

**MINUTES OF CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES MEETING ON
24TH FEBRUARY 2020 HELD IN THE MEETING ROOM COMMENCING AT 6.00P.M.**

Present: Michelle Jenkins, Kate Paine, Nicola Cronin, Calum Jamieson, Mike Pettit, Andrea Twaddle, Kate Dye (minutes)

Apologies: Shaun Baker

Visitors: Kate Silich (Finance)

Welcome and Karakia

Order of Business Has been added to the agenda in case changes in the order of the meeting need to be made.

Nominations for Chairperson Michelle Jenkins chose to step down as Chairperson and nominate Andrea Twaddle as Chairperson. The Board acknowledged Michelle's leadership for the past four years and appreciation of her intention to continue to be part of the BoT. No further nominations were received. Andrea was duly elected.

Motion

The Board elected Andrea Twaddle as Chairperson.

Jenkins/Paine

Nominations for Deputy Chairperson Michelle Jenkins was nominated as deputy chairperson. No further nominations were received. Michelle was duly elected.

Motion

The Board elected Michelle Jenkins as Deputy Chairperson.

Pettit/Paine

Delegated Responsibilities A discussion took place on areas the Board can delegate to Mike Pettit (Principal) or Nic Pettit (Deputy Principal) or Gareth Haman (Deputy Principal) and the policies that sit behind them.

Motion

The Board of Trustees authorises the following areas to be delegated to the Principal:

- Suspending and stand-down of students
- Financial expenditure within budget limitations
- Principal has authority to sub delegate to paid staff members spending of a budget
- Employment of staff – teachers and support staff
- Allocation of salary units
- Suspension of staff
- Managing the banked staffing provisions
- Staff appraisals and professional development
- Initial investigations relating to a complaint against a staff member
- Implementation of the school's current enrolment scheme

In the absence of the Principal, the Acting Principal or Deputy Principals are delegated the authorities and in the absence of the Deputy Principals, a Team Leader.

Twaddle/Jenkins

Nominations for Secretary Kate Dye was nominated as Secretary. There were no further nominations. Kate was duly elected.

Motion

The Board elected Kate Dye as Secretary.

Jenkins/Paine

Motion

The Board appointed Mike Pettit as Records Officer.

Twaddle/Jamieson

Late Items for the Agenda Operational Units Policy - To be discussed in 'Policies'

Annual Calendar/ BoT meeting dates for the year

Proposed dates were discussed and approved. Dates will be listed at the end of the minutes.

Action Michelle will update calendar invites.

Action Andrea will circulate Christmas gathering dates.

MINUTES OF THE LAST BOARD MEETING

Motion

To accept the minutes of the last meeting on 25th November 2019.

Twaddle/Pettit

Action Secretary will mark minutes with version numbers in the footer to track changed documents.

Motion

To accept the minutes of the data meeting on 4th December 2019.

Jenkins/Twaddle

Matters Arising A discussion took place around the 2020 Charter & Strategic Plan and the curriculum targets. The Board confirmed that the following targets in the Charter have been confirmed:

Writing - 85%. Reading - 88%. Mathematics - 85%

Correspondence The Board recognise the late letter from Hon Tracey Martin, Associate Minister of Education, regarding student wellbeing.

The Board acknowledged that Calum Jamieson expressed his interest in the 'across schools teacher vacancy' selection board. Kate Dye put Calum's name forward and will pass on information about the role when it is received.

Motion

The record of inward and outward correspondence were approved and adopted as true and correct.

Jenkins/Paine

Finance Kate Silich entered the meeting at 6:40pm and presented the November and December financial reports. January and February financial reports will be reviewed in the March BoT meeting. A discussion took place around donations and outstanding debts. Kate gave an update on 'Monty' and its reporting options. The Board approved training for Kate Silich in the operation of 'Monty'.

Action The Finance sub committee will devise some guidelines around managing the Four Peaks debts.

Motion

The draft November & December financial reports were approved and adopted as true and correct.
Twaddle/Pettit

February Draft Budget There have been no significant changes to the budget. International student income is still unknown due to the coronavirus but projected figures were originally conservative.

Motion

That the draft 2020 budget be approved,
Pettit/Twaddle

Scholarship Accrual

Motion

The Board approved to carry over \$500 scholarship funds and accrue the money.
Pettit/Paine

Sponsorship opportunity - Mortgage Services A discussion took place regarding a sponsorship proposal from Mortgage Services. The Board agreed with the proposal in principle but requires clarification around terms and expectations.

Action Mike Pettit will get clarification from Mortgage Services and some feedback from St Peter's (who have a similar sponsorship arrangement). The results will be circulated to the Board and they will advise of agreement or non agreement via email.

