

**CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES  
MINUTES  
HELD ON 25 OCTOBER, 6PM**

**Present: Sol Henare, Taryn Jago-Sutton, Charlott Bayliss, James Burns, Kate Paine, Kate Dye (minutes)**

**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. Order of Business

Finance will be first on the agenda

iv. Late items for agenda

Board gift to staff at Christmas / Staff appreciation

v. Conflicts of interest

None

2.	<p><b>Minutes of Last Meeting:</b></p> <p>i. Minutes confirmed</p> <p><b>Motion</b> The Board confirmed the last minutes dated 19 September 2022.</p> <p>ii. Matters arising</p> <p>None</p> <p>iii. Report on actions from last meeting</p> <p>The salary accrual query from the last meeting was clarified.</p> <p>The Board proposed 6pm on 7 November for the finance workshop. <b>Action</b> - The Secretary will confirm this with Chad Britton and send a meeting invite to the Board.</p>
3.	<p><b>Correspondence</b> – inwards, outwards</p> <p>Adam Poka needs an official letter from the BOT confirming the dates of his study leave. <b>Action</b> - The Principal will confirm the end of year date at the Kahui Ako meeting tomorrow and the letter will be sent from the Board Chair by the Secretary.</p> <p>The Principal advised the Board of the changes to the Restraint policy and what training would look like for staff.</p> <p>The correspondence was accepted as true and correct.</p>
4.	<p><b>Principal's Report:</b></p> <p>i. Principal's Report – tabled and taken as read.</p> <p>The Board received a brief update on how the Four Peaks holiday programme went. <b>Action</b> - A survey will be sent out to get more formalized feedback from families.</p>
5.	<p><b>Financial:</b></p> <p>i. Financial Report (Finance Officer and Bursar) Bank account balances, admin account, savings account, school painting account, term deposits, financial reports</p> <p>The Board Chair confirmed that the BOT have their own discretionary fund in the budget 'BOT appreciation' and Board hospitality'</p> <p>The 'Society account' shown in the financial reports is the social club bank account.</p>

	<p>The Bursar gave some background on how ALLIS was set up, how the cluster has changed and how they intend to move forward. CPS remains the lead school for ALLIS which is why CPS holds the account as a separate fund.</p> <p><b>Action</b> - The Bursar will work with the accountants to solve the question around liability.</p> <p><b>Motion</b> The Board agreed that the Board Chair is a signatory for the school account. The Board Chair gave James Burns signing rights for the school account as he was elected to hold the finance portfolio for the BOT in the last meeting.</p> <p>The Board approved for Grant Jack to purchase a new blender to be taken from the coffee shop income.</p> <p><b>Action</b> - Grant Jack will advise James Burns of the cost of the blender.</p> <p>The Board ran through the draft budget for 2023. Proposed enrolment numbers were discussed. Income opportunities were discussed.</p> <p>The Board discussed increasing the hall hireage fee.</p> <p><b>Action</b> - Sol Henare will look into what other schools charge and feed back to the Board.</p> <p><b>Action</b> - The Secretary will update the hall user agreement to tighten up the rules of use and include a check sheet upon releasing bond refunds. A cleaning fee will also be stipulated. A draft will be prepared by the Secretary and reviewed by the Board.</p> <p>Being my Best programme administration is being reviewed to tighten up payments and mitigate financial risk to the school.</p> <p>The Board requested that Camp documents should state that police vetting is required and is included in the camp budgets. Camp information sent out to families could include that a donation towards this cost is welcome.</p> <p><b>Action</b> - The Principal will talk to Carmel about resolving the phone issue.</p> <p><b>Action</b> - The Principal will find out whether the playground money, as shown in the budget, is part of 5YA or from a separate fund.</p> <p><b>Motion</b> The Board reviewed and accepted the financial monthly reports and the draft budget for 2023.</p>
6.	<p><b>Property:</b></p> <ul style="list-style-type: none"> <li>i. Property update (within Principal's Report)</li> </ul>
7.	<p><b>Personnel:</b></p> <ul style="list-style-type: none"> <li>i. Personnel update (within Principal's Report)</li> </ul>

