

**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.

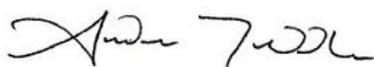
**Action** To review this in the next Board meeting.

**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  
29TH MARCH 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:** Sol Henare

**Welcome and Karakia**

The Board Chair gave Sol Henare speaking rights for the duration of the meeting.

**ORDER OF BUSINESS**

No changes.

**LATE ITEMS FOR THE AGENDA**

None.

**MINUTES OF THE LAST BOARD MEETING**

**Motion**

To accept the minutes of the meeting on 22 February 2021.

*Pettit/Paine*

**MATTERS ARISING**

- Community Consultation  
The Board discussed the draft community consultation surveys and draft options circulated. The School Environment survey will be sent out this week with a focus on child hauora, wellbeing, identity, and a safe school environment (for childrens' physical and emotional needs).
- Board of Trustees Position  
No responses have been received regarding the Board's proposal to select a member. The deadline for responses is 7 April 2021.
- Board Self Assessment  
The Board agrees to read over the Board self assessment document and discuss it at the next meeting. Any suggestions should be forwarded to the Secretary by 3 May and collated ready for next meeting.

**CORRESPONDENCE**

No correspondence has been received regarding the new Cambridge School and the feedback submitted by CPS.

**Action** - The Secretary will follow up with MOE.

## **PRINCIPAL'S REPORT**

The Principal's report was tabled and discussed.

Students from the Challenge & Extension programme have started presenting their ideas to the Principal regarding the design of the GSE building.

The PTA have estimated that the profit from the Gala is approx \$24,000. Confirmed numbers have not been received yet.

The new pool heat pumps should be scheduled for an annual service to ensure equipment is maintained properly.

Bike Ready Cycle Skills is available for Rutherford Students this week.

CPS will carry out a review on both camps with the results to be on the next BOT meeting agenda.

A working group for the GSE building upgrade was discussed. Michelle Jenkins volunteered to take part alongside Mike Pettit and Kate Dye to manage the paperwork requirements. Parent helpers would also be required.

**Action** - The enrolment form is to be adjusted to record parents willingness to volunteer their time/skills to school activities and projects.

**Action** - Parent volunteers to be requested in the newsletter.

## **Motion**

The Board accepts the Principals Report.

*Twaddle/Paine*

## **FINANCE**

**Action** - The Secretary will follow up with MOE regarding the Heat/Light/Water funding review and the timing of the distribution of funds.

## **Motion**

The Board accepts the February 2021 financial reports.

*Jenkins/Jamieson*

## **PROPERTY**

Prior to the meeting, the Board walked around some areas of the School property in review of the 10YPP. Changes might be made to the painting schedule due to wear and tear and there might be some cost to this if we need to bring the painting of some areas forward.

## **PERSONNEL**

The Principal advised that there is no real impact on CPS regarding the lack of funding from Kahui Ako staffing. The timing of this staffing review took place after the provisional staffing review, which has meant that no changes can be made to our allocation.

## **POLICIES**

The Bursar has reviewed the financial policies and confirmed that CPS is operating consistently with these. The Principal assured the Board on all Policies scheduled under 'Assurances'.

The Board agrees that it is at the Principal's discretion to manage within the budget total in its entirety. The Board does not require a line by line report from the Principal each Board meeting, as financial reports are provided and a quarterly financial review provided to the Board which is sufficient. The Board agrees that the Principal has discretion to manage the budget accordingly, and that this is captured within the annual delegations which are stated in the February meeting/first Board meeting of each year.

**Action** - If this agreement falls within a current CPS procedure, CPS will record accurate wording to reflect this.

## **HEALTH & SAFETY**

Our interim Caretaker is putting systems and procedures in place to enable the newly appointed Caretaker clear process and standards to maintain.

A review of actions required against the H&S Audit actions will be presented to the Board at the next meeting.

**Action** - H&S Audit 'completed jobs/scheduled jobs/WIP' to be available to the Board.

An accident took place at Camp this week where a student broke their arm. The report for this was written up after the Board Report was finalized. This accident will be reviewed as a significant incident in the next Board report and as part of the Camp Reviews.

## **SUBMISSION FOR STREETS FOR PEOPLE**

The Principal disclosed a conflict of interest and it was agreed that he will abstain from voting in any CPS Board of Trustees decision regarding the Streets for People Project, given his role as a Waipa District Councillor (and this being a Council trial/project).

Prior to the Board meeting, Board members reviewed onsite the trial now fully in place outside the school.

A discussion took place regarding whether the Board make a submission to the Council on behalf of the School.

The Board takes its health and safety responsibilities seriously and considers the safe movement of staff and students to/from school an important issue.

**Action** - The Principal will find out when submissions close and inform the Board.

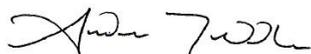
**Action** - CPS Staff to encourage parents to put in their own individual submissions to Council.

## **Motion**

The Board will make a submission to Council regarding the Streets for People Project. Details of the submission will be developed after a longer period of the trial operating, and with the benefit of staff feedback.

*Twaddle/Jamieson*

Meeting closed      **8:00pm**      Next meeting:      **Monday 10 May 2021**



**Chairperson:** \_\_\_\_\_  
Andrea Twaddle

**Date:** 19/05/21

## **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:**

Follow up with MOE regarding an update on the new Primary School in Cambridge	Kate D
Add 'Parent Volunteer Participation' to the enrolment form	Kate P
Request Parent Volunteers through the newsletter	Kate P
Follow up with MOE regarding 'Heat/Light/Water' funding	Kate D
Check procedure around the Principal's discretion on budget	Andrea
H&S Audit update at the next meeting	Kate P
Feedback on closing date for submissions re 'Streets for People' project.	Mike
CPS Staff to advise community to make their individual submissions re "Streets for People" project	Mike
Follow up on Te Reo courses with DP1	Andrea - waiting on DP1
Finalise and circulate first of Community surveys	Andrea, Kate D and Kate P