



**CAMPBELLS BAY
SCHOOL**

**MINUTES OF SCHOOL BOARD MEETING HELD IN CBS CONFERENCE ROOM
ON TUESDAY 3 DECEMBER 2024 AT 5.00PM**

PRESENT:

Jo Butlin
Kim Daji
Sarah Geelen
Bronagh McKenna
Brendon Ng
Bevan Verryt
Craig Whitaker – present from 5.14pm

IN ATTENDANCE:

Karen McNair (board secretary)

APOLOGIES:

N/A

KARAKIA

ADOPTION OF THE AGENDA:

MOVED B Ng, seconded by J Butlin, that the agenda be adopted with the exemption of the learning presentation and the student achievement data, which were not available in time. Carried.

CONFLICTS OF INTEREST:

No new conflicts of interest were noted.

MINUTES:

MOVED J Butlin, seconded by C Whitaker, that the minutes of the previous meeting on 6 November 2024 are a true and correct record. Carried.

MATTERS ARISING:

Generative AI policy:

The feedback Bronagh received from Bevan indicated that students were not AI in the classroom and therefore there was no current need for that draft policy.

Staff were encouraged to use AI to find efficiencies and therefore the risks needed to be taught and consultation obtained around the draft policy for teachers. Bevan to do this in February.

Iwi consultation:

Bevan shared that the Iwi had given feedback that the request for a pou carving for the Centenary was easy and they were committed to this.

The current Mana Kura school engagement project costs were discussed and Bevan to follow up on the suggestion of a consultancy payment model.

Community consultation:

Bronagh gave the Board a heads up on the PACT working group's proposal to look into establishing a website and may approach the Board for funds to assist next year.

Craig has offered to assist Bevan with digitising the previous community survey questions so that this survey can be repeated and send out before the end of this school year.

A year six exit survey was also mentioned as a good idea to capture student feedback.

Bevan confirmed that he had shared some feedback to teachers at the recent Teacher Only Day some of the common themes from the teacher survey.

Centenary:

The sub-committee group was currently working on writing a brief to appoint an event organiser for a paid position with a clear scope for the suggested events.

CORRESPONDENCE:

The following inwards correspondence was received and taken as read:

- Skids Report - October 2024
- SchoolDos Advisory dated 14/11/24
- NZSBA Sector Update dated 20/11/24

The following outwards correspondence was noted:

- MoE Occupancy Use Certificate for Remediate Flood Damage 2023

MOVED C Whitaker, seconded by B McKenna, that the inward and outward correspondence is received, accepted and noted. Carried.

PRINCIPAL'S REPORT:

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

Student Roll

Our roll tracked just about perfectly to our predicted budgeted roll total.

Property

The bus bay canopy project has been delayed till April due to the need to obtain a consent. The Christmas break will be a particularly busy season with many big projects taking place.

Student Behaviour

We have had one student stood down since the last meeting for striking a teacher.

ERO

The draft finalised ERO report was received and endorsed as a true representation of CBS' review and current focus.

Curriculum updates

The Ministry is looking to remove the current NELPS with the new six priorities of the government (listed below). This will be particularly relevant when generating the next strategic plan.

- **Clearer curriculum:** Establishing a knowledge-rich curriculum grounded in the science of learning.
- **Better approach to literacy and numeracy:** Implementing evidence-based instruction in early literacy and mathematics.
- **Smarter assessment and reporting:** Implementing consistent modes of monitoring student progress and achievement.
- **Improved teacher training:** Developing the workforce of the future, including leadership development pathways.

- **Stronger learning support:** Targeting effective learning support interventions for students with additional needs.
- **Greater use of data:** Using data and evidence to drive consistent improvement in achievement.

The SLT has chosen the Oxford mathematic option, in line with all schools in our Kahui Ako group. This option was the only one that had been generated after the new curriculum objectives were issued by the new government. CBS will continue to focus on high quality teaching and go back to concentrating on what we used to do well.

Strategic Goals

Management has recently reviewed the school's progress against the mid-cycle of our strategic plan. This reflection will guide the areas for continued growth. It is intended that we ensure that lessons are both targeted and effective, and this will be enhanced by the use of small group teaching.

The school's values will continue to be strengthened by embedding the refreshed behaviour plan into everyday practices. Community engagement will also continue to be the cornerstone of our localised curriculum with focusing on expanding this connection leading into the Centenary.

Attendance

CBS still has a very high attendance rate.

MOVED B Verryt, seconded by S Geelen, that the Principal's report is accepted. Carried.

HEALTH AND SAFETY REPORT:

The Medical Room data report was taken as read.

The interesting reflection of 42% of injuries over the year occur within the classroom was discussed, but this could perhaps reflect purely on the amount of time in the day that students were actually in classrooms compared to the playground.

MOVED B Verryt, seconded by C Whitaker, that the above Report is accepted. Carried.

FINANCE:

The financial reports for the month of October 2024 including a snapshot, executive summary, balance sheet, profit and loss statement, and asset expenditure summary, were presented to the board and duly approved.

MOVED K Daji, seconded by B Ng, that the above Finance Report is accepted. Carried.

POLICY REVIEWS:

The new Leave Guide for Teachers was reviewed, discussed and accepted, noting the change from 21 to 5+ days for the number of days required for obtaining Board approval.

MOVED B Ng, seconded by J Butlin, that the above Policy was accepted. Carried.

DRAFT 2025 BOARD MEETING/WORK PLAN:

The draft work plan for next year was discussed and accepted including the following meeting dates:

Tuesday 25 February - term one, week 4

Tuesday 1 April - term one, week 8

Wednesday 15 May - term two, week 3

Tuesday 10 June - term two, week 8

Tuesday 29 July - term three, week 3

Tuesday 9 September - term three, week 9

Tuesday 28 October - term four, week 4
Tuesday 2 December - term four, week 9

MOVED B Verryt, seconded by B McKenna, that the 2025 work plan and dates are accepted.
Carried.

In accordance with Section 48 of the Local Government Official Information and Meetings Act (1987) the public were excluded from this part of the meeting between 6.10pm and 6.45pm to discuss confidential matters. The resolution was passed by consensus.

OTHER BUSINESS:

There being no further business, the meeting closed at 6.45pm

The date for the next scheduled meeting is 25 February 2025.

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Presiding Member

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Date