

**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.

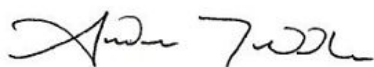
**Action** To review this in the next Board meeting.

**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  
21ST JUNE 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**

**ORDER OF BUSINESS**

No changes

**LATE ITEMS FOR THE AGENDA**

None

**MINUTES OF THE LAST BOARD MEETING**

**Motion**

Move to accept the minutes of the meeting on 10th May 2021 and the in-committee meeting minutes of the same date.

*Jamieson/Twaddle*

**MATTERS ARISING**

**Community Consultation Feedback**

The content of the next community consultation survey was discussed.

**Action** - The Board Chair will circulate, to the Board, the proposed questionnaire for any additions / amendments.

**Staff wellbeing survey**

**Action** - The Board Chair will circulate the summary of the staff wellbeing survey to the Board for comment before sending out to CPS staff.

**Board self assessment**

The summary of results were tabled. The Board clarified that the assessment process is in relation to the CPS Strategic plan and agreed that a chapter per meeting will be reviewed by all members and collated by the Secretary.

**Action** - The Secretary will place a hard copy of the CPS strategic plan into each member's board pack.

**Action** - Each Board member is to familiarize themselves with the CPS strategic plan.

**Action** - Any suggestions for changes to the Board Assessment document are to be emailed to the group.

**Action** - The Board Chair will draft a letter to the Government and MOE to address strategy plans for schools, living with Covid-19 in the community, as will be the likely reality when international travel is reinstated.

**Motion**

The Board moved the actions listed above.

*Jenkins/Paine*

**SAR Report 2020**

**Motion**

The Board approved the review of the 2020 SAR report as presented to be true and correct.

*Twaddle/Pettit*

We have no update regarding the new Cambridge school.

**Action** - The Principal will raise the topic at the next Cambridge Principals Association meeting for feedback to the CPS Board.

**CORRESPONDENCE**

A late addition to the correspondence was added. Outward correspondence dated 21/05/21 to Waipa District Court (WDC) re the Streets for People project and WDC's acknowledgment of an "excellent submission" was received.

The Board formally recorded the resolutions to Trillian Trust, Pub Charity and Rotary for grants sought.

**PRINCIPALS REPORT**

The Principals report was tabled.

There were a few errors in the report.

On the first page the total number of students in year 6 is 56.

Under 'Personnel' Hayley S' class will peak at 20 at the beginning of term 3.

The 'Computer security and Cybersafety' is not assured by the Principal.

**Action** - The Secretary will make amendments to the document and submit to School Docs in request to be a tailored policy.

The 'Emergency Evaluation/Emergency Kits' is not assured by the Principal.

**Action** - The Secretary will work with Staff to create an accurate policy which will be presented to the BOT at the meeting on Monday 13 September 2021.

The total outstanding Rutherford camp fees is currently \$3,055. The total outstanding Hillary camp fees is \$2,115.

Four peaks debtors are as follows:

<i>Totals for Feb 2021</i>	<i>Totals for Mar 2021</i>	<i>Totals for Apr 2021</i>	<i>Totals for May 2021</i>	<i>Totals for Jun 2021</i>	
7796.06	2175.30	2518.06	8485.78	4053.28	<i>Current</i>
2681.08	4402.26	1873.25	1997.48	1861.51	<i>30 Days</i>
1324.70	1698.13	2560.56	947.00	611.23	<i>60 Days</i>
1110.50	915.30	1703.39	816.25	650.40	<i>90 Days</i>
13380.14	12006.44	11880.12	10424.46	9898.59	<i>Older</i>

26292.48	21197.43	20535.38	22670.97	17075.01	<i>Total</i>
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**Action** - Review older Four Peaks debtors with regard to writing off some older amounts. This will be presented at the next meeting on 2 August 2021.

Sofia Wright, our interim Property Advisor from MOE, has advised that the school does not need to officially update the our cyclical maintenance painting plan because it will be renewed as part of our 10YPP in 2022.

**Action** - The Board Chair will advise the auditors of MOE's direction.

A review of budgeting for Four Peaks before school care was discussed.

**Action** - Request the Four Peaks Supervisor's input into a community survey and budget estimates.

**Action** - Complete a data comparison for before school care numbers on 5 randomly selected days for 2020 and 2021.

### **Motion**

The Board accepted the Principals Report.

*Twaddle/Henare*

### **FINANCE**

A formal budget review was carried out earlier this month. Possible adjustments were presented to the Board.

A staffing adjustment for an extra .2 position is equal to \$9,000. This would allow for STEAM work to continue and more release time for staff.

A quote has been received for building costs of approx \$17,000 for the Garden to Table space. Quotes are pending from the Electrician, Plumber, & flooring contractor. An estimate for the entire project is \$70,000.

### **Motion**

The Board approved the budget review including ongoing costs for the Garden to Table project - costs will be forwarded to the Board for approval - and the staffing adjustment of \$9,000 for 0.2 position.

*Pettit/Cronin*

### **PROPERTY**

Update was within the Principal's Report.

The new 5YP commencing in 2022 will include windows and under floor insulation. Reviews for building projects need to commence at the end of this year.

**Action** - The Secretary will ask MOE when CPS are advised on the amount of money that is allocated through 5YA.

### **PERSONNEL**

The school has received a number of 9 applicants for the year 5-6 teaching position, with applications closing on Wednesday. Shortlisting is scheduled for the end for the week and interviews at the beginning of the following week. The Principal spoke about the recruitment process and reliever options should we need to bridge the gap.



## **POLICIES**

This term's policy reviews were completed at the last meeting. The Principal's assurances were addressed in the 'Principals Report' section of these minutes.

## **HEALTH & SAFETY**

The Principal is currently looking at work load and life balance at CPS on an individual basis. Staff wellness is the priority in considering flexibility in how we work whilst maintaining continuity across school. Staff will be invited to help create what this looks like.

## **DP1 SABBATICAL APPLICATION**

The Secretary shared a letter from DP1 to the Board requesting approval to apply for a sabbatical in term 1 of 2022. The Board discussed obligations and process around filling a sabbatical gap.

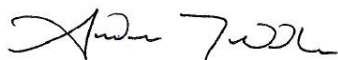
The Principal stepped out of this voting process.

## **Motion**

By unanimous vote, the Board moved to support DP1's application to apply for a sabbatical in Term 1 2022.

Meeting closed at 9:30pm

**Next meeting: 2 August 2021**



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

**Date:** 2 August 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:**

Circulate Community Consultation to the Board for feedback	Andrea
Circulate Summary of Staff Wellbeing survey to Board for comment before sending to Staff	Andrea
Hard copy of CPS Strategic Plan in board packs	Kate D
Familiarize selves with CPS Strategic plan	All BOT members
Forward any suggestions for changes to the Board Assessment doc to all Board members	All BOT members
Draft letter to Government and MOE re strategy for living with Covid19 in the community for Schools	Andrea
Check for feedback on the new Cambridge School with CPA	Mike
Make amendments to the Principal's report and to School docs	Kate D
Create Emergency Evaluation/Emergency Kits draft policy	Kate D
Review older Four Peaks debtors to consider 'write offs'	Mike
Advise auditors of MOE's direction on Cyclical maintenance review	Andrea
Request Four Peaks supervisor input in community survey and budget estimates for before school care	Sol
Complete data comparison on before school care numbers	Mike / Sandy
Request information from MOE regarding the amount of 5YA allocated in 2022	Kate D