



**CAMPBELLS BAY  
SCHOOL**

**MINUTES OF BOARD OF TRUSTEES MEETING HELD IN THE CBS CONFERENCE  
ROOM ON TUESDAY 25 OCTOBER 2022 AT 7.00PM**

**PRESENT:**

Jo Butlin  
Kim Daji  
Sarah Geelen  
Bronagh McKenna  
Brendon Ng  
Rachael Taylor  
Craig Whitaker

**IN ATTENDANCE:**

Karen McNair (minute taker)  
Patricia Meder and Christie Birkhead (DPs)

**APOLOGIES:**

N/A

**ADOPTION OF THE AGENDA:**

**MOVED** K Daji, seconded by B Ng, that the agenda be adopted. Carried.

**CONFLICTS OF INTEREST:**

No new conflicts of interest were noted.

**MINUTES:**

**MOVED** B McKenna, seconded by J Butlin, that the minutes of the previous meeting on 27 September 2022 are a true and correct record. Carried.

**MATTERS ARISING:**

**Board section in the Newsletter:**

This new board section would be more regularly included in the newsletter approximately once a month.

**New Build:**

Rachael is attending Browns Bay School next week and will ask Peter about his experience with the quality of the finishes on their new build.

**Health and Safety Report:**

Rachael advised the challenges around discretion and the ability to define/measure 'mental health' in this format. It was noted that staff concerns will be reported via the in-committee section and student concerns will be monitored via SENCO and agency. Anything of significant risk to the board will be identified via the Principal's Report, email or direct discussions with the Presiding member.

## **CORRESPONDENCE:**

The following inwards correspondence was received and taken as read:

- NZSTA Board Matters dated 27/9/22
- NZSTA Board Matters dated 28/9/22
- NZSTA Membership Matters dated 29/9/22
- NZSTA Membership Matters dated 30/9/22
- NZSTA Board Matters dated 20/10/22
- NZSTA Regional Event notification dated 21/10/22
- NZSTA Board Matters dated 21/10/22

**MOVED** S Geelen, seconded by B Ng, that the inward correspondence is received, accepted and noted. Carried.

## **PORTFOLIOS:**

A question around a potential conflict of interest was raised and after discussion, it was agreed to amend the portfolios as follows:

Finance - Brendon Ng

Property, IT - Craig Whitaker

It was also noted that portfolio titles do not limit roles or change overall responsibilities. Everyone is always be encouraged to share any thoughts or suggestions on any area at meetings or with Rachael.

**MOVED** K Daji, seconded by C Whitaker, that the above recommendation was is accepted. Carried.

## **HEALTH AND SAFETY REPORT:**

A considerable drop in student incidents was again recorded in comparison with 2020 and some possible scenarios were suggested in the report. Assurance was given that the data was still being reported and collected in the same manner.

The Covid data was no longer mandatory to report on, and Rachael would keep the board abreast should any significant number changes or situation occur.

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

## **PROPERTY REPORT:**

### **Joinery Block 1 project**

Steady progress is being made and the east facing side of block one is now complete. There are still various doors and toilet windows around the west side of the block which will complete this stage of the project. The second stage involving flashings and trims is hoped to be undertaken in January.

### **Health and Safety**

Various areas identified in the audit from Graeme Brown are being addressed and rectified according to the priorities. Graeme had assured Rachael that for the age of the school, it was very well maintained.

### **New Build**

The school is planning for a soft move plan next year due to the delayed completion date of April 2023.

**MOVED** R Taylor, seconded by B McKenna, that the Property report is accepted. Carried.

## **SCHOOLDOCS:**

Three policy reviews took place:

- Health, Safety, and Welfare policy
- Alcohol/Drugs and Other Harmful Substances
- School Swimming pool/swimming off site

The board approves and accepted all three policies.

Rachael will provide the Ministry guidelines around school swimming pools to assure the board that the school is operating in a compliant manner.

**MOVED** B McKenna, seconded by K Daji, that the SchoolDoc's report is accepted. Carried.

## **PRINCIPAL'S REPORT:**

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

### **2.0 Staffing**

It was noted that we are currently fully staffed for 2023.

### **2.2 Teacher Workplace Survey**

The data results were discussed from the recent Term 3 teacher survey. This survey takes place annually every term three in our busiest season to reflect the true position of staff.

This information is useful feedback to help ascertain priorities for strategic planning next month.

### **2.3 Staff Christmas function**

Recommendation (1) that the board approve the staff Christmas function cost of \$5,000 in total for staff and partners on Friday 2<sup>nd</sup> December commencing at 6.30pm.

Board members were invited to attend the first hour in the school staffroom to meet with staff.

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

### **2.4 Leadership Changes**

The rationale for the new leadership structure for 2023 was discussed. It was noted that this supported the trends raised from the teacher workplace survey and aligned nicely with the new curriculum structure giving further cohesion across the school. It was also noted that this would further enhance Team Leaders leadership capabilities and release DPs from some of the coaching roles they are currently called to do. This also would release the SENCO to develop enhanced teacher strategies in classes and focus more on students.

Information of the changes will be shared in the newsletter with our community following communication to staff.

### **3.1 Positive Behaviour for Learning Report**

Patricia presented an overview of the school-wide PB4L programme and how teaching explicitly positive behaviours such as how to make friends, expected classroom behaviour and how to listen better, was having a successful outcome. The school is now in phrase Tier 2, after most teachers completing two years of the programme. The graphs provided showed insight into the range of behaviours and frequency of encounters for term three. The categories had been contextualised to our school.

### **3.2 Community Engagement Survey**

While there was not as many obvious trends this year, the feedback provided from this annual survey should help guide the strategic planning day priorities and focus. This data is a useful tool for directing our future emphasis and would be shared with our school community once new strategy plan is developed.

#### 4.1 Oliver Junior

The success seen of students shining, finding their passion and strengths that they did not know they had, seeing them take risks, working together and trying something new was worth all the challenges of uncertainty while planning for various health measures and risk assessments.

#### 6.1 Board Calendar

The draft Calendar would be discussed at the strategic planning date and amended accordingly.

#### 6.2 Strategic Planning Saturday

It was agreed to pencil in Saturday morning on 12 November unless a more suitable Sunday was agreed upon.

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

The Meeting agreed to go into In-Committee at 9.19pm

The Meeting agreed to come out of In-Committee at 9.25pm

#### FINANCE REPORT:

The August finance report was discussed and it was noted that we are tracking as anticipated.

##### *Recommendation 1*

That the board approves the expenditure of staff Christmas gifts to the value of \$52 per person.

**MOVED** K Daji, seconded by B Ng, that the above recommendation is accepted. Carried.

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

#### OTHER BUSINESS:

There being no further business, the meeting closed at 9.34pm.

The next scheduled meeting will be on 29 November 2022.

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Presiding Member

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Date