

**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.

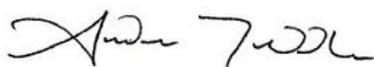
Action To review this in the next Board meeting.

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
15TH JUNE 2020 HELD AT 6.00P.M. CPS MEETING ROOM**

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

ERO, Friends of CPS and Community Consultation will be discussed at the end of the meeting

Late Items for the Agenda

- Rutherford Ski Camp
- Friends of CPS
- ERO

MINUTES OF THE LAST BOARD MEETING

Motion

To accept the minutes of the meeting on 4 May 2020.

Jenkins/Paine

RUTHERFORD SKI CAMP

Ski camp organization is well underway with numbers coming in and RAMS forms completed. The mountain is unable to confirm bookings at this stage due to the lack of overseas instructors following COVID19 so our daily schedules are unable to be finalised at this point. Through community support, financial assistance has been made available to students who may otherwise not be able to attend.

Motion

The Board approves the camp subject to the RAMS and Health & safety plan to be received at the next Board meeting.

Twaddle/Jamieson

Action Kate P to present ski camp logistics at the next Board meeting.

MATTERS ARISING FROM LAST BOARD MEETING

BOT Christmas gathering date TBC.

CORRESPONDENCE

'MOE letter of thanks' and 'ERO COVID19 Evaluation Approach' were circulated to the Board.

PRINCIPAL'S REPORT

The Principal's report was tabled and discussed.

As a Teacher Only Day was missed during lockdown, the next TOD is set for 20 July 2020 (first Monday after school holidays).

Students numbers reflect the decision to be firm on in-zone enrolments.

CPA have created a subcommittee across Cambridge schools to review sports in schools, with the alternative of sports run by clubs being discussed.

The risk of student and staff fatigue and stress is being actively managed and support is in place. The Board requested that the Principal let them know if any additional support/resourcing is required to support student and staff hauora.

Data will be collected by the end of the term regarding student progress, to be reported to the Board.

Motion

The Board move that the Principal's report be accepted.

Twaddle/Jenkins

FINANCE

The Principal provided a report on the School's finances.

Four Peaks debts are being actively managed.

There are a couple of accounting processes still to be addressed with Monty with regard to the ease of capturing data.

The Board advised that they like the reports provided through Monty.

The budget deficit was \$37,000 during lockdown with cash deficit of \$17,000. This has improved by \$5,000 just by tweaking specific areas each month as things change. Current budget deficit of \$31,142 and cash \$12,929.

Motion

That the Finance reports be adopted.

Jenkins/Jamieson

PROPERTY

The switchboard works and light fittings upgrade from the 5YA funds will take place during the school holidays. \$25,000 of the Solar panel project will also be installed during this time. Next term the Board will revisit the potential projects for 5YA funding. CPS will continue to get quotes for the heat pumps and the cover over the sports court.

PERSONNEL

Teaching appointments were discussed.

Action The Senior Leadership Team and Board Chair are to review the appointment procedure to include a practical observation before appointment.

POLICIES

The Policy review was discussed.

School Docs have not tailored our policies as we had previously requested. The generic policies are, however, consistent with the School's legal requirements.

CPS will only tailor policies that are specific to the school and it's practice/procedure.

Action The Principal will report on 'assurance' policies in the next Principal's report. The Policy committee to continue to advise on Policy decisions.

HEALTH AND SAFETY

H&S was addressed in the Principal's report. Staggered leaving times has had a positive impact on road safety and students leaving school efficiently.

Action The Principal will put out communication to the CPS community for clarity around Parents/caregivers being able to come on site.

COMMUNITY CONSULTATION

To gain an understanding of students' experience at CPS, the Board will be undertaking community consultation.

The Board aims to simplify the Community Consultation Survey previously used by sending out fewer questions, in a sequence of regular questionnaires (i.e. each term) to make the process more manageable and increase feedback received.

The community surveys will tie in with feedback regarding key MOE / ERO expectations.

Action A sub committee was created to draft the first survey.

ERO

The ERO review has changed following COVID19. Schools have been asked to answer questions around the impact of COVID19 and the wellbeing of the school community instead of the previous format of review. The Principal and Board Chair will each have an hour long conversation with an ERO representative by video conference.

The recent CPS community survey will inform our reporting to ERO.

Action The Principal and Board Chair will meet with ERO by video conferencing.

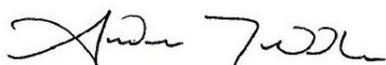
FRIENDS OF CPS

A directory of local businesses and services will be collated to support our community. This will be drafted as text listings to either be accessible through the CPS website or facebook page.

Action Nicola to progress.

Meeting closed 8:35pm

Next meeting: Monday 27 July 2020 at 6pm



Chairperson: _____
Andrea Twaddle

Date: 28 July 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:

Potential Christmas Gathering dates to be discussed at July meeting.	All
Ski Camp details presented for review and confirmation	Kate P
Review teaching appointment procedure	SLT / Andrea
Assurance policies to be addressed in Principals report	Kate D / Mike
Comms to Community re parents/caregivers on site	Mike
Draft first community consultation survey questions	Andrea / Calum / Nicola / Kate P
ERO Review	Mike / Andrea