

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

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

Apologies: None

Visitors: None

Welcome and Karakia

ORDER OF BUSINESS

In keeping with the agenda with late items following.

LATE ITEMS FOR THE AGENDA

Board Elections

Dog Policy

MINUTES OF THE LAST BOARD MEETING

Motion

The Board moved to accept the minutes and in-committee minutes of the meeting on 22 March 2022.

Twaddle/Jenkins

MATTERS ARISING

- The interview process for the fixed term Principal and Deputy Principals roles during term 4 2022 and term 1 2023 was outlined. Job flexibility within the 2 DP roles was discussed with the intention of making the positions a more viable option for more staff. The interview panel will comprise of the Presiding Member, Principal and DP1. **Action** - Notice to go in the next newsletter to advise the CPS community of the sabbatical leave.
- The Principal talked about informal community consultation ideas. **Action** - Management will put some of these plans in place.
- CPS House Leaders are planning to orchestrate a fundraising event for our local Firefighters. These students will be supported in the organisation of their event.

CORRESPONDENCE

The Presiding Member endorsed the NZSTA courses and webinars for remaining and new Board members.

The Board accepted the inward and outward correspondence as true and correct.

PRINCIPAL'S REPORT

The Principal's report was tabled.

CPS is not continuing to give the community Covid updates as it becomes part of normal life. The Garden to Table opening was a success. The programme would really benefit from a pergola for outdoor shelter for when the children eat what they have created in the G2T kitchen - sharing is a huge part of the G2T programme concept.

The PTA has committed to funding basketball hoops and the outdoor classroom. We are trying to get grants to assist with this cost also.

The Board accepted the Principals Board report.

FINANCE

The biggest financial concern is staffing with regard to the teacher relieving budget. Government reimbursements for Covid absence only reimburse a portion of the cost. The Principal noted that continuing costs would need to be monitored and planned for. The Principal will continue to keep the Board up to date on how this is tracking.

PTA funded projects/equipment requests will be entered into a live googlesheet/tracker which will be shared with the PTA so that progress can be monitored easily by all contributing parties.

Motion

The Board accepted the financial reports.

Henare/Pettit

PROPERTY

Property items were detailed in the Principal's report.

The Fire upgrade is complete however, HSM did come back on site last week to rectify a few points raised from the post implementation review.

POLICIES

The 'Surrender and Retention of Property and Searches' policy states that the school provides the community with a list of prohibited items. CPS do not currently do this nor feel there is a need to.

Motion

The Board acknowledges a variation to the policy whereby CPS management are empowered and expected to make sensible safe decisions around student property on a case by case basis.

Jamieson/Twaddle

HEALTH & SAFETY

Health & Safety was detailed in the Principal's report. The Board thanked the Caretaker for completing all current H&S jobs as well as the excellent standard to which the grounds and gardens have been brought to.

ANNUAL PLAN REVIEW

The Annual Plan is a live document that the SLT have been working on. Areas that still need work are highlighted in yellow. The Operational plan is complete. CPS is ahead of schedule with regard to reviewing these documents.

The Board acknowledges the opportunity to review these live documents.

Action - The Principal will share the ERO shared folder with the Board.

DRAFT 10YPP

The Principal summarised the draft 10YPP plan. CPS will spend approx 65% of the 5YA in the first 2 years on priority projects - safety glass/roofing/electrical upgrade to bring power onto site. Projects over \$100,000 must go to open tender on 'Getz'. Projects over \$50,000 must have an independent Project Manager closed tender. Projects under \$49,999 can be school led.

Future proofing the school in relation to the growth of Cambridge needs to be kept in mind when looking at our 10YPP. A growth review of Cambridge would need to be in conjunction with Waipa District Council and the Ministry of Education and other Cambridge Schools.

Motion

The Board accepted the draft 10YPP.

Pettit/Jago-Sutton

ELECTIONS

Board Elections and timeline were discussed. Nevis Stanaway has confirmed that she is able to act as the Returning Officer.

Motion

The Board agreed to appoint Nevis Stanaway as Returning Officer and give her authority to administer the election process.

Twaddle/Cronin

Action - Organise and schedule a 'prospective and existing Board members evening'.

DOG POLICY

The Waipa District Council Dog Policy Bylaw is coming up for review. Currently, CPS is one of the selected school's that cannot allow dogs on to school grounds. As part of the review, CPS will be able to submit a request to allow dogs on site. A discussion took place about the positives and negatives of having dogs on our school grounds.

Motion

The Board agreed to remove CPS from the list of schools that do not allow dogs on site and develop an in school policy of regulations around this.

Jago-Sutton/Cronin

Motion

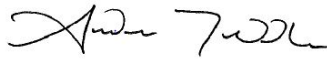
The Board moved into a public excluded meeting.

Twaddle/Cronin

The meeting went In-committee at 8pm

The public meeting resumed at 8:14pm

Meeting closed at 8:15pm



Chairperson/Presiding Member: _____
Andrea Twaddle

Date: 20 June 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

Notice in newsletter re Sabbatical	Mike
Community consultation ideas plan in place	Mike
ERO folder shared with BOT	Mike
Schedule a prospective and existing Board members function	KD