

**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.

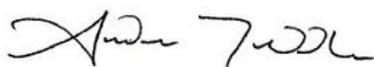
Action To review this in the next Board meeting.

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 DATA MEETING ON
22ND FEBRUARY 2021 HELD AT 6:00PM AT CPS MEETING ROOM**

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

Apologies: None

Visitors: Carmel Stock

Welcome and Karakia

ORDER OF BUSINESS

ELECTION OF CHAIRPERSON / DEPUTY CHAIR

Mike Pettit nominated Andrea Twaddle for the continued role of Chairperson. Andrea Twaddle nominated Michelle Jenkins for the continued role of Deputy Chair. No further nominations were received.

Motion

The Board elected Andrea Twaddle as Board Chair.

Pettit/Paine

Motion

The Board elected Michelle Jenkins as Deputy Board Chair.

Twaddle/Paine

DELEGATED RESPONSIBILITIES

The Delegated responsibilities were discussed.

Motion

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

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Twaddle/Jamieson

LATE ITEMS FOR THE AGENDA

Gala Health & Safety plan

Phone quotes to budget

ANNUAL CALENDAR / BOT MEETING DATES FOR THE YEAR

The proposed 2021 Board meeting calendar and perpetual agenda was discussed.

10YPP to be on the perpetual agenda for meeting 1.

5YA to be on the perpetual agenda for meeting 7.

Board self review on the agenda for meeting 3 (*set for 2021 - may have to change in 2022 as it is an election year).

Motion

The Board confirmed the meeting schedule with the addition of the listed amendments.

Paine/Pettit

IT PROPOSAL

Carmel Stock entered the meeting at 6:35pm to talk about the proposal to purchase more ipads for the junior classes.

Requested x49 ipads with 128 gig, functionality in line with our learning and applications, capacity and longevity needs and replacement TV's - \$35,000 with education pricing.

Responsible screen time was discussed.

The proposal is not to change current CPS policy, but upgrade the School's IT functionality which is now outdated in the junior school. The senior school's IT functionality is sufficient.

The Board agreed to confirm a decision when reviewing the finances and budget as a whole.

Two telephone upgrade quotes were discussed.

Motion

To accept the recommended quote from Smart-Wired - monthly subscription cost of \$143 hardware upgrade of \$7,338.61

Paine/Jenkins

MINUTES OF THE LAST BOARD MEETING

The Secretary will correct the typing error on page 2 and include the exact Four Peaks fee increase.

Motion

To accept the minutes of the meeting on 9 December 2020 pending the changes described above.

Pettit/Jenkins

MATTERS ARISING

Heat pump control software is still pending. Secretary will circulate once received.

The School Van Policy was discussed.

Motion

To amend the School van policy to:

1. include a statement clarifying who is responsible for the 'excess' in the case of an accident and negligence, and

2. remove the mileage costs for full staff events, at the discretion of the Principal.

Twaddle/Cronin

Letter responding to MOE regarding the new Cambridge School proposal was discussed and content agreed.

Action - Secretary to send the approved final draft response letter to MOE.

Action from 2020 for Board to engage in Te Reo to be followed up. Chair has followed up with SLT.

Action - Board Chair to follow up progress with Nic Pettit and report at next meeting.

CORRESPONDENCE

Covered in previous agenda items. Board accepted the inward and outward correspondence.

PRINCIPALS REPORT

The Principals report was tabled.

Roading changes by Waipa District Council Streets for People trial could impact on Four Peaks coffee bar income with less people on site before school. Communication has gone out to our community regarding walking bus and cycle train options. Further communication will be sent this week. To monitor the potential impact.

Sports moving to clubs - The CPA confirmed that schools will not support or promote any one club. For example, there will be a single dissemination of communications for all clubs and non-competing musters.

Our recent Covid19 response went smoothly.

Proposed projects were discussed - addressed within the Budget.

The School pool heater has not been able to be fixed. The recommendation is that the heater is to be replaced, with funds from the School pool depreciation fund. Options were discussed, including their potential impact on the School's Enviro-school goals, financial impact and effectiveness.

Motion

The Board approved the purchase of x3 24.5 kw electrical heat pumps to fix the pool heating problem at a cost of \$19,200 +GST. *Twaddle/Cronin*

FINANCE

The proposed 2021 budget has included all school resource requests. The risk of further Covid 19 Lockdowns and potential impact on the School's financial position was discussed.

Containers previously approved have been purchased and are to be installed.

The Garden to Table proposal and associated GSE building upgrade was discussed.

Motion

The Board approved the 2021 budget including capital spend items on:

- IT proposal (as outlined previously in these minutes) at \$35,000
- GSE building - 'Garden to Table' programme upgrade (as outlined in the Principals Report) at \$50,000

Jamieson/Jenkins

Motion

The Board approved the December 2020 and the January 2021 accounts. *Jenkins/Pettit*

PROPERTY

Discussed within the Principal's Report, projects and budget.

