE:**

The following inwards correspondence was received and taken as read:

- NZSTA Board Matters dated 25/3/22
- NZSTA letter dated 25/3/22 regarding leadership thank you

- NZSTA Membership Matters dated 31/3/22
- Email from SchoolDocs dated 5/4/22 regarding Policies and Procedures
- Email from SchoolDocs dated 6/4/22 regarding Civil Defence policy
- NZSTA Board Matters dated 7/4/22
- NZSTA Membership Matters dated 7/4/22
- NZSTA email dated 8/4/22 regarding Auckland Region PD

**MOVED** K Daji, seconded by J Butlin, that the inward correspondence is received, accepted and noted. Carried.

### **SCHOOLDOCS:**

The following key policies for Term 1 were reviewed and discussed:

- Medicines
- Managing Minor/Moderate Injuries
- Managing Serious Injury and Illness
- Infectious Diseases
- Reporting and Recording Accidents and Incidents

Rachael to make a few minor tweaks to some procedures and advise SchoolDocs.

**MOVED** R Taylor, seconded by J Hanton, that the above Policies were reviewed and accepted. Carried.

### **PRINCIPAL'S REPORT:**

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

#### **1.2 Roll**

It was noted that there were quite a few vacancies in classes. With the borders opening up it will be interesting to see if there is an increase in our student numbers.

#### **2.1 Staffing**

The position of office manager has been filled by Teina Pepers who started on 9 May.

The Meeting went into In-Committee at 7:53 p.m.

The Meeting came out of In-Committee at 8:09 p.m.

#### **3.3 International Students**

The government is proposing not allowing international students from Year 9 and below. The government will provide more information at the end of May. This will obviously have a big fiscal impact which boards will need to take into consideration when generating future budgets.

#### **4.1 ERO**

CBS starts our ERO journey with Louise Malins.

The staff will be informed once the first meeting has occurred between Rachael, Christie and Patricia and ERO.

#### **4.2 The Principles of The Treaty of Waitangi**

Rachael shared an attachment answering a question posed by Jen H.

The report was discussed and the percentage of students below at the end of 2021 was queried.

Teams of teachers are tracking Maori and Pasifika students summatively and anecdotally.

Concern shared for the Year 6 students - There is a range of students with varying needs to engage with the curriculum, which means that they do track well below the curriculum.

Students do have to move two sub-levels in year 6 which can be challenging anyway.

#### **4.3 Curriculum Review Update**

An update for the Board was shared. Term 3 is a consultation term with regards to the curriculum review.

The Online platform will be Google Sites and is being developed by the Curriculum Review team. The review timeline was shared.

**5.1 EOTC**

An issue has arisen regarding year 6 camp refunds. Carey Park has a policy of only 50% reimbursement for those students who can show evidence of isolation or COVID positive results. Currently the evidence required is arduous and will be hard to meet. The school will request reimbursement and pursue this process for our families.

Rachael will bring to the board a summary of how many refunds are involved and how much we would need to cover reimbursing. The board could then decide how much we can refund.

**6.1 Term Dates for 2023**

School begins Tuesday 31 January	Term one ends Thursday 6 April
Term two begins Monday 24 April	Term two ends Friday 30 June
Term three begins Monday 17 July	Term three ends Friday 22 September
Term four begins Monday 9 October	Term four ends Thursday 14 December

*The Board approves that we align with the other schools as much as possible and follow these dates next year. There will be no Teacher Only Days scheduled for 2023.*

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

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

**HEALTH AND SAFETY REPORT:**

Staff are showing caution still with mask wearing and social distancing. Discussion on accident register and the number of incidents lessening.

**MOVED** R Taylor, seconded by K Daji, that the Health and Safety report is accepted. Carried.

**FINANCE REPORT:**

The first quarter finance report up to March 2022 containing a snapshot, executive summary, balance sheet, asset summary and profit & loss report with notes was discussed.

William Buck Auditors were in school on Friday 6 May for the second audit day. When the government changed how schools can charge for extracurricular activities, it does mean that for some programmes the school may need to allow funds to cover students that do not pay for these activities.

The school has incurred large costs associated with relief cover for teachers isolating as per the COVID-19 protocols. We are able to get some MoE additional funding to cover from day five onwards, but the school is responsible for days one to four in all cases.

The 2022 Budgeted Cash Flow statement was also included.

**MOVED** K Daji, seconded by B Ng, that the March finance report is accepted. Carried.

**OTHER BUSINESS:**

There being no further business, the meeting closed at 8:51 p.m. The next scheduled meeting will be on 31 May 2022.

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Presiding Member

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Date