

**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.

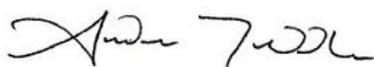
Action To review this in the next Board meeting.

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
10TH MAY 2021 HELD AT 6:00PM AT CPS MEETING ROOM**

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

Apologies: None

Visitors: None

Welcome and Karakia

The Board Chair formally welcomed Sol Henare to the Cambridge Primary School Board of Trustees. Sol introduced himself and gave a brief summary of his background.

ORDER OF BUSINESS

No changes.

LATE ITEMS FOR THE AGENDA

Addition to the record of Correspondence - Letter received from Anna Asplin.

MINUTES OF THE LAST BOARD MEETING

Amend the 'Submission for Streets for People' section to clarify the Principal's abstaining from voting is only in regard to the CPS Board of Trustees collective submission.

Motion

To accept the minutes of the meeting on 29th March 2021.

Jenkins/Jamieson

MATTERS ARISING

- Community Consultation
The survey results were discussed. Feedback was overwhelmingly positive. To get more engagement, consideration could be given to the timing of sending the surveys out.
Action - Clarify whether the bullying programme includes cyberbullying?
Action - A note of thanks to go in the next newsletter for community participation in the survey.
Action - Provide a summary of responses to Staff.
- Board Self Assessment
A discussion took place on how to use the assessment document. The Board agreed to review 2 chapters at a time/per meeting.
Action - Circulate blank tickbox chart and collate Board responses.
- Proposed New School in Cambridge
This school will form an establishment Board. The Board Chair will attend the community consultation meeting this Wednesday.
- Streets For People

Another workshop will be held at CPS regarding the Streets for People feedback on Monday 17th May. This is further consultation with the community and does not reflect any view point from Cambridge Primary School or the CPS Board of Trustees. The Board Chair will attend the CPS Staff meeting on 20th May to receive feedback from staff about the trial. Staff will be encouraged to make individual submissions and remind the community to do the same before the cut off date in June.

CORRESPONDENCE

Anna Asplin has requested maternity leave from 26 Aug 2021 to term 4 2022. The Principal is supportive of this arrangement.

Motion

The Board approved Anna Asplin's maternity leave request.

Pettit/Cronin

The Board Chair read an introductory letter from Katie McQuaid, CPS new Education Advisor at MOE.

Action - Follow up on Katie's request for the variance report.

NZSTA courses were discussed

Action - Board members will request the workshops they would like to attend and the Secretary will book the sessions.

The Board accepted the record of correspondence as true and correct.

PRINCIPAL'S REPORT

The Principals report was tabled.

The Principal talked about bereavement within the school community and steps being taken to look after our staff and families affected. The Board offered their help where possible to be extra support for the Principal and DP1.

Goal setting meetings have started this week in a more streamlined process which is working really well.

Carmel is monitoring how our IT provider is coping with CPS workload and timeframe as the new devices are being set up in classrooms.

Action - A Formal budget review will take place prior to the next meeting with attendees - The Principal, Accounts Administrator and Board Chair.

Motion

The Board accepts the Principals Report and the March 2021 Financial report.

Twaddle/Jamieson

PROPERTY

Property projects were discussed.

Action - Arrange for an electrician to wire up to canopy with a view to future installation of lighting etc.

Action - The Board will review the 5YA at the next meeting.

PERSONNEL

The Principal discussed filling the role of International Student Director and ALLIS Coordinator following the resignation of Ann Easter.

POLICIES

The policies for review were discussed. The *Protected Disclosure* policy and the *Visitors* policy are correct. Changes were proposed to the *Reporting to Parents on Students Progress and Achievement* policy.

Action - The Principal will give his assurance on the remaining Implementation Audits and Reports at the next meeting.

Motion - The Board approved the reviewed policies and the proposed changes.

Twaddle/Cronin

Action - Changes will be submitted to School Docs.

HEALTH & SAFETY

The interim Caretaker has provided a summary of the H&S audit and what remains outstanding. An Electrician has been booked to come out to deal with some of those points. The Caretaker has also created 'Caretaker notes' to give as much detail to George James as possible when he starts the role. The summary will be available to the Board at the next meeting. The Board thanked Damien for all his efforts in his temporary role.

H&S minutes will be taken to every 3rd staff meeting to ensure that all staff are aware of procedures.

SUBMISSION FOR STREETS FOR PEOPLE

The CPS Board of Trustees Streets for People Review was discussed. Staff feedback would inform the Board's written submission. It was decided that alongside a written submission, the Board wished to present in person and this would be noted in the written submission. The School community would be encouraged to provide their own submission on the Streets for People Trial.

Action - Nicola and Calum will present CPS BOT submission to Waipa District Council if there is an opportunity to do so.

CAMP REVIEWS

A review of both Hillary and Rutherford Camps were tabled. A discussion around improvements to the camp procedure took place.

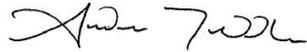
The Board received and accepted the camp review and look forward to seeing implemented procedure changes and request to see them at the next meeting.

Team Leaders may be invited to present camp proposals to the Board for future EOTC.

**The meeting went into committee at 8pm - Refer to In-Committee minutes
In-committee closed at 8:55pm**

Closed with Karakia

Meeting closed: **9:00pm** Next meeting: **21 June 2021**



Chairperson: _____
Andrea Twaddle

Date: 21 June 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:

Advise the BOT whether the bullying programme includes cyberbullying	Kate D
Note of thanks in the newsletter for community participation in the survey	Andrea / Kate P
Summary of Survey responses to Staff	Andrea
Circulate to the BOT a black tick box chart and collate responses	Kate D
Follow up with MOE regarding Heat, Light, Water funding	Kate D
Provide variance report to Kate McQuaid	Kate D
Formal budget review meeting	Mike, Andrea, Livvie
Arrange for an electrician to wire up to the canopy	Kate D
Circulate 5YA to the BOT	Kate D
Submit changes to School docs on Reporting to Parents on Student Progress and Achievement policy	Kate D