Principal's Report The Principal's report was tabled and discussed. Changes were made to the Principal's report.

The proposal to reduce the Swim School numbers was endorsed by the Board last year for safety reasons, following a H&S incident.

A Four Peaks review survey will be conducted to get feedback from parents and staff to gain ideas on how the service can improve.

Kate Paine advised that the H&S report was split into the end of 2019 stats and the beginning of 2020 stats. Kate also explained the classification of a 'head injury'.

Property A discussion was had around potential projects and their estimated costs as we wait for quotes to come in. Feedback has been received from staff with regard to the priority of building works.

Action The Board will be kept up to date with any notice of further funding from MoE in regard to building projects.

Personnel Ian Lewell has submitted his resignation. The Caretaker job has already been advertised with 4 potentially good candidates.

Action To revisit Ian's resignation in the Board meeting on 4th May to arrange a leaving gift.

Policies Our policies are being reviewed inline with 'Schooldocs' review schedule. Our 'Sustainability' policy is to align with 'enviroschools'. Mike explained the changes that have been made to the 'Operational Units' policy.

The meeting went into committee at 8:25pm. Refer to In-Committee minutes.

Out of Committee at 8:33pm. Mike Petitt returned to the room.

Health & Safety was covered in the Principal's report.

2020 Charter & Strategic Plan sign off The 2020 Charter remains the same as 2019 apart from the targets (as described in Matters Arising)

Motion

The Board move to accept the 2020 Charter & Strategic Plan. *Twaddle/Paine*

Teacher Only Days for 2020 The Board approve the 2020 TOD's as 12 June (Field days Friday, term 2) 23 October (Friday of Labour weekend, term 4).

Lockdown Policy & Procedure The recent lockdown highlighted some improvements we can make to the Lockdown policy & procedure. This is a work in progress while we collate feedback from staff. Four Peaks require their own lockdown policy & procedure.

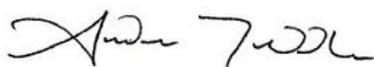
Action To review this in the next Board meeting.

Cambridge Middle School enrolment feedback The Board are happy to support the proposed CMS enrolment zone.

Action To write a response to CMS advising them of CPS support.

Meeting closed 9:00pm

Next meeting: Monday 30th March 2020 at 6pm



Chairperson: _____
Andrea Twaddle

Date: 30 March 2020

Dates of Board Meetings in 2020:

Term 1, Week 4	Monday 24 February
Term 1, Week 9	Monday 30 March
Term 2, Week 2	Monday 4 May

Term 2, Week 8	Monday 15 June
Term 3, Week 2	Monday 27 July
Term 3, Week 9	Monday 14 September
Term 4, Week 2	Monday 19 October
Term 4, Week 7	Monday 23 November

Action Plan for reporting at next meeting:

Syndicate group on App will be actioned once the classroom data is correct	Kate P
Stationery provider research to be reviewed in term 3 - follow up on late deliveries and inconsistent communication from Officemax	Kate D
Official wording from NZEI re school closure days still to be followed up.	Kate D
Potential Christmas Gathering dates to be circulated.	Andrea
Finance Committee will confirm the procedure for Four Peaks debtors and when children are unable to continue to attend.	Finance Committee
Clarify expectations around sponsorship agreement & get feedback from St Peter's.	Mike
Add BOT May agenda items - Ian's leaving acknowledgment - Revisit Lockdown policy / procedure	Kate D
Science/Art block floor issue needs addressing	Mike
Swap Board Chair email address to Andrea	Kate D

**MINUTES OF CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES MEETING ON
30TH MARCH 2020 HELD VIA ZOOM MEETING APP AT 6.00P.M.**

Present: Michelle Jenkins, Kate Paine, Nicola Cronin, Calum Jamieson, Mike Pettit, Andrea Twaddle, Shaun Baker, Kate Dye (minutes)

Apologies: None

Visitors: Nic Pettit

Welcome and Karakia

Order of Business It was agreed that only priority matters and matters relating to Covid19 would be discussed during this meeting.

Late Items for the Agenda None

MINUTES OF THE LAST BOARD MEETING

Motion

To accept the minutes of the last meeting on 24th February 2020.

Twaddle/Pettit

Matters Arising

- Syndicate group on App actioned
- Official wording from NZEI School Closures days still to come
- Four Peaks debtors to be revisited at the next 'normal' meeting
- Christmas gathering to be revisited at the next 'normal' meeting
- Sponsorship might not be appropriate given global circumstances. Mike will reassess the proposed arrangement with FSL
- Ian has withdrawn his resignation and CPS has accepted
- Science/Art block floor issue has been rectified
- Board email addresses amended with change in roles

Correspondence

Policy reviews (including Sun Protection policy) will be revisited at the next 'ordinary' meeting.

