

**South New Brighton School**  
**Minutes of Board of Trustees Meeting**  
Staff Room at South New Brighton School  
Wednesday 22<sup>nd</sup> May 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), & Gabrielle Wall (LSM), Peter Sawyer (Guest) & Ben McNabb (Deputy Principal)

**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 Kim Grooby, with a karakia.

Anna King granted speaking rights to both Ben McNabb and Peter Sawyer for the general meeting.

Peter Sawyer introduced himself and thanked the board for the invitation to the meeting. He shared that he has lived in the SNBS area since the 1990s, with his daughter and son having attended the school, thus establishing a strong connection to the area. His grandson currently attends the school. Professionally, Peter is the Deputy Principal at Christchurch Girls' High School.

**2. PREVIOUS MINUTES**

**Motion:** *It was moved by the Presiding Member that the minutes of the South New Brighton School meeting held on 20<sup>th</sup> March 2024 minutes be accepted as a true and accurate record.*

**Moved:** Anna King

**Carried**

**3. ACTION POINTS - None**

**4. PRINCIPAL'S REPORT**

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

- **Security quotes:** Kate obtained quotes from several security companies, including Cobalt and Ross Galt. Cobalt's proposal was the most suitable, and they have visited three times to complete the scope, review, and demonstrate the system, including its search function and software. Ben emphasised the necessity of this security due to busy weekend traffic. A map from Cobalt was circulated to the board for review. Anna noted the need to consider the cost against other impending expenses.
- **Staff jackets:** The board discussed covering half the cost of branded jackets, for staff totalling approximately \$2,000. The board agreed to this expense.
- **Attendance:** Ben provided an attendance report, as the official MoE report has not yet been received. The government's target is 70%, which the school currently does not meet. About 25% of students have attendance between 80-90%. Ethan has been effective in promoting attendance. Ben explained that all internal measures are taken before referrals to Tu Purunga. The breakfast club started this week, and Kate acknowledged Ben's efforts in improving attendance. A question was raised about attendance awards implemented in Term 1, with a robust discussion about the appropriateness.
- **Behaviour:** There are patterns of minor incidents over time, mostly involving defiance, disrespect, intimidation, and swearing, with Wednesdays seeing the highest number of

incidents. There has been one stand down for bringing a vape to school and one in-school stand down.

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

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

- **Heat Pumps:** The board approved the expenditure for two new heat pumps and the removal of the centralized control system at a cost of \$3,275 each, plus an additional \$488. The motion was moved by Anna and seconded by Kallysa.
- **Line Marker:** A line marker has been purchased from Trade Me.
- **Arborist:** An arborist has been arranged to remove a dead tree and trim a few larger branches.

**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.
- **Annual Budget:** The annual budget is currently in a deficit of \$194,000.
- **July Roll Return:** The school is due to complete the July roll return.

**7. POLICIES**

**Canine Educator Policy:** A Canine Educator Policy has been developed and circulated to the board for review. Feedback has been received regarding concerns about allergies.

**8. CORRESPONDENCE IN/OUT – None**

**9. GENERAL MATTERS**

- **Union Meetings:** An email was received regarding NZEI union meeting notifications for support staff.
- **After School Program:** An update about the after school program was included in the snippets. Currently, after school care is being held at Rawhiti.
- **PTA Annual General Meeting:** Anna and Kate attended the last PTA Annual General Meeting.

**10. PUBLIC EXCLUDED**

**Motion:** *From the Presiding Member that the public be excluded from the proceedings of this meeting at 8:17 pm.*

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"><li>• Personnel</li><li>• LSM Update</li></ul>	It is necessary to exclude the public from this part of the meeting in order to protect	Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting

	the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA")	would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.
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Next meeting: Wednesday 12<sup>th</sup> June 2024.

Meeting ended at 21:15 pm.

Signed

  
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Anna King  
Presiding Member

27.6.24  
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Date