



**CAMPBELLS BAY
SCHOOL**

**MINUTES OF BOARD OF TRUSTEES MEETING HELD IN THE CBS LEARNING
HUB ON TUESDAY 28 JUNE 2022 AT 7.30PM**

PRESENT:

Janice Brown
Jo Butlin
Kim Daji
Jen Hanton
Brendon Ng
Jennifer Orman
Rachael Taylor

IN ATTENDANCE:

Karen McNair (minute taker)
Christie Birkhead (DP)
Luke Wheeler, Craig Whitaker and Mao Cai (observers) till 8.35pm

APOLOGIES:

Herbert Sima
Charlie Wang

MEETING TIME AMENDMENT:

It was agreed to adjust the starting time for Board meetings to 7.00pm in the future.
MOVED B Ng, seconded by J Butlin, that the time change be adopted. Carried.

ADOPTION OF THE AGENDA:

MOVED K Daji, seconded by J Orman, that the agenda be adopted. Carried.

CONFLICTS OF INTEREST:

No new conflicts of interest were noted.

MINUTES:

MOVED K Daji, seconded by J Hanton, that the minutes of the previous meeting on 31 May 2022 are a true and correct record. Carried.

MATTERS ARISING:

SchoolDocs:

Response received from SchoolDocs outlining the board's responsibility in terms of accountability and policy review in Correspondence.

Playground Plan:

Rachael advised that along with Kim she attended a monthly project meeting and reminded the MoE that we are still awaiting for a copy of the playground plan and costings.

Board section in Newsletter:

Rachael is working on a board newsletter for this week and would send the draft to all members for their perusal. The intention is to commence a regular section in the school newsletter after the board elections have taken place.

CORRESPONDENCE:

The following inwards correspondence was received and taken as read:

- William Buck audit independence email dated 27/5/22
- Every Day Matters report emailed dated 1/6/22
- NZSTA Board Matters dated 1/6/22
- NZSTA Board Matters dated 3/6/22
- SchoolDocs response dated 7/6/22 regarding Policy v Procedure
- Carbon Neutral Government programme (CNGP) reporting email dated 20/6/22
- NZSTA Board Matters dated 21/6/22

The following outwards correspondence was noted:

- Carbon Neutral Government programme (CNGP) signed authorisation dated 21/6/22

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

HEALTH AND SAFETY REPORT:

The current health report for the previous four weeks was noted as being very similar to this same time last year. The recent planned Evacuation trial was successful. An improvement identified was to ensure that there is a designated medical area with a first aid kit.

Rachael to investigate how to separate the data for “cold and flu” from the injuries data.

MOVED R Taylor, seconded by J Hanton, that the Health and Safety report is accepted. Carried.

PROPERTY REPORT:

The block one joinery project will commence this week.

Recommendation 1

The final documentation for this Medium Works Contract between Windows 2000 Ltd and the school for a total contract price of \$396,183 +gst is approved.

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

MOVED R Taylor, seconded by J Orman, that the Property report is accepted. Carried.

SCHOOLDOCS:

The remaining Behaviour Management policies for the term two review were discussed along with the additional information supplied by Rachael.

MOVED K Daji, seconded by J Butlin, that the SchoolDoc’s report is accepted. Carried.

PRINCIPAL’S REPORT:

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

3.1 Rich Experiences and Opportunities

It was noted that there are numerous activities planned for the students and it is positive to see and feel the culture of our school coming back as restrictions lift.

4.1 Board Assurance Statement

The entire statement document was reviewed as a group section by section. Rachael noted the few points that we needed further clarification from ERO on in order to confidently answer. This document would be discussed with Louise Malins after the term holidays.

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

FINANCE REPORT:

The finance report up to May 2022 containing a snapshot, executive summary, balance sheet and profit & loss report with notes, along with an fixed asset summary update was discussed.

It was noted that we are still awaiting the Auditors to finalise our 2021 audit. Unfortunately they are very behind and we are just waiting in the queue.

Finance Recommendation 1

It was resolved that a request be made to Four Winds Foundation for funding for the amount of \$30,000 for Interactive Panels.

It was also resolved to apply to Milestone Foundation for a Donation of \$14,513.40 to cover the cost of Interactive Panels.

The first two applications from Lion Foundation and Pub Charity were successful for a total of \$15,000 which has resulted in ordering one Interactive Panel to date.

MOVED K Daji, seconded by J Butlin, that the above recommendations are accepted. Carried.

MOVED K Daji, seconded by J Orman, that the May finance report is accepted. Carried.

The Meeting went into In-Committee at 8.35pm.

The Meeting came out of In-Committee at 8.40pm.

OTHER BUSINESS:

There being no further business, the meeting closed at 8.42pm.

The next scheduled meeting will be on 26 July 2022.

.....
Presiding Member

.....
Date