

South New Brighton School
Minutes of Board of Trustees Meeting
Staff Room at South New Brighton School
Wednesday 26th June 2024 at 6:30pm



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

Present: Holly Timms (Board Secretary)

Apologies: None

Declared conflict of interest: None

The meeting was under the effective control of the Presiding Member, Anna King, and the funding comes from the Ministry of Education.

1. OPENING

The meeting was opened at 18:35 pm by the Board 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 22nd May 2024 minutes be accepted as a true and accurate record.*

Moved: Anna King

Carried

3. ACTION POINTS

- **Board member selection process:** Five people voted for bi-election and 4 people expressed an interested in being considered for the position. We did not meet the threshold for a bi-election, so we will proceed with the selection process for the casual vacancy. There was a discussion around the candidates who had requested selection. The board agreed to extend an offer to a preferred candidate to determine if they are still interested in the role.
- The canine policy has been added to schooldocs
- **Hall plans:** Copies of the hall plans were provided to the board for review. The tender process is now closed. The electricity box needs to be moved as part of the first stage, resulting in a couple of days without power (excluding fire alarms). We will wait for confirmation of the plans before circulating them to the community. Kate will contact Lynn from the local iwi regarding consultation on the building name, among other things
- **Donation scheme:** The board has considered continuing the donation scheme. The board agreed to continue with the donation scheme.

4. PRINCIPAL'S REPORT

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

- **Structured Literacy:** Kate has obtained additional funding to expand structured literacy into further areas of the school.
- **Counselling students:** Currently in talks with the University of Canterbury about hosting second-year counselling students.
- **Professional Development:** Kate and Karen will attend a maths mastery learning session next week at Clarkville School. Anna and Kate also recently attended the NZSTA conference.
- **Behavioural Statistics:** Monthly statistics on behavioural issues were provided and discussed.

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

Moved: Kallysa Hollis **Seconded:** Anna King

5. **Property & health and safety reports**

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

- **Cyclical Painting:** This cannot take place until the 10YPP is finalized.
- **EdPro Contract:** The EdPro contract ends tomorrow, Thursday, 27 June 2024. There were some issues with winding up this contract, but they have been resolved. The cleaning contract has now been offered to CREST Cleaning. The board needs to purchase tools for David to fulfill his duties, at a cost of \$3,800.
- **Fire Siren:** Three dead spots have been found. The cost to install new sirens in these areas is \$1,500.
- **Leaks:** There have been some leaks around the school that will need attention in the near future.

6. **FINANCES**

The finance report was provided prior to the meeting.

- **Outstanding invoices:** There was a discussion regarding outstanding invoices for non-curriculum charges for students.

7. **POLICIES**

- Employer Responsibility Policy
- Appointment Procedure
- Safety Checking

The board has reviewed and approved the policies as outlined above

8. **CORRESPONDENCE IN/OUT – None**

9. **GENERAL MATTERS**

- **CES Structure:** The structure at CES is about to change, and as the Board of Trustees are shareholders, we are required to vote on the proposed special resolutions. The board agreed to delegate proxy by option to Jonathon Brooks for special resolutions 1 & 2.
- **Ski Trip & Ice skating RAM proposals:** The board reviewed and approved the RAM proposals for the ski trip and ice skating activities.
- The staff have thanked the board for the contribution towards the staff jackets.
- **Staff survey:** The board reviewed the results from the staff surveys, which included questions provided by the Kahui Ako. Overall, the board was pleased with the general feedback from the staff. However, a few concerns were considered and discussed. The staff have also reviewed the results.
- **Student survey:** The student survey results were reviewed and discussed.

10. **PUBLIC EXCLUDED**

Motion: *From the Presiding Member that the public be excluded from the proceedings of this meeting at 8:30pm.*

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"> Personnel 	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")	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.

Next meeting: Wednesday 31st July 2024

Meeting ended at 21:20 pm with a karakia.

Signed



Anna King
Presiding Member

28.8.24

Date