

**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.

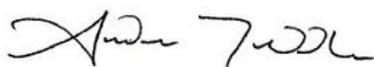
Action To review this in the next Board meeting.

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
26 OCTOBER 2021 HELD AT 6:00PM VIA ZOOM**

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

Apologies: None

Visitors: None

Welcome and Karakia

The Presiding Member welcomed the Board's new Staff Representative, Taryn Jago-Sutton.

ORDER OF BUSINESS

No changes.

LATE ITEMS FOR THE AGENDA

No late items.

MINUTES OF THE LAST BOARD MEETING

Motion

Move to accept the minutes of the meeting 13 September 2021. *Twaddle/Jenkins*

MATTERS ARISING

- Sending the letter to MOE was superseded by community transmission of Covid and subsequent directions from MOE.
- Four Peaks survey was amended and sent out.
Action - Results to be shared with Hayley B and summary sent to the BOT
- Astro Turf - We have received updated quotes. The PTA has approved to fund \$30,000 and Financial Services Waikato has funded \$5,000. This still leaves the school \$9,000 short of the total cost. The BOT agreed to move forward with the installation of the turf.

CORRESPONDENCE

The NZSTA Board Matters term 4 checklist reflects what the CPS BOT is already undertaking. The Presiding Member has received verbal and written reports from Bob White regarding the Principal and SLT appraisal. The Board accepted the record of correspondence as true and correct.

The meeting went in committee at 6:35pm

Refer to 'BOT In Committee Minutes 25 Oct 2021'

Out of committee at 6:40pm

PRINCIPALS REPORT

The Principals report was tabled.

7 new children started this term in class 17. CPS will submit a staffing review based on the role at present and going into 2022.

Assessment and Testing will be discussed with staff at the next staff meeting. Not being in the classroom will alter how we do things but we will still have to furnish MOE with data (analysis of variance).

An initial information meeting with ERO was due this term but has now been pushed into 2022. We would like to ensure the process is carried out in term 1 to enable our current BOT members to be involved.

Management is working through the school calendar with regard to cancellations/postponements of scheduled events as a consequence of COVID-19.

Cambridge Principals Association continues to meet via zoom to share knowledge across the Cambridge Schools regarding COVID-19.

A discussion took place around COVID-19, the current Orders for the management of COVID-19 for schools and the fluidity of the situation. The BOT is comfortable that CPS and the Board will be working within the scope of the Orders, and guidance from MOH and MOE.

Project costs for the Garden to Table project were reviewed. The opening will be pushed back to 2022 to allow for time to get back to COVID-19 Alert Level 1.

Motion

The Board accepted the Principal's report.

Jenkins/Jamieson

FINANCE

The September finance reports were reviewed.

Due to School closure at Alert Level 3, there will be a loss of income from Four Peaks, Pool keys and Swim school. This is projected at approximately \$35,000. However, school expenses will be reduced.

Motion

Accept the financial reports

Pettit/Twaddle

PROPERTY

The property update was in the Principals report.

Action - The Secretary will get an update from PMG on the canopy installation timeline, which remains delayed due to COVID-19 impacting the Auckland suppliers.

The Principal, Deputy Board Chair, Caretaker and Secretary met with Greenstone Group (our 10YPP Consultants) via zoom to begin planning for the next round of 5YA property funding. A site assessment was also completed.

PERSONNEL

CPS has appointed Sharyn Douglas in the Syndicate Leader position for 2022. This will separate the T/L and DP position.

The Principal gave an update on his concussion and a schedule for the rest of the year adhering to the ACC return to work plan.

POLICIES

The assurances are accurate. The policies are currently correct.

HEALTH & SAFETY

The H&S update was in the Principal's report.

YEAR 6 OVERNIGHT TRAMP

The Board received and reviewed the RAMS forms as part of the camp application. Vaccinations / tests will form part of the checks for parent helpers.

Motion

The Board approved for the camp to go ahead if we are at an appropriate COVID-19 Alert Level.
Cronin/Henare

OUTCOMES OF CURRICULUM REVIEW

This will form part of the next BOT meeting.

Action - A summary of the survey will be sent to BOT.

ANNUAL PLAN REVIEW / DRAFT ANNUAL BUDGET

The budget is \$14,260 in cash deficit but working towards a zero balance. There's a \$80,000 equity deficit. The equity position of the school will significantly change next year when the canopy and turf become an asset.

This will be presented at the November BOT meeting or the Data meeting.

CODE OF SELF REVIEW

The International Students review highlighted that the exit review/survey could be a bit more formalised regarding the feedback from the international families. CPS will put a procedure in place for next year.

BOT REVIEW

The Board acknowledges that following elections, CPS could have a completely new BOT next year. It is committed to a smooth transition for any new Board. The transition to a new Board should include guidance about how CPS BOT operates, and training in school governance.

Action - review and summaries BOT self assessments

Action - Allocate funds for BOT Professional Development in 2022.

Action - Consider 3 key things the BOT can do differently or improve upon and send to the Presiding Member for discussion at the next BOT meeting.

Meeting closed at 8:45pm

Next meeting: Monday 15 November 2021
 Strategic/Annual Plan Charter Meeting
Next Standard Meeting: Monday 29 November 2021



Chairperson/Presiding Member: _____
 Andrea Twaddle

Date: 29 November 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:

Results of the Four Peaks survey to be shared with Hayley B and summary sent to the BOT	Sol
Request an update from PMG on the canopy timeline	KD
A summary of the Curriculum survey will be sent to BOT	Nicola
Review and summaries BOT self assessments	KD
Allocate some funds for BOT PD in 2022	Mike
Consider 3 key things the BOT can do differently or improve upon and send to the Presiding Member for discussion at the next BOT meeting.	All