

CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES

MINUTES - 24 JUNE 2024, 4:30pm

Present: Sol Henare (board chair), Charlott Bayliss, James Burns, Taryn Jago-Sutton, Mike Pettit, Kate Dye (minutes)

Visitors: Livvie Baudinet (Finance), Nic Pettit & Jen George (Data presentation)

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:

The meeting started with a quick tour of the school to look at the painting work that Alan Dale has been doing on block A, the new deck outside room 8, the bike ramps that were built last weekend, the maintenance that is required on the senior playground and the site where the new classroom will be placed.

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

Ben Gardiner.

Kate Paine will join via Google Meet.

James Burns will arrive late.

iii. Order of Business

As the agenda

iv. Late items for agenda

None

v. Conflicts of interest

None

2.	<p>Minutes of Last Meeting:</p> <p>i. Minutes confirmed</p> <p>Motion <i>Paine / Bayliss</i> The minutes from the meeting on 6 May were adopted as a true and correct record.</p> <p>ii. Report on actions from last meeting</p> <ul style="list-style-type: none"> ● The security camera for Stanaway has been installed. ● Three playground companies have been approached in total. Two have provided options so far. We're consulting our senior students to get their input, We are still in the concept stage of this project.
3.	<p>Correspondence – inwards, outwards</p> <p>The extra fee charged to us by Owen McLeod auditors will be discussed as part of Livvie's finance report. The auditor's fee was higher because of inaccurate information that they had received from the accountant.</p> <p>Motion <i>Pettit / Jago-Sutton</i> The board agreed to pay the extra charge from Owen McLeod. The board requested an inquiry into whether an agreement can be reached with FINNZ accounting regarding the extra charge on the basis of their involvement.</p> <p>Action - The bursar will make contact with FINNZ Accounting as per the motion above.</p> <p>The record of correspondence was taken as true and correct.</p>
4.	<p>Principal's Report:</p> <p>i. Principal's Report – tabled and taken as read.</p> <p>The Principal expanded on the LGNZ conference he is attending in August as mentioned in the Principals report to the board.</p> <p>The board discussed the scholarship application process and document. The board support the amalgamation of the Māori and open scholarships and the suggestion of an open timeframe for applicants. The board discussed appropriate advertising of the scholarship.</p> <p>Action - Sol will continue to work on a revised draft for the updated scholarship document and share with the BOT at the next meeting.</p> <p>Motion <i>Bayliss / Henare</i> That the Principal's Report is adopted.</p>
5.	<p>Property:</p> <p>i. Property update (within Principal's Report)</p>

6.	<p>Personnel:</p> <ul style="list-style-type: none"> i. Personnel update (within Principal's Report)
7.	<p>Policies:</p> <ul style="list-style-type: none"> i. Policies and Procedures were reviewed in the meeting on 6 May 2024. ii. Policy assurances were received in the meeting on 6 May 2024.
8.	<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>50% of the senior playground has been cordoned off for safety reasons. The principal explained that we will delay asphaltting the bike track so funds can be spent on the playground's immediate H&S maintenance. Once some of the priority 5YA funded projects are complete, we are confident that there will be remaining 5YA funds that can be allocated to asphaltting the bike track.</p> <p>The principal described the ongoing maintenance work that will need to be carried out on the playground replacing or refurbishing wood and steel work as needed and fresh paint. Any new equipment would fall under the new playground project and be funded accordingly.</p> <p>Motion <i>Henare / Bayliss</i> The board agree to put \$28,000 towards the playground maintenance on grounds of health and safety. The principal will come back to BOT for approval for anything beyond that.</p> <p>James Burns entered the meeting at 5:15pm</p>
9.	<p>Financial:</p> <ul style="list-style-type: none"> i. Financial Report (Finance Officer and Bursar) Bank account balances, admin account, savings account, school painting account, term deposits, financial reports <p>Livvie entered the meeting at 5:15pm. Livvie was given speaking rights by the board chair and presented the financial report to the board.</p> <p>CPS would like to change Accountants and amalgamate the 2 current Xero accounts, into one. Merging the accounts has been thoroughly investigated and will save us money and administration time. This change will come into effect on 1 July.</p> <p>The principal and bursar met with Daryl Stewart, our MOE finance advisor. Daryl affirmed some of our concerns around our financial reporting and recommended we engage an accountant who has more experience working with schools. The bursar has reviewed our agreement with FINNZ and the termination process. Daryl also reviewed and confirmed his support of the classroom relocation project.</p>

