

# CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES

## MINUTES - MEETING TO BE HELD ON 16 OCTOBER 2023, 4:30pm

Present: Mike Pettit, Kate Paine, Sol Henare, Charlott Bayliss, Taryn Jago-Sutton, Kate Dye  
Apologies: James Burns, Ben Gardiner

### 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

James Burns, Ben Gardiner

#### iii. Order of Business

As the agenda

#### iv. Late items for agenda

- Annual Plan/Charter meeting date change  
The BOT agreed to change the date of this meeting from 17 November to 22 November to accommodate the TOD
- Science Extension Programme for Cambridge Schools  
The Principal advised the BOT about the science proposal that Ange Hay developed and presented to the CPA. The purpose of the programme is to develop science across cambridge schools and will be available to year 6 classes and mixed year 7/8 groups. The use of the CPS science room and external students being onsite was discussed. Clear expectations and student agreement contracts will be developed to mitigate any perceived risk.
- 'Motions' within the BOT minutes  
Advice received in September 2022 that Motions did not need to state the name of the person making the Motion and the person to second the Motion, saw this reflected in the way the CPS BOT minutes were recorded. The Secretary has since completed the NZSTA PD 'Role of the Board Secretary' which stated that Motions put forward (including e-resolutions), include who moved and seconded them. The BOT agreed to return to recording Motions in this way.

#### v. Conflicts of interest

None

2.	<p><b>Minutes of Last Meeting:</b></p> <p>i. <u>Minutes confirmed</u></p> <p><b>Motion</b> <span style="float: right;"><i>Pettit/Henare</i></span>  The Board confirmed the minutes from the last meeting on 4 September 2023</p> <p>ii. <u>Report on actions from last meeting</u></p> <ul style="list-style-type: none"> <li>● Alumni  The BOT talked about the intention to start the Alumni project with the creation of a foundation.  <b>Action</b> - The BOT will continue to investigate the creation of a foundation.</li> <li>● Entrance way  The BOT reviewed the entrance way plans, created by Antanas Procuta in 2004, and discussed a simplified version that can be proposed to Waipa District Council.  <b>Action</b> - The Principal will seek a quote for the entrance way  <b>Action</b> - The Principal will liaise with WDC regarding funding the new entrance way.</li> <li>● Staff Christmas gifts  Charlott shared a sample of a gift pack for our staff christmas gifts.  <b>Action</b> - The Secretary will order non personalised wine to accompany the gift pack.</li> </ul>
3.	<p><b>Correspondence</b> – inwards, outwards</p> <p>The Board accepted the record of correspondence as true and correct.</p>
4.	<p><b>Principal’s Report:</b></p> <p>i. Principal’s Report – tabled and taken as read.  The Principal clarified any points from the board report.</p> <p><b>Motion</b> <span style="float: right;"><i>Pettit/Jago-Sutton</i></span>  The BOT approved the Principals Report.</p>
5.	<p><b>Financial:</b></p> <p>i. Financial Report (Finance Officer and Bursar)  Bank account balances, admin account, savings account, school painting account, term deposits, financial reports</p> <p>The Principal advised the board on how the current budget is tracking.</p> <p>There has been no increase to CPS donation for at least 15 years. The Principal suggested an increase to be made from the 2024 donation from \$160 to \$180 per year.</p> <p>The Principal suggested a price increase of 6% (rounded) for Four Peaks fees.  The proposed increase is to keep up with inflation and salary increases.</p> <p><b>Motions</b> <span style="float: right;"><i>Paine/Henare</i></span>  The BOT moved the following Motions::</p>

- To increase the Four Peaks fees as shown below:

Before School Care	2023	2024
Full session from 7:30am - 8:30am	\$7.70	\$8.20
Half session from 8:00am - 8:30am	\$4.60	\$4.90
Middle School	\$4.60	\$4.90
<b>After School Care</b>		
Full session from 3:00pm - 5:30pm	\$16.50	\$17.50
Half session from 3:00 - 4:15pm	\$9.30	\$9.90
Middle School	\$9.30	\$10.90
<b>Adventure Programme</b>		
Daily Fee	\$50.00	\$53.00
Daily Fee (if booked for the whole week)	\$45.00	\$47.70
Early Drop off Fee	\$5.00	\$5.50

- That school donations increase from \$160 to \$180 per year.
- That the finance reports for August and September 2023 be adopted.

6. **Property:**

- i. Property update (within Principal's Report)

7. **Personnel:**

- i. Personnel update (within Principal's Report)

8. **Policies:**

- i. Policies and Procedures to review

The Principal gave assurance to the BOT regarding the policies for review in term 4.

- ii. Policy assurances received

The Principal made assurances to the BOT.

**Action** - The appointment procedure, Homework, Evacuation and Emergency Kit policies will be amended accordingly as detailed in the Principal's report.

9. **Health and safety:**

- i. Health and safety update (within Principal's Report) – note changes in risks, any mitigation measures, resourcing required

The Principal advised the Board that 7 trees had to cut down in Stanaway reserve due to health and safety reasons. Vines had killed some of the trees and they became a falling hazard.

10.	<p><b>General business:</b></p> <p>i. <a href="#">Outcomes of Curriculum Review</a> The Principal gave the BOT an update from curriculum meetings conducted with each Syndicate. Their successes, work-ons and PD for next year was discussed. These reviews inform the 2024 budget.</p> <p>ii. <a href="#">Draft Annual Budget 2024</a> The Principal presented the draft annual budget for 2024. <b>Action</b> - The Secretary will circulate quotes for solar when they have been received in relation to the grant received for installing more solar panels.</p> <p><b>Motion</b> <span style="float: right;"><i>Paine/Bayliss</i></span> The BOT approved the 2024 draft budget.</p> <p>iii. <a href="#">Rutherford Camp Approval</a> The BOT appreciated how thorough the proposal was, the costing and had no questions.</p> <p><b>Motion</b> <span style="float: right;"><i>Bayliss/Paine</i></span> The BOT approved for the Rutherford the camp to go ahead.</p>
11.	<p><b>Reflection Time:</b></p> <p>How did we go against our values? How did we go against our purpose?</p>
	<p><b>Next Meeting:</b></p> <p>The next meeting is scheduled for <b>Wednesday 22 November 2023</b></p>
	<p><a href="#">Karakia whakamutunga</a> (click the link to hear)</p> <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 style="text-align: right;"><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>

Meeting closed at 6:20pm



**Chairperson/Presiding Member:** \_\_\_\_\_  
Kate Paine

**Date:** 27 November 2023

**Dates of remaining board meetings in 2023:**

Term 4, Week 6	Strategic/Annual Plan Charter Meeting - Wednesday 22 November
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:**

Continue to investigate the creation of a foundation	All
Seek a quote for the entrance way and liaise with WDC regarding funding the new entrance way.	KD/Mike
Order non personalised wine to accompany the gift pack	KD
The Appointment Procedure, Homework, Evacuation and Emergency Kit policies will be amended accordingly with SchoolDocs as detailed in the Principal's report.	KD