

**CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES
MINUTES
MEETING TO BE HELD ON 8 May, 6PM (Postponed from 2 May)**

Board Values

To actively listen with open, honest communication and to fully engage in all Board matters.

Board Purpose

Continue to govern the school by strengthening strategies to support all learners and staff to have equitable opportunities to learn and succeed.

1

Opening:

i. Welcome and Karakia

Whakataka te hau

Whakataka te hau ki te uru

Whakataka te hau ki te tonga

Kia maakinakina ki uta

Kia maataratara ki tai

E hii ake ana, te atakura

He tio, he huka, he hau hunga

Tihei mauri ora!

Cease the winds from the west

Cease the winds from the south

Let the breeze blow over the land

Let the breeze blow over the ocean

Let the red-tipped dawn come with a

sharpened air

A touch of frost, a promise of a glorious day

ii. Apologies

None

iii. Order of Business

Personnel will be in committee at the end of the meeting

iv. Late items for agenda

None

v. Conflicts of interest

None

2.

Minutes of Last Meeting:

i. Minutes confirmed

Motion

The Board confirmed the minutes from the last meeting on 27 March 2023.

ii. Report on actions from last meeting

- Sol shared a summary of past surveys and a draft of the next proposed community consultation.

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| | <p>Action - Mike and Sol will refine this before sending out to the community.</p> |
| 3. | <p>Correspondence – inwards, outwards</p> <p>The Board accepted the correspondence as correct. The Board Chair reiterated that the PD available through NZSTA is very beneficial.</p> |
| 4. | <p>Principal's Report:</p> <p>i. Principal's Report – tabled and taken as read.</p> <p>The Principal advised that the parking around the school will be reconfigured to incorporate the cycle way. This is still in its planning stage with Waipa District Council. The Board agreed to submit the suggestion for 5 minute parking slots during drop off and pick up times only.</p> <p>Action - The Secretary will email the recommendation to WDC for their consideration.</p> <p>Action - The Principal will bring a business plan around the point raised in the principals report on staff development and the provision of qualifications.</p> <p>Motion The Principals report was adopted.</p> |
| 5. | <p>Financial:</p> <p>i. Financial Report (Finance Officer and Bursar) Bank account balances, admin account, savings account, school painting account, term deposits, financial reports - April quarter budget review</p> <p>The Principal ran through the budget review. There has been an adjustment to include the purchase and install of hand dryers to mitigate the cost of paper towels.</p> <p>Action - James Burns, as part of the finance team, will create and provide to the board a summary of finances as an ongoing component of the report to the board.</p> <p>Motion The Board accepted the march financial report and the budget</p> |
| 6. | <p>Property:</p> <p>i. Property update (within Principal's Report)</p> |
| 7. | <p>Personnel:</p> <p>i. Personnel update (within Principal's Report)</p> <p><u>DP appointment in-committee</u></p> |

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| | <p>The meeting went in-committee at 5:35pm.</p> <p>The public meeting resumed at 6pm.</p> |
| 8. | <p>Policies:</p> <ul style="list-style-type: none"> i. Policies and Procedures to review <p>The Board accepted the Policies as correct.</p> <ul style="list-style-type: none"> ii. Policy assurances received |
| 9. | <p>Health and safety:</p> <ul style="list-style-type: none"> i. Health and safety update (within Principal's Report) – note changes in risks, any mitigation measures, resourcing required <p>Following the completion of the Board report, a child sustained a broken leg when they collided with a student on a bike in the playground. All staff are looking at options to mitigate this sort of accident with instruction for children to only ride their bikes on the bike track.</p> |
| 10. | <p>General business:</p> <ul style="list-style-type: none"> i. Uniform correspondence <p>A discussion took place around the option of offering a trouser option and beanie to the CPS uniform.</p> <p>Action - The Secretary will respond to the correspondent.</p> <ul style="list-style-type: none"> ii. NYLD EOTC approval <p>Motion The Board approved the proposal of the NYLD EOTC</p> <ul style="list-style-type: none"> iii. Principals Appraisal / Professional Growth Cycle <p>The Principal met with Bob White to clarify the PGC process. Bob will continue to provide this service to the Principal. Bob will also work with the management team and the 2 DP's.</p> <ul style="list-style-type: none"> iv. Annual Plan review <p>The annual plan is reviewed by management termly and has been signed off.</p> <ul style="list-style-type: none"> v. BOT succession based on matrix outcomes & Bird test results <p>The skills matrix was shared with the Board and each member entered their self ratings. The Board agreed to review the needs gap within the current team with a view to considering recruiting another member.</p> <ul style="list-style-type: none"> vi. BOT meeting day / time |

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| | <p>The Board agreed to go forward with meetings at 4:30pm on Mondays.</p> <p>vii. <u>Dog Policy</u></p> <p>CPS would like to pull out of the Waipa District Council bylaw and create our own CPS dog policy. A submission has been made to WDC to enable CPS to do this.</p> | | |
| 11. | <p>Reflection Time:</p> <p>How did we go against our values? How did we go against our purpose?</p> | | |
| | <p>Next Meeting:</p> <p>The next meeting is scheduled for Monday 12 Jun 2023</p> | | |
| | <p>Karakia whakamutunga</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Whakamua te korero Whakamua te wananga Whakamua ki a Ranginui e tu iho nei Whakamua ki a Papatuanuku E takoto ake nei Whakatina ki te tumu o te maramatanga Kia tina! Tina Hui e! Taiki e!</p> </td> <td style="width: 50%; vertical-align: top;"> <p><i>Affirm these discussions</i> <i>Affirm these learnings</i> <i>Affirm before Ranginui above</i> <i>Affirm before Papatuanuku below</i> <i>Bind to the pillar of understanding</i> <i>Bind it firm</i> <i>We are united in a common purpose</i></p> </td> </tr> </table> | <p>Whakamua te korero Whakamua te wananga Whakamua ki a Ranginui e tu iho nei Whakamua ki a Papatuanuku E takoto ake nei Whakatina ki te tumu o te maramatanga Kia tina! Tina Hui e! Taiki e!</p> | <p><i>Affirm these discussions</i> <i>Affirm these learnings</i> <i>Affirm before Ranginui above</i> <i>Affirm before Papatuanuku below</i> <i>Bind to the pillar of understanding</i> <i>Bind it firm</i> <i>We are united in a common purpose</i></p> |
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Meeting closed at 6:30pm

Chairperson/Presiding Member: _____
Kate Paine

Date: 12 June 2023

Dates of remaining board meetings in 2023:

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| Term 2, Week 8 | 4:30pm Monday 12 June |
| Term 3, Week 3 | 4:30pm Monday 31 July |
| Term 3, Week 8 | 4:30pm Monday 4 September |
| Term 4, Week 2 | 4:30pm Monday 16 October |
| Term 4, Week 6 | Strategic/Annual Plan Charter Meeting - Friday 17 November TBC |

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| Term 4, Week 8 | 4:30pm Monday 27 November |
| Term 4, Week 9 | Data Meeting - Thursday 7 December TBC |

Action Plan for reporting at next meeting:

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| Refine the community consultation survey | Mike/Sol |
| Make a recommendation to WDC re parking spaces around CPS | KD |
| An update will be provided to the Board on staff development | Mike |
| Summary of finances to the board for each meeting | James |
| A response letter will be sent regarding the uniform correspondence | KD |