

**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.

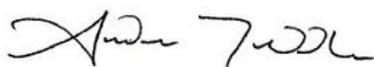
Action To review this in the next Board meeting.

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
13 SEPTEMBER 2021 HELD AT 6:05PM AT CPS MEETING ROOM**

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

Apologies: None

Visitors: Kate Paine

Welcome and Karakia

The Presiding Member gave Kate Paine speaking rights during the meeting.

ORDER OF BUSINESS

No changes

LATE ITEMS FOR THE AGENDA

- Travel through alert levels
- Update on principal's appraisal
- Board self appraisal

Action - CPS Annual Plan will be on the October 2021 meeting agenda

MINUTES OF THE LAST BOARD MEETING

Motion

Move to accept the minutes of the meeting on 2 August 2021.

Pettit/Cronin

MATTERS ARISING

The draft letter to MOE regarding strategies in schools for 'living with COVID19' in the community was not sent out due to the latest COVID 19 lockdown.

Action - The Presiding Member will update and send the letter.

The Four Peaks survey will be sent out in week 9 through Enrolmy and HERO to capture all parents. The survey will be live throughout the school holidays.

Action - Sol will create the google form in collaboration with Hayley B.

The Curriculum survey was not sent out when scheduled due to the latest COVID 19 lockdown.

Action - Nicola will update the survey to include a COVID related question and create the google form, also to be sent out in week 9.

CORRESPONDENCE

The Secretary will amend the inwards and outward correspondence to reflect the Auditor's communication detailed their fees and the NZEI communication was received by members in their board packs. The Board accepted the record of correspondence as true and correct.

PRINCIPALS REPORT

The Principals report was tabled.

Action - The Secretary will draft a contract between parents and the school for when children take devices off site during COVID19 restrictions.

Motion

The Board accepted the Principal's report.

Jenkins/Jamieson

FINANCE

Reports for July and August were reviewed. As at 13 September CPS has \$97,177.00 in non targeted funds. The Principal requested that a further \$30,000.00 go to the Garden to Table project.

Action - The Principal will bring 2 options (with rubber and without) including timeframes and costing for installing astro turf to the October meeting.

Motion

The Board endorse the extra \$30,000.00 for the Garden to Table project, increasing the approved expenditure from \$70,000.00 to \$100,000.00

Jamieson/Twaddle

PROPERTY

The property update was in the Principals report.

CPS has a running spreadsheet of costs for the Garden to Table project.

The fire upgrade is all on track to take place in the school holidays.

PERSONNEL

Nevis Stanaway is appointed as the Returning Officer for the Staff Representative by-election. CPS are following a timeline from NZSTA for the election process.

The Principal is currently looking at staffing and gauging where people would like to be in 2022.

DP1 was not successful in gaining a sabbatical for 2022 on this occasion.

POLICIES

Following the review of the Behaviour Management Policy earlier this term, the Board will incorporate a question to engage parent feedback on this policy in the next community consultation survey.

ERO should advise if CPS will have a review in the next 3 weeks. Disruption due to the latest COVID lockdown could prevent our review being carried out. This would mean a 5 year gap in between reviews for CPS.

HEALTH & SAFETY

The Health and Safety update was detailed in the Principals report.

TRAVEL THROUGH ALERT LEVELS

The Board carried out a risk assessment on accepting students into school who have been in a level 4 area.

Motion

The Board addressed the questions and concerns of the staff and looked at H&S obligations. The Board agreed that any students returning from a level 4 area should not attend school for 2 weeks or until the time that the area visited drops to level 2 - whichever comes sooner.

Twaddle/Henare

Action - The parents currently affected by this decision will be advised and the Board will communicate this decision for future cases with the School community.

PRINCIPAL'S APPRAISAL UPDATE

The appraiser's progress is underway after a short delay due to COVID.

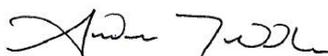
BOARD SELF ASSESSMENT

The self assessment chapters will be added as an agenda item to subsequent meetings for the remainder of the year.

Action - Board members to provide chapters 4 & 5 to the Secretary.

Meeting closed at 7:55pm

Next meeting: Tuesday 26 October 2021



Chairperson/Presiding Member: _____
Andrea Twaddle

Date: 26 October 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:

CPS Annual plan will be on the agenda for the October meeting	KD
Update and send the letter to MOE re living with COVID in the community - School strategies	Andrea
Create google form for Four Peaks survey and send in week 9	Sol/KD
Update the Curriculum survey to include a question around COVID and send in week 9	Nicola/KD
Draft a contract between CPS and families who take home CPS devices during lockdown	KD
Source quotes for Astro turf	Mike
Parents advised of COVID decision re travel through levels	DP1
Community advised of travel through levels	Andrea
Provide chapters 4 & 5 of Board self assessment to Secretary	All members