



## CAMPBELLS BAY SCHOOL

### MINUTES OF SCHOOL BOARD MEETING HELD IN CBS CONFERENCE ROOM ON TUESDAY 25 FEBRUARY 2025 AT 7.00PM

#### **PRESENT:**

Jo Butlin  
Kim Daji  
Sarah Geelen  
Bronagh McKenna  
Brendon Ng  
Bevan Verryt  
Craig Whitaker

#### **IN ATTENDANCE:**

Karen McNair (Board Secretary)  
Melissa Grant (DP) from 7:20pm to 8:30pm

#### **APOLOGIES:**

N/A

#### **KARAKIA**

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

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

#### **ELECTION OF 2025 PRESIDING MEMBER:**

An election and portfolio change was not requested by any members due to this being an election year. Brendon was thanked for graciously taking on the Presiding Member role until the election later in the year.

#### **STATEMENT OF VARIANCE:**

The student achievement data for the end of the 2024 year was presented by Melissa. This data was unable to be compared to previous years for several reasons: (a) the school moved to Hero student management system and historical data could not be transferred across, (b) the refreshed curriculum has increased the expected benchmarks for literacy and numeracy, and so we cannot compare 2024 to previous years, and (c) the move to a structured literacy approach means that our assessment methods have changed, and we do not, as yet, have consistent and reliable data from previous years with which to compare our students.

The Ministry is yet to provide guidance with regard to the new curriculum and assessments. The school had begun to make incremental shifts last year towards where we were expecting the incoming curriculum to move to. These shifts in assessment help explain some of the lower than usual numbers we see across the data in this report. It is hoped that more clarity and consistency to our national curriculum and better alignment for assessment practices will be forthcoming this year, so that we can best represent the exceptional teaching and learning that CBS offers.

Next steps for this year were discussed with the intention of aligning ongoing professional development for teachers, and focussed support from our teacher aides in small group settings for our vulnerable learners.

### **CONFLICTS OF INTEREST:**

No new conflicts of interest were noted.

### **MINUTES:**

**MOVED** B Ng, seconded by C Whitaker, that the minutes of the previous meeting on 3 December 2024 are a true and correct record. Carried.

### **MATTERS ARISING:**

#### **Generative AI policy:**

As the draft policy received no feedback from teachers during the circulation period, it has been adopted. It will now be included in the Responsible Use Agreement, which new staff will sign upon on boarding, and will also be made available on the Staff Drive.

#### **Community consultation:**

Twenty-one survey results were received to the Year Six Exit Survey and discussed under the In-Committee section.

#### **Centenary:**

The Board is keen to progress this project as quickly as possible and appoint a Communications and Event Organiser to make this a successful event that brings our community together. It was suggested three companies be approached for a scope and costings around the suggested document Bevan provided. Craig and Bevan both suggested contacts, along with a school family. It was hoped that we could have a finalised this decision within two weeks.

### **CORRESPONDENCE:**

The following inwards correspondence was received and taken as read:

- NZSBA Sector Update dated 17/12/24
- It was noted that regular meetings between the Principal and Presiding Member take place and provide an opportunity to address the Principal's wellbeing if applicable.
- Term 4 2024 MoE Student Attendance report
- e tipu e rea Board Task Checklist - Term 1 2025
- Skids Report - February 2025

The following outwards correspondence was noted:

- MoE 5YA Funding - 3 Year Budget Review dated 19/12/24
- Moore Markhams Audit Engagement letter signed 20/11/24

**MOVED** C Whitaker, seconded by J Butlin, that the inward and outward correspondence is received, accepted and noted. Carried.

### **ANNUAL PLAN ADOPTION:**

Bevan shared the amended draft plan, highlighting the updated statement of variance and the new 2025 targets, which were developed through collaboration and analysis of recent data. While it is no longer a requirement for this document to be submitted to the Ministry, it is to be placed on the school website.

