

South New Brighton School
Minutes of Board of Trustees Meeting
Staff Room at South New Brighton School
Wednesday 4th December 2024 at 6:30pm



In attendance: Kate McClelland (Principal) Anna King (Presiding Member), Karen Ward (Staff representative), Kim Grooby, Kallysa Hollis, Donna Dimond

Apologies: Peter Sawyer & Holly Timms (Secretary)

1. OPENING

The meeting was opened by the Board of Trustees at 18:30pm with a karakia.

2. PREVIOUS MINUTES

Motion: *It was moved by the Presiding Member that the minutes of the South New Brighton School meeting held on 6th November 2024 minutes be accepted as a true and accurate record.*

Moved: Anna King

Carried

3. PRINCIPAL'S REPORT

The Principal's report was circulated to the board prior to the meeting and taken as read.

- The current role is 427 students.
- Kate reported that there have been 75 minor and 32 major PB4L behaviour incidents over a three-week period since the start of this term. She provided further details on these incidents and acknowledged the board's support in managing student behaviours during this time of year.
- A slight decline in attendance has been observed, which is typical for this time of year. Attendance is being monitored closely.
- Janine drafted a Learning Support Report, which was provided to the board for review. Kate expressed interest in understanding the impact on students and their learning, particularly what has been effective and what has not. Anna suggested that future reports include more detailed information on the students engaged in the program and their outcomes.

Motion: *It was moved that the Principal's report for December 2024 be accepted.*

Moved: Anna King

Carried

4. Property & health and safety reports

The property report was circulated prior to the meeting and was taken as read.

- Biweekly meetings have been held to discuss the hall project, with significant expenditure added to the budget for chairs and the hall fit out.
- Audio-visual quotes for the hall have been received, along with quotes for library and furniture needs.
- The hall project remains on schedule, with the goal of having the roof completed before Christmas.
- Anna met onsite today with the property team and asset manager to discuss classroom spaces, financing, and how this aligns with roll growth. The discussion also covered the toilets-to-classrooms ratio.
- There is no allocated budget remaining for planting and landscaping; however, there may be a small surplus, and fundraising opportunities could be explored.

- Funding applications have been submitted for repairs to the administration building to address weather tightness issues.

5. FINANCES

The finance report for October 2024 was provided prior to the meeting and taken as read.

- Anna and Kate met with Yasmin from Schooled at the end of November 2024 to discuss the budget. This involved significant revisions.
- The draft budget for 2025 is still being refined and reviewed. Anna advised that there will be some overspending in teaching and staffing, which was anticipated, as well as in learning assistance, despite some reductions in learning assistant roles. Every expense is currently being scrutinised, and there will be a tightening of the budget for 2025.
- A review has been conducted on the processes for managing end-of-year parent accounts, with consideration given to improvements moving forward. A policy will be drafted to assist staff in managing this process, and it will be shared with parents to set clear expectations regarding payments and their children's participation in extracurricular activities.

Motion: *It was moved that the financial report for October 2024 be accepted.*

Moved: Anna King

Carried

6. POLICIES

- Term 4 policy review was completed in the November 2024 meeting.

7. CORRESPONDENCE IN/OUT – None

8. GENERAL MATTERS

- The board agreed for Schooled to run the election process in 2025.
- The meeting dates for 2025 will be provided to the board in January 2025.
- An update from the board will be circulated to the community for the end of the year communication.
- A vape shop has recently opened on the corner of Bridge Street and Estuary Road. Anna has reviewed the Ministry of Health guidance and relevant legislation, which states that vape shops must be at least 300 meters from schools. Additionally, a new law coming into effect in December 2024 will require vape shops to be at least 100 meters from early childhood education centres (ECEs); however, this law will not be retrospective and therefore does not apply to the vape shop. The board has completed due diligence in investigating this and does not condone the opening of this vape shop in the area.

9. PUBLIC EXCLUDED

Motion: *From the Presiding Member that the public be excluded from the proceedings of this meeting.*

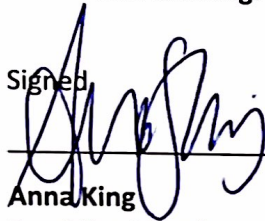
The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

General subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
<ul style="list-style-type: none"> Staffing 	<p>It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA")</p>	<p>Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.</p>

10. Next meeting: Wednesday 26 February 2025

Meeting ended at 20:30 pm.

Signed



Anna King
Presiding Member

20.3.25

Date