	<p>Motion <i>Henare / Burns</i> The board agreed to terminate the current agreement with FINNZ and engage Solutions & Services subject to reviewing their fees.</p> <p>Action - The fees from Solutions and Services Ltd will be shared with the board.</p> <p>Action - Confirmation of MOE's support of the classroom relocation in writing will be sought.</p> <p>Livvie left the meeting at 5:30pm</p>
<p>10.</p>	<p>General business:</p> <p>Nic and Jen entered the meeting at 5:30pm. Both were given speaking rights by the board chair.</p> <p>i. <u>Data Presentation</u></p> <p>Nic and Jen shared hard copies of the mid year data with the board. There have been positive shifts overall with the data looking better than last couple of years. This could be further removal from covid. Teachers have had more targeted staff meetings and maths planning nights have been successful. ESOL students and their level of English was discussed. Teachers are working extremely hard on target children as well as children on the cusp to keep the improvement going. This should minimize any regression towards the end of the year. BSLA literacy programme was discussed. The board thanked the teachers for all their hard work.</p> <p>ii. Rutherford Ski camp approval</p> <p>The ski camp documentation was discussed. The board requested that the paperwork be revised to include more detail.</p> <p>Action - The Rutherford team leader and BOT will liaise until the paperwork is complete as requested.</p> <p>Motion <i>Bayliss / Paine</i> The board support the camp proceeding but require more robust paperwork before the RAMS can be approved.</p> <p>iii. BOT Self Assessment - chapter 6</p> <p>Action - All chapters are to be sent to the board for completion.</p> <p>iv. <u>Playground upgrade</u></p> <p>As detailed in section 8. Health & Safety.</p> <p>v. <u>Quantity of recipe books</u></p> <p>Mel Moore and the PTA have raised \$22,000 for the recipe book. They have a good marketing strategy with bundle and corporate rates. A website and Instagram page have been set up. There are 3 stores in town that are willing to sell the books. Fundraising will continue to be ongoing. They require an extra \$2,000 to get 1500 books printed or \$6,500 to get 2000 books printed.</p>

	<p>Motion <i>Pettit/Henare</i> The board move to underwrite the cost of \$6,500 for the order of 2000 books.</p> <p>Action - The principal will provide updates on recipe book sales to the board.</p> <p>vi. <u>Start date 2025 - Wednesday 29 January</u></p> <p>Motion <i>Burns / Bayliss</i> The board approve the first day of term 1 2024 being 29 January.</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 4:30pm Monday 5 August 2024</p>		
	<p>Karakia whakamutunga (click the link to hear)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> 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! </td> <td style="width: 50%; vertical-align: top;"> <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> </td> </tr> </table>	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!	<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>
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Meeting closed at 6:25pm



Chairperson/Presiding Member: _____
Kate Paine

Date: 5/08/2024

Dates of board meetings in 2024:

Term 1, Wk 3	Monday 12th February
Term 1, Wk 8	Monday 18th March

Term 2, Wk 2	Monday 6th May
Term 2, Wk 9	Monday 24th June
Term 3, Wk 3	Monday 5th August
Term 3, Wk 8	Monday 9th September
Term 4, Wk 2	Monday 21st October
Term 4, Wk 6	Wednesday 20th November - Charter
Term 4, Wk 8	Monday 2nd December
Term 4, Wk 8	Thursday 5th December - Data

Action Plan for reporting at next meeting:

The bursar will make contact with FINNZ Accounting as per the motion above.	Livvie
Sol will continue to work on a revised draft for the updated scholarship document and share with the BOT at the next meeting.	Sol
The fees from Solutions and Services Ltd will be shared with the board.	Livvie
Confirmation of MOE's support of the classroom relocation in writing will be sought.	KD
The Rutherford team leader and BOT will liaise until the paperwork is complete as requested.	All
All chapters are to be sent to the board for completion	KD & All
The principal will provide updates on recipe book sales to the board.	Mike