

**CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES  
MINUTES  
HELD ON 28 NOVEMBER, 6PM**

**Present: Sol Henare, Taryn Jago-Sutton, Charlott Bayliss, Scott Noakes, 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

None

iii. Order of Business

Finance will be first on the agenda

iv. Late items for agenda

- Staff gift
- Group chat
- ERO report - discussed in correspondence
- Staff awareness

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 25 October 2022.</p> <p>ii. Matters arising</p> <p>None</p> <p>iii. Report on actions from last meeting</p> <p>Action points complete. Sol supplied a comparison document detailing other schools' hall hireage. Some data is still outstanding.</p> <p><b>Action</b> - To review the remaining data and create a renewed hall hire procedure. To be brought to the first meeting of 2023.</p>
3.	<p><b>Correspondence</b> – inwards, outwards</p> <p>The Principal shared the draft ERO report.</p> <p><b>Motion</b> The Board accepted the draft ERO report.</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>
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 budget is on track for heading towards the end of the year. School donations received have surpassed expectations. The Bursa went through the school's expenditure requests and recommended the school pays the following 2023 subscriptions this year (as was done last year) - Athletics \$8,100, Lexia \$5,000 and Hero \$7,100</p>

	<p>Four Peaks has increased steadily. The reliever budget is manageable at present but would only take one wave of covid to deplete that budget.</p> <p>The Principal explained the support staff pay equity and the unexpected increase in salary steps for those staff. We are reviewing the funded amount received to make sure it meets the salary expense.</p> <p>The 2022 budget review has been completed.</p> <p>The new blender has been purchased for the canteen.</p> <p><b>Motion</b> The Board reviewed and accepted the financial monthly reports. If the 2022 budget allows, the Board approves the purchase of 2023 subscriptions before the end of 2022.</p>
6.	<p><b>Property:</b></p> <ul style="list-style-type: none"> <li>i. Property update (within Principal's Report)</li> </ul> <p><b>Action</b> - A 'project tracker' shared document will be created for the Board to be kept informed of progress.</p>
7.	<p><b>Personnel:</b></p> <ul style="list-style-type: none"> <li>i. Personnel update (within Principal's Report)</li> </ul>
8.	<p><b>Policies:</b></p> <ul style="list-style-type: none"> <li>i. Policies and Procedures to review</li> <li>ii. Policy assurances received</li> </ul> <p>The Board reviewed and accepted the policies in the previous meeting. The Expenditure policy is now assured by the Principal.</p>
9.	<p><b>Health and safety:</b></p> <ul style="list-style-type: none"> <li>i. Health and safety update (within Principal's Report)</li> </ul>

<p>10.</p>	<p><b>General business:</b></p> <p>i. Annual Plan Review</p> <p>The Annual plan review was presented to the BOT.</p> <p>ii. TOD for 2023</p> <p>The Board accepted the school dates as detailed in the Principals report.</p> <p>iii. Ratify components of the Budget</p> <p>Completed.</p> <p>iv. Succession Plan for BOT Position</p> <p>The Board acknowledged that Scott Noakes has been relocated by the Salvation Army to Christchurch. The Board will look to reappoint a member when we have a resignation from Scott.</p> <p>The Board thanked Scott and Aimee for their time as chaplains at CPS and is very grateful for their service.</p> <p><b><u>Late Items</u></b></p> <p>The Board discussed the staff Christmas gifts.</p> <p><b><u>Action</u></b> - The Secretary will get Christmas cards and distribute them to the BOT for writing.</p> <p>A Board group chat will be created by the Board Chair for easy communication.</p> <p>The Board Christmas doo will be arranged via the group chat.</p> <p>CPS staff wellness was discussed.</p>
<p>11.</p>	<p><b>Reflection Time:</b></p> <p>How did we go against our values? How did we go against our purpose?</p>
	<p><b>Next Meeting:</b></p> <p>The next meeting is scheduled for 8 am Thursday 1 December 2022 (this is an optional Data Meeting)</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 finished at 8:15 pm**



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

**Date:** 20 February 2023

**Action Plan for reporting at next meeting**

Review the remaining data and create a renewed hall hire procedure. To be brought to the first meeting of 2023.	Sol / KD
A 'project tracker' shared document will be created for the Board to be kept informed of progress.	KD
Christmas cards will be purchased and distributed to the BOT for writing.	KD / BOT