

**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.

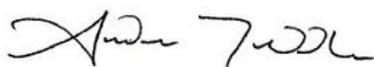
Action To review this in the next Board meeting.

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
27TH JULY 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: Nic Pettit, Gareth Haman, Carmel Stock

Welcome and Karakia

ORDER OF BUSINESS

Data Reporting will be presented at the start of the meeting

LATE ITEMS FOR THE AGENDA

- Data Reporting
- Ballot Numbers
- FSW Sign Dimensions
- 10 Year Strategic Vision

DATA REPORTING

Nic Pettit and Gareth Haman presented CPS curriculum data via the 'Hero' database. The data was able to be viewed in relation to previous years, curriculum expectations and how levels of learning are classified. Overall, school data has improved along with Teachers understanding of learning levels and knowledge of target students.

Proposal for continuation of Lexia subscription

A free subscription of 'Lexia' reading programme (literacy) over COVID19 was received well by teachers as a valuable supplement programme. Gareth Haman advised the Board that he is confident of the success in continuing the programme, across the school and specifically for target learners.

Motion

The Board approved the request to increase the literacy budget by \$2,884.00 in order to continue the Lexia subscription until February 2021.

Twaddle/Jamieson

IT REVIEW & UPGRADE

Carmel Stock presented the findings of the ICT review to the Board. The proposal addressed the following:

- Upgrade in infrastructure - \$2,800
- Additional wiring - \$1,800
- Cloud based system - \$2.50 per student

The investment would replace our current 9 year old equipment and ensure consistent coverage of WIFI around the school as well as the inclusion of an ongoing maintenance package.

Motion

To approve of ICT purchase up to \$5,000.

Paine/Cronin

MINUTES OF THE LAST BOARD MEETING

Corrections are to be made to the draft minutes of the meeting held on 15th June and circulated to the Board for approval by email.

MATTERS ARISING

- Ski Camp Update - Kate Paine presented the itinerary of the Ski Camp and back up plan in the event of any unforeseen cancellation. RAMS and health & safety plans have been covered off.

The Board thanked Kate Paine and Charlott Bayliss for all their hard work in a short time frame on this year's camp.

Motion

The Board approved the 2020 Ski Camp and RAMS.

Baker/Cronin

CORRESPONDENCE

The Board acknowledged the Trillian grant funding resolution made on 3rd July.

An addition was made to the inward correspondence. An email response from Dion Silich was tabled and his questions were discussed.

Upcoming NZSTA professional development courses were discussed.

Summary of ERO Review Interviews was discussed, along with staff wellbeing.

Proposal for Principal's Appraisal was discussed.

Action

The Boardchair will draft the response to Mr Silich and circulate to Board members for approval prior to sending.

Action

To circulate to the BOT professional development summary to ensure BOT members keep upskilled in school governance and a cross section of skills is maintained on the Board. The summary maintains an up to date record of completed governance training.

Action

The Board Chair will draft a short survey for staff based around their wellness and circulate to the Board for review.

The Board approved the time frame of the annual appraisal cycle from Neil Couch and established a personnel committee to meet with Mr Couch. Committee members are Andrea Twaddle and Shaun Baker.

Action

The Principal will complete a '360' with the SLT and Mr Couch.

PRINCIPAL'S REPORT

The Principal's report was tabled and discussed.

The Principal provided assurance to the Board of the School meeting policy requirements, as set out in the Implementation Audits and Reports, listed in the 'Appendix to the Principal's Report'. The Swimming pool policy has been reviewed. The procedure will be tabled at the next Board meeting on 14th September.

Motion

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

Twaddle/Paine

The meeting went into committee at 8:24pm

Refer to In-committee minutes

Out of Committee at 8:49pm

FINANCE

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

School donations have hit their budget and the overall budget deficit has come down to approximately \$13,000. The Principal and Payroll Administrator have met with NZEI and are working on figures to ensure the Support Staff new salaries are accurate to ensure full funding.

The Board acknowledged the work that Kate Silich has done during her time with CPS.

Action

To send a 'thank you' to Kate S on behalf of the Board.

Motion

That the Finance reports be adopted.

Jenkins/Jamieson

PROPERTY

A subcommittee was formed to review the heat pump and canopy quotes and make recommendations to the Board. Subcommittee Members are Michelle Jenkins, Mike Pettit, Calum Jameson and Kate Dye.

Action

Michelle to create scoring criteria for the heat pump and canopy quotes, in order for the quotes to be fairly assessed.

POLICIES

The Policies for review this term will be tabled at the next meeting on 14th September.

HEALTH & SAFETY

H&S was addressed in the Principal's report. The Principal continues to take reasonably practicable steps to minimise identified risks, including by scheduled H&S committee meetings.

SCHOOL POOL ACCESS IN TERM 4

A discussion took place regarding offering access to the School pool to more of the community, if the town pool is not open by summer. The Board discussed providing an opportunity for access to the School community as the priority, then the potential for public to purchase a pool key. The Board discussed the health and safety parameters, including the number of people the pool could safely accommodate.

The Board approved the sales of x150 pool keys at a price of \$150 per key.

DATES FOR DATA MEETING & BOT CHRISTMAS FUNCTION

Data meeting is set in the school calendar for Wednesday 9th December.

The BOT Christmas function will be held on 21st November.

BALLOT NUMBERS

Ballot numbers for 2021 were discussed.

Motion

The Board moved the ballot numbers as follows: Yr1 - 25, Yr2 - 8, Yr3 - 6, Yr4 - 1, Yr5 - 1, Yr 6 - 5. Total of 46 places.

Jenkins/Twaddle

FSW SIGN DIMENSIONS

FSW has requested sign measurements of 400H x 2000L, which is slightly different to the initial proposal.

The Board approved the new sign measurements.

REVIEW 10 YEAR STRATEGIC VISION

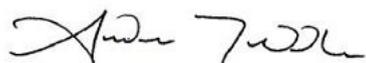
The Board would like to progress with the intention to develop Te Ao Maori throughout the school, as set out in the strategic plan.

Action

The Boardchair will advise Nic Pettit of the Board willingness to progress discussions with our local iwi, including Board participation in the next course at the marae (once this is available).

Meeting closed - 9:40pm

Next meeting - Monday 14 September 2020 at 6pm



Chairperson: _____
Andrea Twaddle

Date: 14/09/2020

Dates of Board Meetings in 2020:

Term 1, Week 4	Monday 24 February
Term 1, Week 9	Monday 30 March
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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:

Draft response to Mr Silich & circulate to the Board	Andrea
Circulate BOT PD documents to all BOT members	Kate D
Draft survey around staff wellness to be circulated to the BOT	Andrea
'360' with SLT & Mr Couch for appraisal	Mike
'Thank you' to Kate Silich from the Board	Kate D

Advise Nic Pettit of BOT offer to advance on Te Ao Maori as set out in Strategic Plan	Andrea
School pool procedure to be brought to September meeting	Kate D / Mike