

**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.

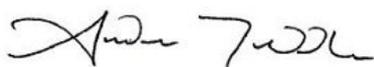
Action To review this in the next Board meeting.

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
2ND AUGUST 2021 HELD AT 6:00PM AT CPS MEETING ROOM**

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

Apologies: None

Visitors: Nic Pettit - Data Presentation

Welcome and Karakia

ORDER OF BUSINESS

No changes

LATE ITEMS FOR THE AGENDA

Swimming pool - to be discussed after item '8. Ballot'.

MINUTES OF THE LAST BOARD MEETING

Motion

Move to accept the minutes of the meeting on 21 June 2021.

Pettit/Cronin

MATTERS ARISING

Community consultation surveys were circulated to the Board and discussed. The School curriculum survey will be sent out to the community next.

Feedback from the Four Peaks Supervisor on the Four Peak Holiday programme is that parents would like options around start times and that a 7:30am start would be possible.

Action - The Secretary will share the draft Community Survey on Four Peaks with Sol and the Four Peaks Supervisor for their input prior to the survey being sent out in week 7 of term 3.

Action - The Curriculum survey will include a direct question to the community about their preference on the student staggered release time.

Action - All Board members to review the draft surveys this week and provide any feedback so that these can be finalised and circulated to the CPS community.

The Staff wellbeing survey was summarized.

Action - The Staff representative will provide feedback to CPS staff.

The Presiding Member's draft letter to the Minister of Education regarding managing schools within the Covid-19 environment was reviewed.

Action - Board members will add their comments to the correspondence or confirm their acceptance to send the letter by 16 August 2021.

There has been no news regarding the new Cambridge West Primary School. The whole subdivision has halted progress at this stage.

The Four Peaks debtor review was discussed. The Board agreed to right off \$2,498.45 of old debts.

Action - The Principal will meet with the Four Peaks administrator each month to review four peaks debtors.

The Principal presented the Four peaks data comparison. Fundamentally the data showed that Four Peaks is similar to (no less than) last year with regard to attendance and staffing. Less funding could be a factor but continuing research/review of Four Peaks data should provide further insights.

CORRESPONDENCE

Board accepted the record of correspondence as true and correct.

PRINCIPALS REPORT

The Principals report was tabled.

CPS are trying to find alternative venues for the Marae visit, which is no longer able to be held at Nga Hau E Wha Marae in Cambridge as it has become a location for community Covid vaccinations. We are hopeful this can take place after the production or in term 4. The Board agreed that they are happy to continue to support this trip, with the potential of an alternative location and associated transport costs.

The GMR Holmac quote for 2022 painting is on budget as per our cyclical maintenance forecast.

In addition to the Health & safety audit, the Board discussed speed bumps and signage at the front entrance and signage at the entry from Stanaway.

Action - The Secretary and H&S rep will follow up on a fire extinguisher and fire blanket use demonstration for CPS staff.

Action - The Presiding Member and H&S rep will review the non physical/psychological risk factors to Health & Safety and wellbeing in the workplace, and that these are being managed in accordance with the school's obligations.

The Principal gave an update on his health in light of the concussion he sustained towards the end of term 2. He is following the direction of his Doctor, Physiotherapist and Occupational Therapist and is working through a 'back to work plan' under ACC.

FINANCE

Some budget items have exceeded the budgeted amounts. An example of this would be the Learning Assistants salaries due to pay rises from the pay equity. The Finance meeting last week confirmed that these are minor fluctuations within the budget.

PROPERTY

The property update was in the Principals report. KD to include AT in correspondence to PMG due to a delay in PMG delivering the canopy for the sports courts.

Action - The Secretary will include the Presiding Member in correspondence with Pacific Membrane Group.

Motion

The Board accepted the Principal's report.

Twaddle/Paine

PERSONNEL

The personnel update was in the Principal's report. Applications for the term 4 new entrant Teacher position will be shortlisted in week 3.

POLICIES

Policies will now be shared with all CPS staff prior to Board meeting in line with the policy review schedule. Feedback will be sought from staff at the beginning of each term to ensure we are meeting the correct policy requirements.

Action - The Secretary will communicate with staff to ensure their understanding of generic and tailored policies.

The Board accepted term 3 policy review and the Principal's assurances.

HEALTH & SAFETY

The Health and Safety update was detailed in the Principals report - Appendix A. The Board acknowledged that health and safety costs are shared across the school budgets as required, rather than one separate resource allocation.

BALLOT

Ballot numbers for 2022 were discussed.

Ballot 2022	Suggested Numbers
Year 6	3
Year 5	3
Year 4	2
Year 3	2
Year 2	3
Year 1	10
Total	23

Motion

The Board agreed to open the ballot numbers as per the Principal's recommendation.

Twaddle/Henare

SWIMMING POOL

The Board discussed swimming pool use and swim school for summer 2021/2022. School management recommendation was to keep the costs the same as last summer - \$15.50 per lesson and \$150 for swimming pool key, including \$10 bond.

Motion

The Board agreed to the recommendation and to sell pool keys to the school community in the first instance and review opening sales up to the wider community once we have some data on sales numbers and have given the school community the first option.

Cronin/Jamieson

Nic Pettit joined the meeting at 7:35pm**DATA PRESENTATION**

Nic Pettit presented the midyear data to the Board.

Whole school percentage of students who are at or above target level		School wide 2021 targets
Reading	79%	88%
Writing	85%	82%
Maths	86%	86%

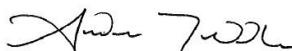
A discussion took place about learning & assessment tools, Staff PD and parent involvement. Consideration was given to the current class timetables and alternative options.

Action - The Presiding Member will draft communication to the community regarding parent involvement in learning.

Action - The Staff rep will gain feedback from CPS staff regarding their preferred method of communication with the Board in consideration of survey participation. Staff will also be advised that staff wellbeing surveys will be carried out annually and include a feedback date to the Staff based on their answers whilst maintaining anonymity.

Meeting closed at 9:15pm

Next meeting: 13 September 2021



Chairperson/Presiding Member: _____
Andrea Twaddle

Date: 13 September 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:

Share Four Peaks survey with Sol and Four Peaks Supervisor for their input	KD
Curriculum survey to include question about staggered release time	Andrea
Review draft surveys and provide feedback so they can be sent out	All
Staff wellbeing survey to go back to CPS staff	Kate P
Add comments or confirmation of correspondence to Minister of Education re managing schools within Covid-19 environment by 16 August	All
Monthly Four Peaks debtors meetings	Mike/Sandy
Look at fire extinguisher and fire blanket demonstrations for staff	Kate P/KD
Review non physical factors/psychological risk factors to Health & Safety and wellbeing in the workplace	Kate P/Andrea
Include Andrea in PMG correspondence	Kate D
Draft communication to the community regarding parent involvement in learning	Andrea
Gain feedback from CPS staff regarding their preferred method of communication with the Board in consideration of survey participation	Kate P
Create Emergency Evaluation/Emergency Kits draft policy	Kate D