The Board agreed to take the recommendations of the Accountant in Kate Silich's email to capitalise fixed assets over \$1,000 instead of \$500 to reduce the amount of transactions.

Motion

The record of inward and outward correspondence were approved and adopted as true and correct.

Jenkins/Paine

Principal's Report

Mike presented the report orally to the Board.

Covid19 - The school started planning for closure and online learning 3.5 weeks before lockdown was announced. This enabled teachers to practice distance learning, refine the process and put us in a good position of readiness. There were 6 children on Tuesday and 3

on Wednesday from parents of essential services professions. There was a teacher working with these children on those days. Other members of staff prepared learning packs for children, cleaned the school, turned off electrical equipment and secured the site.

Management and Syndicate meetings will continue to take place through online apps to ensure the whole school continues consistent comms to our school community. Ian will monitor the exterior of the school to ensure the grounds and pool pump remain in order. Admin and payroll will continue their duties as and when needed as per their employment contracts.

The Government Wage Subsidy is not available to the School as state sector employees are exempt from eligibility.

Payroll for timesheet staff (Four Peaks) is covered for the next 4 weeks based on a Government Emergency Grant. We are waiting for advice from MOE beyond that. There are few communications from MOE at present regarding access to subsidies but we hope to have a more clear picture within the week.

Processes are in place if NZ goes back to Alert Level 2 or 3. CPS would prioritise face to face learning for the children that return to school and revisit how online learning could continue for those that remain at home. It is not reasonable to expect teachers to cover both, but we may be able to reallocate classrooms if there is a significant shift in numbers of those children attending school and those who are remaining at home and wishing online learning to be available from the school. Decisions would be made once we had an idea of the Government's reduction in Alert Level including any return to School plan, and details such as the numbers of students in each category.

Funding - We anticipate that it is unlikely that SIP funding would be rebudgeted by MOE due to the negative impact that would have on stimulating the economy. We will continue to stay in contact with MOE re our current proposed projects (electrical/solar/aircon) and push ahead where possible.

Kate Paine gave a brief recap of Health & Safety work undertaken prior to the Level 4 lockdown and School closure.

The Board acknowledged and appreciates all the work done by staff in managing the changes to learning and how that was communicated to the school community during the evolving Covid19 situation.

The meeting went into committee at 7:15pm. Refer to In-Committee minutes.

(Nic Pettit excused from meeting).

Out of Committee at 8:40pm.

Finance Kate Silich has resigned from her contract position with CPS, to finish by May. She has offered some flexibility on her end date due to the limitations we will face recruiting during this time and the ability to transition a new person into the role.

Action Mike to ask Kate S if any of her duties can be redistributed to existing staff members, and whether this may enable her to stay on longer than initially requested.

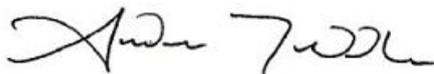
TLIF ended in January but there is no update on recovering money as yet. Reduced donations and international student fees have a significant impact on our budget which will continue to be revisited. All staff were advised that budgets have been frozen until further notice.

If the School closure continues beyond the four week Level 4 lockdown, as anticipated, the Board may need to revisit the Charter and student achievement objectives.

The Board agreed to allow Chad Britton (MOE) to review the School accounts in order to utilise his expertise and gain his guidance on our financial decisions.

Meeting closed 9:15pm

Next meeting: Monday 4th May 2020 at 6pm



Chairperson: _____
Andrea Twaddle

Date: 8 April 2020

Dates of Board Meetings in 2020:

Term 1, Week 4	Monday 24 February
Term 1, Week 9	Monday 30 March
Term 2, Week 2	Monday 4 May
Term 2, Week 8	Monday 15 June
Term 3, Week 2	Monday 27 July
Term 3, Week 9	Monday 14 September
Term 4, Week 2	Monday 19 October
Term 4, Week 7	Monday 23 November

Action Plan for reporting at next meeting:

Official wording from NZEI re school closure days still to be followed up.	Kate D
Potential Christmas Gathering dates to be circulated.	Andrea
Finance Committee will:	Finance Committee

<ul style="list-style-type: none"> - confirm the procedure for Four Peaks debtors and when children are unable to continue to attend; and - assess outstanding debtors. 	
Reassess the Sponsorship proposal with FSL	Mike
Check with MOE around electrics project - will 2 quotes suffice / could we split the project	Kate D
Call service provider re sanitation on hold	Kate D
Write letter of thanks to cleaners of playground	Kate D / Mike
Check with accountant re uncommitted funds	Mike
Check with Kate S re her role - leaving timeframe / redistribution of duties	Mike
Provide Chad Britton with accounts	Mike