

CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES AGENDA

MEETING TO BE HELD ON 19 SEPTEMBER, 6PM

Present: Charlott Bayliss, James Burns, Sol Henare, Kate Paine, Mike Pettit,
Taryn Jago-Sutton, Kate Dye (Secretary)
Sharyn Douglas

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:

i. Welcome and Karakia

Whakataka te hau

Cease the winds from the west

Whakataka te hau ki te uru

Cease the winds from the south

Whakataka te hau ki te tonga

Let the breeze blow over the land

Kia maakinakina ki uta

Let the breeze blow over the ocean

Kia maataratara ki tai

Let the red-tipped dawn come with a

E hii ake ana, te atakura

sharpened air

He tio, he huka, he hau hunga

A touch of frost, a promise of a glorious day

Tihei mauri ora!

ii. Apologies

Scott Noakes

iii. Election of Chair person and other positions

Charlott Bayliss nominated Kate Paine for Board Chair

Charlott Bayliss nominated Sol Henare for Deputy Chair

Charlott Bayliss nominated James Burns for Finance position

MOTION

The Board agree to appoint the members as nominated

iv. Order of Business

Olivia Baudinet will enter the meeting at 6:30pm to present the finance reports and answer any questions arising

v. Late items for agenda

No late items

vi. Conflicts of interest

Conflicts of interest were discussed and clarified. No conflicts were identified.

2.	<p>Minutes of Last Meeting:</p> <ul style="list-style-type: none"> i. Minutes confirmed <p><u>MOTION</u> The existing Board members from the previous Board approved the minutes of the meeting on 1 August 2022</p> <ul style="list-style-type: none"> ii. Matters arising <p>None</p> <ul style="list-style-type: none"> iii. Report on actions from last meeting <p>It was decided to seek feedback from the school community regarding what they want to see offered at school, during the family picnic night instead of parent / teacher interviews. This community engagement will now be held until term 4.</p>
3.	<p>Correspondence – inwards, outwards</p> <p>The Principal gave some background information to the board regarding the zoning correspondence. Predicted populations were shared in each zoning cell. School Boards initial feedback on this suggestion is to go to the Ministry of Education (MOE) by this Friday 23 September.</p> <p>Cambridge Principals Association (CPA) suggestion to the Ministry of Education (MOE) was to leave the current zones in place and overlap the new school (Cambridge West School - CWS) zones and wait until further down the track, once school and roll is established, to make a decision.</p> <p><u>MOTION</u> The Board agreed with CPA’s suggestion on zoning.</p> <p>The correspondence was accepted as true and correct.</p>
4.	<p>Principal’s Report:</p> <ul style="list-style-type: none"> i. Principal’s Report – tabled and taken as read. <p>The board pack questions were acknowledged. Clarifications were offered where needed.</p> <p><u>MOTION</u> The Principal’s Report was accepted.</p>

5.	<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>Olivia Baudinet entered the meeting at 6:30pm to present the financial reports. Finance and budget reviews were summarised with regard to how they are carried out.</p> <p>Action \$95,000 in the ALLIS budget line needs further investigation.</p> <p>Action The journal query regarding salary accrual will be clarified by Accountants tomorrow and reported back to the Board.</p> <p>Service contract reviews were discussed to formalise them instead of being carried out on an adhoc basis. Chad Britton is willing to come in and do a finance workshop for new Board members.</p> <p>Action The Secretary will organise a time for the finance workshop.</p> <p>MOTION The Board reviewed and accepted the financial reports.</p>
6.	<p>Property:</p> <ul style="list-style-type: none"> i. Property update (within Principal's Report) <p>The Principal briefed the Board on the current situation with Pacific Membrane Group (PMG).</p> <p>Action The Secretary will stay in touch with MOE around dealing with PMG to get the paperwork we need in order for Waipa District Council (WDC) consent.</p> <p>The basketball hoop footings were discussed - the contractors are coming back to us to clarify if the footings are adequate before the hoops are installed.</p>
7.	<p>Personnel:</p> <ul style="list-style-type: none"> i. Personnel update (within Principal's Report) <p>Adam Poka has been granted study leave which means the 2023 staffing needs a bit more work in order to arrange cover for his position.</p>
8.	<p>Policies:</p> <ul style="list-style-type: none"> i. Policies and Procedures to review ii. Policy assurances received <p>Policies were accepted in the last meeting</p>

9.	<p>Health and safety:</p> <p>i. Health and safety update (within Principal's Report) – note changes in risks, any mitigation measures, resourcing required</p> <p>Action The annual plan needs to be updated with any completed H&S audit tasks for term 3.</p> <p>Action The Secretary will seek a quote for another <i>safety matters</i> H&S audit.</p>
10.	<p>General business:</p> <p>i. Principals Appraisal</p> <p>The Board Chair usually reads the Principals appraisal and summarises to the Board. The appraisal report will be finalised and ready for the BOT for the 2nd meeting in term 4.</p> <p>ii. Annual Plan Review</p> <p>The annual review is finalised at the end of the year.</p> <p>MOTION The Board agreed to move the end of year charter meeting to the Fri 18 Nov (in place of Mon 14 Nov set date)</p> <p>Action Ensure names are removed from the annual report working document and replaced with job titles. Or change over of staff is stated.</p> <p>iii. BB Camp Proposal</p> <p>The BB Camp proposal document - pg 51 incorrectly states Hamilton Zoo instead of Leamington Domain. The date at the top of the proposal incorrectly displays 2020.</p> <p>MOTION Subject to the changes above, the Board approve the BB camp.</p> <p>Action The Board requested the inclusion of a statement on whether parent helpers need to be police checked for future camp proposals.</p>
11.	<p>Reflection Time: 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 Tuesday 25 October 2022</p>

Karakia whakamutunga

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!

Affirm these discussions
Affirm these learnings
Affirm before Ranginui above
Affirm before Papatuanuku below
Bind to the pillar of understanding
Bind it firm
We are united in a common purpose

Meeting closed at 7:40pm



Chairperson/Presiding Member: _____
Kate Paine

Date: 25 October 2022

Action Plan for reporting at next meeting

\$95,000 ALLIS accounts payable to be investigated and reported back to the Board (BOT)	Olivia
Salary accrual query investigated and reported back to the BOT	Sandy (KD)
Organise a finance workshop with Chad Britton	KD
Paper work for canopy consent from PMG will be followed up	KD
Annual plan doc will be updated with H&S audit tasks for term 3 (T3)	George (KD)
Names in the Annual plan doc will be replaced with job titles or change over of staff will be stated	KD
Inclusion of police check requirements for parent helpers in all camp/EOTC proposals to the BOT - Management team to be advised	KD