

**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.

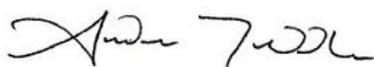
Action To review this in the next Board meeting.

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
29 NOVEMBER 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: Kelly Collins

Welcome and Karakia

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ORDER OF BUSINESS

No changes.

KELLY COLLINS - UNIFORM PRESENTATION

Kelly presented her proposal for CPS to adopt a gender neutral uniform policy. Kelly outlined the advantages to her proposal as follows:

- Promote equality and inclusivity
- Support physical and emotional wellbeing
- Increase uniform options and affordability
- Consistency with CMS & CHS

Kelly's proposal requires CPS to:

- Change the policy, not the uniform
- Remove gender labels from items
- Communicate the policy to the community

A discussion followed regarding transgender awareness. The Board agreed to give the subject more thought, carry out due diligence and revisit it at the next Board meeting on Thursday 2 Dec.

Action - The Secretary will update Kelly after the next Board meeting.

LATE ITEMS FOR THE AGENDA

Year 6 Camp - Revised

MINUTES OF THE LAST BOARD MEETING

Action - The Secretary will update the last meeting minutes to include that the RAMS forms were received by the Board in their decision to approve the year 6 Camp.

Motion

Move to accept the minutes of the meeting 26 October 2021.

Twaddle/Cronin

MATTERS ARISING

- Sol summarised the Four Peaks feedback. Requests for a 7:30am start at BSC could be realized for the 2022 year.

Action - Sol will circulate a written summary to the Board.

Action - Agenda item to be added to Thursday's meeting - 7:30am BSC start time on Thursdays.

- PMG update was in the Board report.
- Curriculum survey was received by the Board.
- Board Self Assessments will be continued next year.
- 'Things to improve on' to be sent to Andrea by each Board member, to be considered at the start of 2022.

CORRESPONDENCE

The Board accepted that the correspondence was true and correct.

PRINCIPALS REPORT

The Principals report was tabled.

The Principal gave some details around PD for 2022, Challenge and Extension in 2022 and the Garden to Table programme requirements. The staffing review is still pending.

Alternative plans for Prize Giving were explained and an update on DP1 covering the role of Principal whilst the ACC work plan continues.

Action - H&S meeting summary to be sent to the Board.

Play chip/bark was discussed and the quote presented.

Motion

The Board approved for the bark to be purchased at \$5460+gst with a working bee to spread the bark.

Henare/Jenkins

Motion

The Board accepted the Principal's report.

Pettit/Jenkins

FINANCE

The Board discussed the draft budget. There is an equity deficit of \$63,000. This will change next year when we have the canopy installed. The cash balance is break even.

Staffing based on the projected roll was discussed. This can be a fluid variable with students unexpectedly leaving (this can be expected due to covid prompting parents to homeschool) or enrolling. The Principal recommended that the Board approve the proposed non teaching staff roles for 2022.

Action - The Secretary will request an accurate depreciation figure from the accountants.

Action - The Secretary will get clarification on why CPS pay the hall insurance separately (instead of through the quarterly entitlements notices)

Motion

The Board approved the personnel component of the budget as per the Principal's request.

Twaddle/Cronin

PROPERTY

The property update was in the Principals report.

PERSONNEL

The personnel update was in the Principals report.

POLICIES

The policies were reviewed in the previous BOT meeting on 26 Oct.

Action - Andrea will demonstrate 'School docs' to Sol and Taryn.

HEALTH & SAFETY

Concerns were raised about the temporary fencing around the canopy holes. Alternative options were discussed but deemed unsuitable and more of a H&S hazard.

The Principal updated the Board on the H&S plan for the yr 6 tramp up Maungakawa Mountain.

The Board thanked CPS staff for all their hard work to make this happen for our year 6 students.

Action - The Board will review the Year 6 RAMS and will confirm approval at Thursday's meeting.

CHAMBER MEMBERSHIP

The Chamber of Commerce was useful to CPS in the past, to network and particularly for young staff members. The membership cost for a business with 16 - 50 FTE is \$618.00

Action - The Principals will raise this with the staff to see if there is interest in a membership and who would be keen to engage with the Chamber and attend events.

NZEI TOD for 2022 T1 & T2

Only one date set - will revisit at the next meeting on Thursday.

ANNUAL PLAN & CHARTER 2022 REVIEW

The Presiding member gave an overview of the meeting last Friday and the updates to the Charter and annual plan for 2022 that have been proposed. Discussion took place. The Board will continue to review the document and consider any more staff feedback that comes in.

Action - The Board will be in a position to approve the Charter and annual plan for 2022 on Thursday 2 December.

MEETING PROTOCOLS

The development of meeting protocols was discussed in relation to the Board's health and safety obligations, including the Covid 19 Public Health Response (Vaccinations) Order and CPS BOT expectations around meeting safely. The Board also discussed protocols to ensure that the school community has the opportunity to meet with the Board and participate in meetings if they choose to.

The Presiding Member will circulate a risk assessment criteria document which will be a working document for contributions from all Board members.

The Board noted the vaccination status of all CPS Staff in fully meeting the mandate.

All staff at CPS that will be onsite when children are present have been fully (double) vaccinated.

Motion

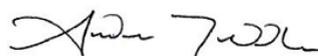
The Board moved to work collaboratively towards developing meeting protocols.

Twaddle/Jago-Sutton

The BOT end of year get together will be held next year due to time constraints.

Meeting closed at 9:00 pm

Next meeting - 2 December 2021 Data meeting followed by 'catch up' meeting



Chairperson/Presiding Member: _____
Andrea Twaddle

Date: 2 December 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 - Friday 26 November
Term 4, Week 7	Monday 29 November
Term 4, Week 7	Data Meeting - Thursday 2 December

Action Plan for reporting at next meeting:

Uniform Presentation review - update to Kelly Collins	All members / KD
Update previous meeting minutes	KD

Written summary of Four Peaks feedback to the Board	Sol
Agenda item for Thursday - 7:30am BSC Start	KD
H&S Meeting minutes to be sent to the BOT	KD
Year 6 Camp approval at Thursday's meeting	All members
Request an accurate depreciation figure from the accountants	KD
Seek clarification on why CPS pay the hall insurance separately	KD
Demonstration of 'School docs' for Sol and Taryn	Andrea
Gauge interest in a Chamber of Commerce membership with CPS Staff	Mike
Approve the Charter and annual plan for 2022 on Thursday 2 December	All members