

**MINUTES OF CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES MEETING ON
20 JUNE 2022 HELD AT 6:00PM AT CPS**

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

Apologies: Calum Jamieson

Visitors: Kate Paine, Charlotte Bayliss, Chandra Gowda, Debby de Gouviea, Tim Gudsell

Welcome and Karakia

The Presiding Member gave the visitors speaking rights.

The Board recognised a conflict of interest for Mike Pettit in relation to the Urban Mobility Update. Mike Pettit is exempt from any votes on this matter.

ORDER OF BUSINESS

The Urban Mobility Update is to take place when Tim Gudsell joins the meeting.

The Budget Review is to be discussed as part of the finance agenda item.

LATE ITEMS FOR THE AGENDA

None

Motion

The Board moved into a public excluded meeting.

Twaddle/Pettit

The meeting went in-committee at 6:15pm

The public meeting resumed at 6:56pm

The visitors joined the meeting.

MINUTES OF THE LAST BOARD MEETING

Motion

That the minutes of the meeting held on 9th May were approved.

Pettit/Cronin

That the minutes of the in-committee meeting held on 9th May were approved.

Pettit/Henare

MATTERS ARISING

- ERO visit - ERO Review Officer Michelle Thurlow is in School this week and following the School's last meeting online, has been provided information in advance of her visit.

CORRESPONDENCE

The Presiding Member has authorised the request for the energy audit and the process is underway.

NZSTA now offers electronic voting as part of this year's voting options for the School Board. CPS has appointed Nevis Stanaway as the Returning Officer. The Board discussed the option of electronic voting and decided to continue with a paper election process.

The Board accepted the record of correspondence as true and correct.

PRINCIPAL'S REPORT

The Principal's Report was tabled.

To date the School has used 57% of the annual relief teacher budget. The onset of winter and alternative strategies were discussed.

The Principal gave a brief overview of the Cambridge Growth meeting due to take place on 27 July with the Ministry, Council, and representatives of the Cambridge School communities.

The Board accepted the Principal's Report.

FINANCE AND BUDGET REVIEW

A Budget Review was carried out by the Bursar, Presiding Member and Principal last week and reported back to the Board. As part of this review, the payment for the Returning officer during the Board triennial elections was clarified in keeping with the guidelines from NZSTA. Consideration was also given to the Administrators pay equity.

Motion

That the accounts report for May, the review and financial budget be approved.

Twaddle/Jenkins

PROPERTY

The structure for waterproofing the veranda of rooms 1 and 2 is almost ready for installation.

PERSONNEL

The Board acknowledged the appointment of Karen Jack to the fixed term DP1 position for term 4 2022 and term 1 2023. The Board confirmed the appointment of Sharyn Douglas to the Principal position for term 4 2022 and term 1 2023.

Motion

The Board approve that Mike Pettit apply for an NZEI Principal sabbatical for term 1 2023. The sabbatical will incur no additional cost to the school.

Twaddle/Jenkins

Motion

The Board approve that Nic Pettit apply for an NZEI Teacher sabbatical for term 1 2023. The sabbatical will incur no additional cost to the school.

Twaddle/Jenkins

POLICIES

The behaviour management policy was discussed.

Motion

The Board confirmed the policies for review, and acknowledged the assurances (set out in the Principal's Report).

Pettit/Jenkins

HEALTH & SAFETY

Health and safety was detailed in the Principal's Report. There are no trends to report, changes to risks/hazards identified nor management of these.

COMMUNITY CONSULTATION REVIEW

Community consultations ideas were discussed. Feedback is positive regarding the steps being taken by CPS to welcome parents being back onsite for informal events/activities. Parent engagement that includes an option for a children's activity could be attractive for families.

Action - The Principals will organise consultation dates in term 3 in conjunction with literacy and maths presentations with a view to potentially combining questions of Board members by those considering a nomination for the upcoming elections.

ELECTION PROCESS REVIEW

Nevis Stanaway has the election process underway.

Action - The Board Secretary will finalise the agreement for the Returning Officer role with Nevis Stanaway.

URBAN MOBILITY UPDATE

Tim Gudsell joined the meeting.

The Principal's conflict was noted.

Mike Pettit introduced the Waipa District Council Urban Mobility proposal, on behalf of WDC. The funding required and the project outcome for each proposed option was presented. Road safety and accessible travel ways was discussed for those travelling to and from school as well as the wider community.

The Board discussed existing health and safety concerns regarding traffic outside the school and the crossing.

Action - Place cones outside room 16 to stop illegal and dangerous parking.

Action - Draft a letter to Waipa District Council (c/- Brian Hudson) about current safety concerns outside school.

Action - Board to give feedback to WDC on proposal options in shared google doc.

Action - Encourage Parents to make their own submission to WDC regarding Urban Mobility in the next newsletter.

RUTHERFORD CAMP PROPOSAL

The Secretary will email the Board the RAMS for the Rutherford ski camp.

Motion

The Board approve the Rutherford ski camp subject to receiving/approving the necessary RAMS forms by email.

Pettit/Cronin

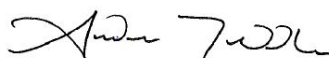
ERO VISIT

The Principal will share draft data with the Board ahead of the scheduled ERO meeting.

VISITORS

The Board thanked visitors to the meeting for their interest in the School.

Meeting closed at 8:40pm



Chairperson/Presiding Member: _____
Andrea Twaddle

Date: 01/08/2022

Action Plan for reporting at next meeting

Organise consultation dates in term 3	Mike
Finalise Returning Officer role agreement	KD
Place cones outside room 16 to stop illegal and dangerous parking.	George
Draft a letter to Brian Hudson about initial safety concerns outside school	Calum
Board to give feedback to WDC on Urban Mobility proposal options in shared google doc	KD/All
Encourage Parents to make their own submission to WDC in the next newsletter.	KD
Email camp RAMS to the BOT	KD