	<p>Management and staff are devising a plan A, B, and C in the likelihood that we meet our roll review and have to increase the school by one class. Staffing cannot be complete until we know the outcome of the roll review. We are currently staffed on a roll of 399.</p>
8.	<p><b>Policies:</b></p> <p>i. Policies and Procedures to review</p> <p>The expenditure policy was discussed and audit requirements clarified.  <b>Action</b> - The Secretary will check with the auditor regarding double signing and where in the legislation it stipulates that requirement.</p> <p>ii. Policy assurances received</p> <p>The Board reviewed and accepted the policies and assurances.</p>
9.	<p><b>Health and safety:</b></p> <p>i. Health and safety update (within Principal's Report)</p> <p>The glass in Stanaway reserve was discussed and actions to mitigate the risk are being worked through by staff.</p>
10.	<p><b>General business:</b></p> <p>i. Outcomes of the Curriculum Review</p> <p>The curriculum review was completed in T3 by all teachers. The Principal talked about the literacy and maths PD and the applications submitted to continue with these in 2023. Specialist programmes and health &amp; PE were also discussed.</p> <p>The curriculum refresh was also discussed. Our MOE liaison has had 3 sessions at CPS working with staff on the curriculum refresh and the NZ histories curriculum. Planned community engagement will be sharing this curriculum at the family picnic night later in T4.</p> <p>The Principal advised the Board that cultural pedagogy is linked to the Kaahui Ako.  <b>Action</b> - The Principal will send the website to the Board that the Kaahui Ako have developed which contains our local stories.</p> <p>ii. Draft Annual Budget</p> <p>The budget was reviewed and accepted in the Financial component of the meeting.</p> <p>iii. Year 6 Camp Proposal</p> <p>Timing of the camp was discussed and the most appropriate time for both students and teachers. Timing will be considered earlier next year.</p> <p><b>Motion</b></p>

	<p>The Board approved the camp proposal subject to receiving a breakdown of the camp cost to better understand the \$50 fee for families.</p> <p>The Board requests that the CPS throw ropes are taken to the camp to help with H&amp;S during the river swim.</p> <p>The Board also clarified the expectation of accounting for children whilst on camp. The Principal assured the Board that the School EOTC procedure will be followed.</p> <p>Risk identification within the proposal can't all be completed until the day of camp.</p> <p style="text-align: center;"><b><u>Late Items</u></b></p> <p>End of year gifts and cards to CPS staff were discussed.</p> <p>The Board Chair proposed an addition to the agenda item of reflection time - How are staff doing? Reporting of staff wellbeing was discussed. An option to have a wellbeing section in the Principal's Board report was suggested which would capture pressure times for staff and general mood. More specific or individual reporting would be case by case between the Principal and Board Chair.</p>		
11.	<p><b>Reflection Time:</b></p> <p>How did we go against our values? How did we go against our purpose?</p> <p><b>Action</b> - To review the Board purpose and make the text more concise.</p>		
	<p><b>Next Meeting:</b></p> <p>The next meeting is scheduled for <b>Monday 28 November 2022</b> (optional Charter Meeting - Friday 18 November 2022)</p>		
	<p><b>Karakia whakamutunga</b></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p>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!</p> </td> <td style="vertical-align: top; text-align: right;"> <p><i>Affirm these discussions</i> <i>Affirm these learnings</i> <i>Affirm before Ranginui above</i> <i>Affirm before Papatuanuku below</i> <i>Bind to the pillar of understanding</i> <i>Bind it firm</i> <i>We are united in a common purpose</i></p> </td> </tr> </table>	<p>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!</p>	<p><i>Affirm these discussions</i> <i>Affirm these learnings</i> <i>Affirm before Ranginui above</i> <i>Affirm before Papatuanuku below</i> <i>Bind to the pillar of understanding</i> <i>Bind it firm</i> <i>We are united in a common purpose</i></p>
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Meeting finished at 8:20pm



Chairperson/Presiding Member: \_\_\_\_\_  
Kate Paine

Date: 28 November 2022

**Action Plan for reporting at next meeting**

Confirm 6pm on Mon 7 Nov for the finance workshop time with Chad Britton	KD
Confirm 2023 EOY date and send study leave letter to Adam Poka	Sharyn / KD
Four Peaks Holiday programme to be sent out to families	Hayley B
ALLIS liability question to be resolved by accountant	Livvie
Get cost for the new blender	Grant / James
Get comparison hall hireage fee from other schools	Sol
Draft updated hall user agreement and circulate to BOT	KD
Talk to Carmel about resolving the phone problems	Sharyn
Investigate the source of the 'playground' funds in the budget	Sharyn
Check with the Auditors about accounts signing requirements	KD
Send link to the Kaahui Ako website to the BOT	Sharyn
Review the BOT purpose to make the text more concise	All
Introducing BOT photos in week 3 newsletter and introducing BOT information in week 6 newsletter	KD