**MOVED** B Verryt, seconded by S Geelen, that the Annual Plan was ratified. Carried.

## **POLICY REVIEWS:**

This report was taken as read showing Advisory notices, and this years' review schedule and board assurances.

The following policies were reviewed and accepted:

- Decision Making and Delegations Policy for 2025
- Health, Safety, and Welfare Policy
- Safety Management System
- Risk Management
- Healthcare

It was noted that the Concerns & Complaints Policy has changed and therefore the Board wanted assurance that staff and the community are aware of this change and supporting documents i.e. the established workflow chart are updated.

The Board requested assurance that the Health & Safety Policy's requirement to develop and formalise goals is implemented, along with regularly reviewing and updating the Hazard Register occurs.

**MOVED** B McKenna, seconded by C Whitaker, that the above Policies Report is accepted. Carried.

## **PRINCIPAL'S REPORT:**

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

### **Student Roll**

Our starting day roll is tracking just under our 2025 predicted figure at this point.

### **School events and curriculum news**

#### *Christmas Staff Dinner:*

The Board was thanked for the amazing dinner event held for staff in December. This was really well attended with a wide appeal to everyone.

#### *Teacher Only Days:*

An outline of the first four teacher only days was shared and the content focus for each day. These days were instrumental in setting the tone for the year ahead and providing opportunities for collaboration and ensuring staff are equipped with the latest pedagogical strategies to enhance student learning.

#### *Whakawhanaungatanga Day:*

This day was a valuable opportunity for teachers and whānau to meet and connect. As part of the day, we also held a sports information session outlining what to expect from school sports, and a special orientation session for our international students and families.

### **Property**

The Administration offices and Hall refurbishment projects were completed over the summer break along with numerous smaller maintenance projects. The new wall in the ILE building ground floor has been installed enabling our New Entrant reception room to be at the front of the school and the junior team to remain together.

We are still awaiting confirmation dates of when the Ministry has arranged for Rooms 15-17 and 26-29 to be removed off site.

### **Attendance**

We have several students who are yet to return to school from overseas trips. One child is being tracked as their attendance was limited in 2024.

One recent enrolment has been annulled due to fraudulent measures being taken on the application form.

### **Traffic safety**

The ongoing challenge of ensuring safety for students travelling on Aberdeen Road was discussed and it was suggested a letter could be drafted to the Auckland Council in support for traffic lights at the intersection of Aberdeen Road and East Coast Road.

### **Health and Safety:**

The Medical Room data report was taken as read.

No serious injuries have been reported or disparities in areas of injuries so far for 2025.

There was one further broken arm to report in December 2024 but this was due to student's poor choice rather than a hazardous risk.

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

### **FINANCE:**

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

The draft 2024 financial statements are just about complete with the addition of several statements and reports to form the Annual Report. This will be circulated and then sent to Moore Markhams by Friday 28 February.

### ***Record of Recommendation Approved via Email - 11 December 2024***

That the Board approve and accept the amended staff Christmas dinner cost of \$90 including gst per staff member.

**MOVED** C Whitaker, seconded by B McKenna, that the above recommendation is accepted. Carried.

### ***Record of Recommendation Approved via Email - 12 December 2024***

That the Board approve and accept the amended budgeted cost for the following Board funded property projects:

Hall refurbishment cost of \$206,203

Administration office refurbishment cost of \$154,903

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

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

### **INTERNATIONAL STUDENT REPORT:**

Melissa Grant provided an update on the exciting 2025 international student data. We had 16 new students commence this month to join the 8 existing students, making a total of 24 and a FTTE of 24.85 across the year. It is encouraging to see that our anticipated budget figure of 15 has well and truly been exceeded.

**MOVED** C Whitaker, seconded by S Geelen, that the International Student Report is 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 8:42pm and 9:20pm to discuss confidential matters. The resolution was passed by consensus.

**OTHER BUSINESS:**

There being no further business, the meeting closed at 9:20pm

The date for the next scheduled meeting is 1 April 2025.

.....  
Presiding Member

.....  
Date