PERSONNEL

Interviews have been conducted for the Caretaker role, with an offer made and accepted. Interim cover has been arranged with the new Caretaker available to start work mid-May.

POLICIES

Community consultation was discussed.

Action - The Board Chair will circulate 4 short surveys for review by Board Members and sign off over email.

Action - A notice will be sent out in regard to the survey in the newsletter in week 6.

CPS Home Learning policy was assured by the Principal following consultation with each syndicate.

Finance and Property Management is being reviewed by Olivia Baudinet (School Bursar).

Risk Management Policy was discussed with assurance provided.

Board self assessment was discussed and agreed. Draft documentation to assist would be circulated.

A reminder that any event held on School grounds needs to adhere to CPS risk management and Health & Safety standards, including having a health and safety management plan in place.

Motion

Assurance of the School's compliance with its Home Learning, and Risk Management policies be accepted.

Paine/Twaddle

HEALTH & SAFETY

The PTA are liaising with the CPS H&S Officer in regard to their H&S plan for the gala and their Covid19 response plan.

The H&S audit update remains to be a working document that will be passed on to the new Caretaker.

2021 CHARTER & STRATEGIC PLAN SIGN OFF

2021 Targets were discussed. The beginning of term 1 saw a focus on highlighting Key Competencies and the CPS Vision Statement and making them more visible around the school and embedding a sense of community within the students and staff.

Motion

The Board approved the 2021 Charter and Strategic Plan, with confirmed targets.

Twaddle/Pettit

Action - The Secretary to send the Charter to MOE.

PRINCIPAL'S APPRAISER

The Principal met with Bob White with regard to the Principal Appraisal contract. Mr White is an ex Principal, facilitator and current Board Chair of CMS. The Board Chair has spoke with Mr White who has confirmed his interest in conducting the Principal's Appraisal. The Appraiser's approach to appraising and his fees were discussed.

Motion

The approved the appointment of Bob White as the Principal's Appraiser. *Paine/Jamieson*

PROFESSIONAL DEVELOPMENT - NZ INSTITUTE OF DIRECTORS COURSE

5 day intensive governance and leadership course was discussed with regard to the Principal's PD.
The Board is supportive of the Principal undertaking professional development in procurement and governance.

VACANT BOT POSITION

The Board discussed the options of selecting or electing a new member onto the Board to cover the current vacancy.
The Board agreed it would benefit from additional skills competency in education and cultural diversity. The Board agreed that Sol Henare meets the skill set sought.

Motion

The Board will contact Mr Henare and offer him an option of being selected onto the Board, subject to due process.

Twaddle/Cronin

Action - Board Chair to contact Mr Henare. If the offer is accepted, an announcement will be made in the next CPS newsletter. An Induction to be conducted with Mr Henare.

Motion

If Mr Henare declines the position, the Board will go to an election.

Jamieson/Cronin

TEACHER ONLY DAYS FOR 2021

Motion

The Board approved the remaining 2021 TOD as: 12 March, 4 June, 18 June (Field Days Friday) and 12 November.

Twaddle/Cronin

HILLARY CAMP SIGN OFF & RUTHERFORD CAMP SIGN OFF

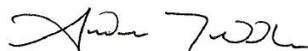
RAMS forms for the Hillary and Rutherford camps were received and reviewed by the Board. The dates of the camps are coincidentally the same but set by the venue so unavoidable. The multiple costs for some families is a concern. CPS will be able to make the two camp donations from last year available to any families identified as needing some assistance with the cost.
Parent helper ratios/numbers were discussed.

Motion

The Board approved both the Hillary and Rutherford 2021 camps.

Jenkins/Twaddle

Meeting closed 10:07pm **Next meeting:**



Chairperson: _____
Andrea Twaddle

Date: 29/03/2021

Dates of Board Meetings in 2021:

Term 1, Week 4	Monday 22 February
Term 1, Week 9	Monday 29 March
Term 2, Week 2	Monday 10 May
Term 2, Week 8	Monday 21 June
Term 3, Week 2	Monday 2 August
Term 3, Week 8	Monday 13 September
Term 4, Week 2	Tuesday 26 October
Term 4, Week 5	Strategic/Annual Plan Charter Meeting - Monday 15 November
Term 4, Week 7	Monday 29 November
Term 4, Week 7	Data Meeting - Thursday 2 December

Action Plan for reporting at next meeting:

Send final draft response to MOE re new Cambridge School	KD
Follow up on Te Reo courses with DP1	Andrea
Circulate x4 community surveys for email sign off	Andrea
Notice sent out in week 6 newsletter re the surveys	Kate P
Send approved 2021 Charter to MOE	KD
Contact Mr Henare re the Board vacancy	Andrea
Board self-assessment documentation to be circulated	KD
Confirm Bob White as Principal's Appraiser	Mike/Andrea