



CAMPBELLS BAY SCHOOL

MINUTES OF SCHOOL BOARD MEETING HELD IN CBS CONFERENCE ROOM ON TUESDAY 18 JUNE 2024 AT 7.00PM

PRESENT:

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

IN ATTENDANCE:

Karen McNair (board secretary)
Jess Milne (Teacher) to 7.17pm

APOLOGIES:

N/A

KARAKIA

LEARNING SUPPORT PRESENTATION:

Jess Milne (in school leader of Kahui Ako Literacy steering group) presented a report on classroom practice for Structured Literacy at CBS. This has been progressing for two and a half years and there is a clear positive strategy forward supporting teachers with great resources through the Scope and Sequence pathway.

It was noted that the turnout to the parent information session for Structured Literacy was one of the highest recorded showing huge interest from our parents.

A report was also received from Patricia Meder and Katie Gemmell (our in school leaders of Kahui Ako Mathematics). The steering group is made up of representatives from our cluster schools with the intention of improving achievement and confidence of our students in this area. The team have been working on a ten year plan for students that gives support and guidance for teachers, along with the resources.

This curriculum area is also in the process of a subsequent refresh and we are awaiting the government's mandates regarding teaching mathematics, due to be delivered to schools early term three and implemented for 2025 onwards.

The importance of following the science of learning was discussed, with reference to CBS's successful adoption of the Structural Literacy model before this was mandated by the government. The science of learning in a mathematics context was discussed, and it was requested that the board be kept informed of any ways it could support mathematics teaching at CBS.

ADOPTION OF THE AGENDA:

MOVED C Whitaker, seconded by K Daji, that the agenda be adopted. Carried.

CONFLICTS OF INTEREST:

No new conflicts of interest were noted.

MINUTES:

MOVED B Ng, seconded by K Daji, that the minutes of the previous meeting on 16 May 2024 are a true and correct record. Carried.

MATTERS ARISING:

Generative AI policy:

Craig reported on the fast pace of change in this area. It is anticipated that AGI will be available in 2027 which will change a lot of landscapes. AI is now incorporated in a lot of teaching platforms, and some of the free versions may have security risks.

A draft policy from Netsafe was tabled and Bronagh is going to review this with the intention of giving teachers some guidelines.

Finance KPIs:

Kim to rework the process of reviewing our current KPIs.

Use of technology and impact on learning:

A further parent information session is to be held in term three.

Communications:

Bevan to circulate the Parent Communications table with staff that is presently on the website.

Positive Parking Trial:

Bevan has asked Constable Murray to have a meeting to see if there is any resources available to upskill our community around road safety.

Health and Safety reporting:

Bevan to investigate adding some comparisons month by month to capture and detect any trends.

CORRESPONDENCE:

The following inwards correspondence was received and taken as read:

- NZSBA email regarding Sector Update dated 17/5/24
- SchoolDocs Advisory dated 5/6/24
- Notification of Licensed Asbestos Report for Room 30 dated 10/6/24

The following outwards correspondence was noted:

- MoE Contract Works Procurement Plan for Rationalisation of Room 30 project

MOVED K Daji, seconded by J Butlin, 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 and noted:

Property

Room 30 Rationalisation project will be completed in the July school holidays. The funding to engage this project was on hold for years and then due to some MoE budgets becoming available before the end of their financial year, we were told we had the opportunity to have this room removed immediately.

Rooms 31 and 32 are now completed.

Student Behaviour

We are seeing more students who struggle to regulate their emotions, leading to problems solved through physical and emotional outbursts. We are tracking minor behaviour closer and taking a more consistent approach to tackling unacceptable major behaviours. Consistency is essential and we are also fortunate to have input from RTLBs to assist with strategies.

Bevan reiterated the stand down rules of a maximum of five days per term and ten days per year for any one student. If things resulted in this approach not working, then the board would be involved in a suspension meeting.

Data was requested to see any growing trends and so Bevan is to include annual figures on stand downs term by term.

Strategic Plan, Self-review & Reporting

The student wellness survey will be completed before the end of term and trends identified. The last time this survey was completed was 2020.

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

HEALTH AND SAFETY REPORT:

This Medical Room data report was taken as read.

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

FINANCE:

Confirming Recommendation Approved via Email – 23 May 2024

That the board approve and accept the 2023 Audited Annual Financial Statement Report.

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

Confirming Recommendations Approved via Email – 31 May 2024

(1) That the board approve the rationalisation of Room 30. This classroom is full of asbestos in the cladding and soffits, which is why the school does not wish to keep it. The demolition crew will remove it all safely in the holidays and make good the ground surrounding it. The cost of this is fully met by the Ministry.

(2) That the board agree to transfer the pre-approved funds from Room 30 toilet block upgrade to Room 1 boy's toilet block and add a further \$11,500. This project has been amended with the late breaking news of Room 30 being approved for rationalisation from the MoE. The Room 1 boys toilet block needs a hot water cylinder (MoE requirement for warm water in upgraded bathrooms), a replacement ceiling due to water damage and upgrade work on the floor as the piles have moved.

MOVED B Verryt, seconded by J Butlin, that the above recommendations are accepted. Carried.

Recommendation 1

That board approves items to be purchased to enhance the school's music programme to a cost of \$8,450 +gst. These items include a cube amplifier, guitar amplifier, drum kit, 8 more keyboards, 10 ukuleles and 3 metallphones.

Recommendation 2

That the board approve to spend \$11,980 +gst to have East Coast Bays Electrical (the best quote received) install new LED lighting to the PA rooms, Library and break out room.

MOVED C Whitaker, seconded by J Butlin, that the above recommendations are accepted. Carried.

The finance snapshots, executive summaries, balance sheets, profit & loss reports and asset expenditure summaries for April 2024 were presented and accepted.

The 2023 Auditors Report with two recommendations was discussed and it was confirmed that the additional information to the gifting policy recommendation has already been added.

Bronagh to review the draft NZSTA board remuneration guideline with the intention to add this to our governing procedures.

MOVED B McKenna, seconded by S Geelen, that the Finance Report is accepted. Carried.

ERO DISCUSSION:

ERO has booked a meeting with Bevan and Brendon in two weeks' time to start this process for CBS, with the intention of having a report by the end of 2024. It was noted how the system has changed and schools are now in a partnership that results in a six month to three year term between reports. It is more like a discussion on how the school is tracking, what our "work ons" are, and our internal process of reviewing for improvement.

TEACHER PGC FEEDBACK:

An overview of the PGC (professional growth cycle) learning groups was discussed with the focus on structured literacy, mathematics, Te Ao Māori, inclusive practices, raising achievement in writing through digital technology, and assessment for learning. At this end of this cycle, teachers produce a report on either the knowledge they have learned practically, or how they have changed their practice to meet the needs of particular students in their class.

IWI/COMMUNITY CONSULTATION:

The need to engage again with our Iwi to continue to build the relationship with meaningful engagement was discussed. Bevan to suggest a shared meal once a year and organise a date.

Bevan and Jo to consult the community to investigate what hour's best suit our parents to participate in meaningful engagement.

The Meeting agreed to go into In-Committee at 8.54pm

The Meeting agreed to come out of In-Committee at 9.47pm

OTHER BUSINESS:

There being no further business, the meeting closed at 9.47pm

The date for the next scheduled meeting is 6 August 2024.

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Presiding Member

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Date