

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

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

Apologies: None

Visitors: Kate Paine, James Burns

Welcome and Karakia

The Presiding Member gave the visitors speaking rights.

ORDER OF BUSINESS

The data presentation is to take place when Nic Pettit joins the meeting.

LATE ITEMS FOR THE AGENDA

Credit card limit increase request from the Burar to be reviewed during 'Finance'.

MINUTES OF THE LAST BOARD MEETING

Motion

Subject to the changes in the action below, the minutes of the meeting held on 20 June were approved.

Twaddle/Cronin

Action - Add the action in relation to the Rutherford Camp proposal and clarify that action point 5 is regarding Urban Mobility.

That the minutes of the in-committee meeting held on 20 June were approved.

Pettit/Henare

MATTERS ARISING

- Community consultation dates - Due to how busy term 3 is, including with camps, this will be set in term 4.
Action - Team leaders will be advised to use upcoming parent teacher interviews for parent feedback
- BOT handover - An induction will be devised and current BOT that can attend the 1st meeting of the new BOT will do so
Action - Google doc to be shared for induction ideas
- Feedback to Council regarding the Urban Mobility update (safe cycling and walking streets) - CPS has provided verbal feedback to Council, that the accessible cycle/walkways link up (do not terminate at the Clock Tower) with positive feedback received from Council. Board advised that additional Government funding with 2 year

spending timeframe has been made available, with the possibility of safe cycling/walking all the way to the high level bridge.

Action - Submit letter based on Option A directly linking the cycleway to Duke Street. Provide feedback seeking improved road safety outside the School, including the removal or change in placement of the speed bumps

- Approximately \$15,000 reimbursement for Covid leave is expected

CORRESPONDENCE

The Board acknowledged:

- email from the Bursar with regard to the credit credit increase
- email from Waipa District Council informing CPS of the Victoria Street Bridge maintenance and repainting project.

Action - The Victoria Street Bridge information will be shared with our community in the next newsletter.

PRINCIPAL'S REPORT

The Principal's Report was tabled.

International Student fees were discussed with an acknowledgment of increasing costs in a changing environment.

Motion

The Board approved the proposed fee increase as a minimum. *Twaddle/Jamieson*

Action - Within the Principal's Report the description of Four Peaks trips is to be corrected and the percentages of male / female students is to be corrected.

The Principal talked through the personnel component of the Board report. Rachel Pridham's reappointment will have a period of cover shared by Marie Dale and Viola Ashford-Martin.

A new entrant class needs to open in term 4 to keep up with student enrolment numbers. This class will be situated in the staff room.

The Principal's Appraisals was discussed. The appraisal will be brought to completion before the Principal's sabbatical instead of the usual end of year report.

The Board accepted the Principal's Report.

FINANCE

The request to increase the schools credit limit from \$4,000 to \$6,000 is due to obtaining the science credit card which was previously approved by the Board.

Motion

The Board approved to increase the credit limit from \$4,000 to \$6,000 as per the Bursar's email.

Pettit/Jamieson

The current Board makes the following recommendation to the new Board for the next meeting:

- To have the Bursar available to deliver the finance report at meetings and respond to any questions
- Seek the engagement of Chad Britton to provide a 'Finance 101' induction for the new BOT

Action - List acronyms in the Board packs for new members

PROPERTY

PMG advised that the blockage in the drain has been cleared and they will be in touch in the morning regarding a final 'clean up'.

The pergola for G2T has been ordered and paid for by the PTA. This will require a couple of working bees to install.

PERSONNEL

The Board welcomed all the new staff to the school.

The Principal noted his appreciation for the Board members over the last 2 - 9 years of service to the school. The last 10 years have seen a vast amount of infrastructure and programme development by the school which has been made possible with the support of an excellent Board.

POLICIES

The Swimming pool policy is not on School docs. CPS created its own policy last year.

Action - Review CPS swimming pool policy for the next meeting.

DP1 and SENCo are trained in the restraint of students. The School will investigate child restraint training for staff.

In light of a recent bomb hoax to several schools around the country CPS has altered its 'chemical spill emergency' evacuation procedure to be named 'off site emergency' evacuation procedure to capture this scenario. Where there have been incidents, CPS has carried out reviews for continuous improvement.

Action - Sun protection policy requires the first bullet point to be amended.

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.

DATA PRESENTATION

Nic Pettit joined the meeting and presented the mid-year student data.

The BB team have noticed that the children starting school generally, don't seem as ready to start school as children were before Covid. The teachers are making smaller groups to target phonics and sounds for identified students. Parents have also been given individualised homework packs to support childrens' learning, with follow up by teachers. Peer conversations with other schools suggest this is a common finding.

Absences at school due to having Covid, being a household contact and fatigue following covid have also contributed to the data. SENCo is supplying LA's to help BB where the timetable allows.

Term 3's staff PD focus is reading with Murray Gadd which will assist BB in particular. Murray's sessions provide realistic whole class scenarios which have received excellent feedback from CPS teachers.

ME & MY SCHOOL DATA

Nic Pettit presented this data which was captured by an in-school survey. Looking across NZ we're in a positive space having received good feedback from students regarding multiple aspects of the School including STEM, Arts rotation, CPS facilities, and the PTA.

CPS plan to transition from *Me and My School* survey to a more all encompassing survey next year.

The Board noted their appreciation of the transparency and level of work that goes into the data collation and presentation, and the work of teachers with regard to student learning, achievement and the school environment/culture.

PRINCIPAL STANDING FOR COUNCIL

The Principal has requested the approval of the Board to stand for Council again. The status quo would be continuing with one Council day per week. However, there could be an option that would see the Council demand more time, which would need to be discussed with the Board if this arose.

Motion

The Board acknowledged the Principal's intention to stand for Council. *Twaddle/Jamieson*

OUT OF TOWN ZONE NUMBERS

The Principal proposed the following numbers for our 2023 out of zone places.

Proposed ballot numbers for 2023	
Year 6	2
Year 5	2
Year 4	3
Year 3	2
Year 2	1
Year 1	32

Motion

The Board approved the numbers for the out of zone ballot. *Pettit/Jago-Sutton*

CAMBRIDGE GROWTH MEETING FEEDBACK

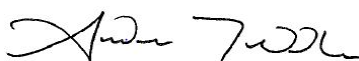
The Principal and Presiding Member gave the Board feedback from the Cambridge Growth meeting. Land acquisition and zoning was discussed. Principals will meet to discuss how this could work for each school and provide feedback to the Ministry.

The visitors left the meeting.

The meeting went in-committee at 8:50pm

Public meeting resumed at 9:20pm

Meeting closed at 9:30pm



Chairperson/Presiding Member: _____
Andrea Twaddle

Date: 15 September 2022

Action Plan for reporting at next meeting

Add the action in relation to the Rutherford Camp proposal and state that action point 5 is regarding Urban Mobility	KD
Team leaders will be advised to use upcoming parent teacher interviews for parent feedback	Mike
Google doc to be shared for induction ideas	Andrea
Submit letter to Waipa DC for option A directly linking the cycleway to Duke Street and safe connectivity. In addition, raise concerns about immediate safety of the road outside school - removal of the speedbumps	Andrea
The Victoria Street Bridge information will be shared with our community in the next newsletter	KD
Within the report the description of Four Peaks trips is to be corrected and the percentages of male / female students is to be corrected	KD
List acronyms in the board packs for new members	KD
Circulate and Review CPS swimming pool policy for the next meeting	KD, all BOT
Sun protection policy requires the first bullet point to be amended	KD