

**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.

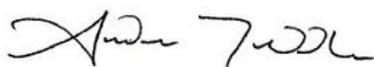
Action To review this in the next Board meeting.

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
4TH MAY 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: None

Welcome and Karakia

Order of Business No changes

Late Items for the Agenda None

MINUTES OF THE LAST BOARD MEETING

Two additions and one correction was made to the in-committee minutes on 8 April 2020.

Action The Secretary will amend the minutes accordingly.

Motion

To accept the minutes of the open meeting on 8 April 2020 and to accept the amended in-committee meeting minutes on 8 April 2020.

Twaddle/Jenkins

Matters Arising

- To hold Christmas party discussions until we can meet in person.
- It was agreed that all Policies would be reviewed at the next meeting on 29 June due to the prioritizing discussions around COVID-19.

Action The Board Chair will re-circulate the policy review email which indicates which policies have already been addressed.

Action The Board Chair and Principal will confirm which policies the Board need to report on.

Action The Secretary will amend the typing error in the Sun Protection Policy.

Correspondence

There has been no update from the Government regarding further salary assistance for timesheet staff. The Principal has been in contact with all staff that are affected by this and letters were sent out via email to clarify the current situation.

Principal's Report

The Principal reported on the School roll and student engagement during online learning. Whilst our students are mostly engaged, the Truancy Officer would follow up with any families that have not been contactable.

When we move into alert level 2 and the School reopens, the Principal can meet with International families to negotiate fees based on the disruption of COVID-19.

Finance

School donations are \$4,000 up on what was projected in the budget. Our visiting Teachers from Saudi Arabia are in contact with their mentors and we're hopeful that we will still receive the funding in full from the University of Waikato.

More documentation was sent to MOE re TLIF upon their request. \$42,000 remains outstanding to date.

\$35,650.45 was received from MOE for the final amount owing for the last 5YA project on K block toilets.

Our application for the sustainability grant was unsuccessful in the first round but has automatic entry into round 2 due to the quality of the application. We are liaising with Harrisons Energy with a view to commencing the solar work with the \$20,000 grant that we received from Pub Charity and adding solar panels when more funds become available.

Kate Silich has suggested that we look at streamlining our accounts due to the difficulty in collating figures from different platforms and different members of staff.

Four Peaks Debtors

The total debt for Four Peaks is \$23,799. Approximately \$17,000 of that is from old debtors. Some debts from 2016/17 have been written off due to the difficulty in chasing families that have left the school. Current families that do not pay off their debts will not be allowed to use the service. The debt retrieval process remains the same as per Board policy, but we are attempting to manage the process more rigidly.

Action The Secretary will liaise with the Four Peaks administrator to provide a monthly balance to the Principal.

Action The Secretary will investigate OSCAR grant applications and the submission of School debtors.

Personnel

There is a possible candidate for the accounts role. Kate Silich will liaise with the candidate to give an overview of the position requirements. If the candidate is successful, a fixed term contractor position would be offered up until the end of the year.

Property

A 5YA amendment form was submitted to MOE for inclusion of the proposed switchboard and lighting works. A procurement report will also need to be submitted before approval can be granted. The amendment form also detailed the SIP funding which was required to be allocated to specific works. We allocated the funds to a weatherproof shelter over the netball court and heat pumps, however, this can be amended again if the School's priorities change.

Action The Secretary and Principal will work on the switchboard procurement report together to get it submitted this week.

We have quotes from three different suppliers for the lighting upgrade. Following a quote comparison, Ghost Electrical came out as offering the best product at the best cost.

Action The Principal will discuss the lighting quotes with Stuart Oliver to gain his opinion on each proposal.

Motion

Subject to a second positive reference for Ghost Electrical, the Board agreed to Ghost Electrical carrying out the light fitting upgrade at \$43,664.86+GST as allocated from the 5YA funds.
Twaddle/Paine

Action The Secretary will supply the Board with a second reference for Ghost Electrical.

Health & Safety

People coming on site are adhering to the level 3 H&S procedures & signing in and out. The Caretaker is doing clean downs of big areas and the cleaners come in each night to do a regular clean. Different staff have had scheduled visits to site to start preparations for the School reopening. Gareth is working on H&S for alert level 2. Many 'best practice' measures will be those the School had in place prior to lockdown so the SLT feel well prepared for this transition. The primary concern is managing the education of students both at school and at home. The SLT are working on reassigning resources where possible so workload is balanced across the team.

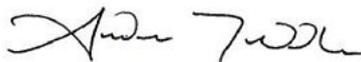
Kahui Ako

Much of Kahui Ako is on hold at the moment but the Principal has given feedback to the group to continue the IT kick group. CPS priority is to get through this term before looking ahead to wider groups.

The Board Chair confirmed the date of the next meeting but advised that an earlier meeting could take place if needed during the changing circumstances of COVID-19.

Meeting closed 7:30pm

Next meeting: Monday 15 June 2020 at 6pm



Chairperson: _____
Andrea Twaddle

Date: 15/06/2020

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:

<i>Potential Christmas Gathering dates to be circulated.</i>	<i>Andrea</i>
Re-circulate Policy review email and confirm which policies need to be reported upon.	Andrea / Mike
Amend the Sun Protection Policy typo.	Kate D
Four Peaks monthly updates.	Kate D / Sandy
OSCAR grant / debtors submission	Kate D / Sandy
Procurement Report for Switchboard work	Kate D / Mike
Lighting quotes to Stuart Oliver	Mike
Second reference for Ghost Electrical	Kate D