

**MINUTES OF CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES MEETING ON
22 MARCH 2022 HELD AT 6:00PM VIA ZOOM**

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

Apologies: Calum Jamieson

Visitors: Olivia Baudinet

Welcome and Karakia

ORDER OF BUSINESS

The Bursar will present the financial statements and answer any questions from the Board at the beginning of the meeting.

Olivia gave an overview of the CPS accounts and of her recent discussions with our new accountant Jon Hurst from FINNZ. Options to streamline our accounts and simplify our budget were discussed. It is understood that Four Peaks has operated a separate account and this was not integrated when the School moved to using Xero due to potential difficulties that this may create with the different software used (Enrol-My).

Action - The Principal will investigate the reason for maintaining 2 separate accounts (with one separate account being for Four Peaks). .

LATE ITEMS FOR THE AGENDA

None

MINUTES OF THE LAST BOARD MEETING

Motion

The Board moved to accept the minutes of the meeting on 14 February 2022.

Twaddle/Cronin

MATTERS ARISING

- Support Staff letter response - The Presiding Member & Secretary will work on this.
- BOT Treasurer role notice - The Presiding Member has drafted for all members to review.
- The CPS Charter was sent out to our Maori families for feedback. Work on a translation for the document will wait until the peak of Covid has subsided to avoid putting pressure on people during this time, and to ensure this work is developed through genuine engagement with our local Iwi.

Action - The Secretary will put a reminder in the calendar to revisit this.

CORRESPONDENCE

The Presiding Member has received the Principal's appraisal from Bob White and also DP1's appraisal regarding her time in the Principals role. The feedback on both was very positive. The appraisals are available to the Board if they wish to view them. The Board agreed to continue with Bob White's appraisal services this year.

PRINCIPAL'S REPORT

The Principal's report was tabled.

Payroll will apply for additional relief teacher funding as we incur staff absences due to Covid. The Principal will keep the BOT updated regularly due to the possible financial impact this could have on the School. This is not seen as a risk at present. CPS also continue to update the school community on Covid within the school.

Following the first meeting with ERO the Leadership Team has continued to follow up on points discussed, which includes sending the supporting documents requested. This was a positive meeting and will be an ongoing collaborative process.

Hillary camp is still going ahead with 'back up' Teachers available to fill in should current staff attendees become unwell or have to isolate.

Action - The Presiding Member will draft a letter of thanks from the BOT to the donor of x10 devices for CPS students.

The Board accepted the Principal's report.

MINUTES OF 10YPP PLANNING MEETING

The Principal gave an update on the 10YPP planning which has been ongoing since the end of last year.

Motion

The Board acknowledged receipt of the 10YPP planning meeting minutes. *Jenkins/Pettit*

FINANCE

Motion

The Board approved the February financial reports and acknowledged the draft annual report from FINNZ.

PRINCIPAL'S LEAVE REQUEST

The Principal's leave request to visit his mother who is unwell was approved via email and is unanimously supported by the Board.

SABBATICAL

The Principal introduced a sabbatical leave application on behalf of himself and Nic Pettit, requesting leave for Term 4 of 2022 and Term 1 of 2023. An application may be made for an NZEI Sabbatical for Term 1, but otherwise leave would be unpaid. The Principal outlined

consultation with the Leadership team to date, who had collaboratively discussed potential options for cover.

The meeting went into committee at 7:10pm, with the Principal declaring his conflict of interest and leaving the meeting

The meeting came out of committee at 7:30pm

Motion:

The Board approved the Sabbatical leave application unanimously.

The Principal is to advise whether an NZEI Sabbatical application will be made.

The Board has confidence in CPS personnel and will not advertise the acting Principal nor Deputy Principal roles externally.

An internal recruitment process will be established, with the Presiding Member assisting the Principal on behalf of the Board.

Twaddle/Jenkins

Action - The Principal and Presiding Member will set up an application and interview process for internal applicants.

COMMUNITY CONSULTATION PLAN

The Board discussed the next phase in the community consultation plan.

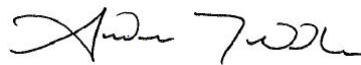
Covid framework permitting - bringing our community onsite to reconnect with the school and gain feedback in an informal setting was proposed.

Action - The Principal will take this idea back to the Leadership Team to gauge interest in this and any other areas in which we could be engaging our community.

Parent teacher interviews ran really well online.

Action - The Principal will find out the parent engagement numbers compared to previous in-person parent teachers interviews nights.

Meeting closed at 7:55pm



Chairperson/Presiding Member: _____
Andrea Twaddle

Date: 9 May 2022

Dates of Board Meetings in 2022:

Term 1, Week 3	Monday 14 February
Term 1, Week 8	Tuesday 22 March
Term 2, Week 2	Monday 9 May
Term 2, Week 8	Monday 20 June
Term 3, Week 3	Monday 8 August
Term 3, Week 9	Monday 19 September
Term 4, Week 2	Tuesday 25 October
Term 4, Week 5	Strategic/Annual Plan Charter Meeting - Monday 14 November
Term 4, Week 7	Monday 28 November
Term 4, Week 7	Data Meeting - Thursday 1 December

Action Plan for reporting at next meeting

Support Staff letter response	KD / Andrea
BOT Treasurer role notice review	All
Investigate reason for 2 separate accounts	Mike / Payroll
Schedule reminder to revisit seeking Maori translation	KD
Draft a letter of thanks to the donor of x10 devices	Andrea
Set up interview process for internal applicants	Mike / Andrea
Take community consultation ideas back to Leadership Team for feedback	Mike
Compare online and in person parent teacher interview engagement	Mike