

CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES MINUTES

MEETING ON 20 FEBRUARY 2023 6PM (Postponed from 13 February)

Present: Kate Paine, Sol Henare, James Burns, Taryn Jago-Sutton, Sharyn Douglas, 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

Whakataka te hau ki te uru

Whakataka te hau ki te tonga

Kia maakinakina ki uta

Kia maataratara ki tai

E hii ake ana, te atakura

He tio, he huka, he hau hunga

Tihei mauri ora!

Cease the winds from the west

Cease the winds from the south

Let the breeze blow over the land

Let the breeze blow over the ocean

Let the red-tipped dawn come with a

sharpened air

A touch of frost, a promise of a glorious day

ii. Apologies

Scott Noakes & Charlott Bayliss

iii. Order of Business

As the agenda

iv. Late items for agenda

- Artificial Intelligence

student access to computer generated assignments/speeches was discussed

- Utilizing the school community

Action - Sharyn will look into enrolment form options to capture what parents can offer the school (ie, skills/time).

- PTA Request

An overview of what the BOT want them to focus on throughout the year. Sharyn has drafted a document to detail fundraising items to give clear direction and notice of projects.

v. Conflicts of interest

None

2.	<p>Minutes of Last Meeting:</p> <p>i. Minutes confirmed</p> <p>Motion The Board confirmed the minutes from 28 November 2022 & 21 December 2022</p> <p>ii. Matters arising</p> <p>iii. Report on actions from last meeting</p> <ul style="list-style-type: none"> • The Secretary has drafted a revised hall hire agreement. Action - This will be shared with the BOT via email. • The Property/Project live google doc was shared with the BOT. • Tree works following the cyclone will not be covered by insurance. All damage and repair costs have been forwarded to MOE in case there is any funding allocated to this. • Four Peaks data is still being collected Action - This will be sent to the BOT asap when the accounts are finalised.
3.	<p>Correspondence – inwards, outwards</p> <p>The request from the PTA for help on the BBQ was discussed. Action - The BOT will actively recruit more people to help. Action - The Secretary will respond to the PTA advising them that the BOT accept their request to help.</p> <p>The Principals PUM is on 22 Feb and the Teachers PUM is on Fri 3rd March. The importance of attending these sessions was discussed. The school will be closed for normal operation but there will be four peaks booking available for the afternoon.</p> <p>The Board accepted the record of correspondence.</p>
4.	<p>Principal's Report:</p> <p>i. Principal's Report – tabled and taken as read.</p> <p>The Principals report was reviewed. Pressure points for the beginning of term have been the allocation of extra duties with so many part time staff and the ESOL programme increasing from 35 children last year to 52 this year.</p> <p>The Principal talked through the Kaahui Ako focus for 2023 and the school working with Benjamin Doyle on Poutama Pounamu.</p> <p>The Principal outlined the recommendation for PD funding in the Principals report and explained that in previous years CPS has been gifted PD hours by the MOE. This year we have none. The impact of Murray Gadd (literacy) and Bruce Moody (Maths) PD was discussed.</p> <p>The Principal requested \$10,500 for professional development with Murray Gadd for 2023.</p> <p>Action - The Board will check with the absent members to have a full vote to fund \$10,500 for PD with Murray Gadd.</p>

	<p>Action - The Board will review the possibility of further funding for Bruce Moody later in the year.</p> <p>Action - James will check with the Bursar to get direction on releasing the funds.</p> <p>A TOD on 24th April is being considered by all Cambridge schools. CPS are also considering a 'call back day' in the July holidays for a marae visit and curriculum refresh with Benjamin Doyle.</p> <p>The Principal and Board Chair will attend another meeting around the revised zoning for the inclusion of the Cambridge West School in the next few weeks.</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>Motion The Board agreed to write off doubtful debts as requested by the Bursar.</p> <p>The financial reports were adopted.</p>
6.	<p>Property:</p> <ul style="list-style-type: none"> i. Property update (within Principal's Report) <p>As detailed in the 'property overview 2023' shared doc, Tiger Turf repairs and drainage soak hole are due for completion this Saturday 25 February.</p>
7.	<p>Personnel:</p> <ul style="list-style-type: none"> i. Personnel update (within Principal's Report)
8.	<p>Policies:</p> <ul style="list-style-type: none"> i. Policies and Procedures to review <p>Actions - Policies will be reviewed and confirmed at the next meeting.</p> <ul style="list-style-type: none"> ii. Policy assurances received
9.	<p>Health and safety:</p> <ul style="list-style-type: none"> i. Health and safety update (within Principal's Report) – note changes in risks, any mitigation measures, resourcing required <p>The Principal updated the BOT on the tree work that was carried out following the cyclone.</p>

10.

General business:

- i. Election of Chairperson/Presiding Member & Deputy Chair

Motion

The Board elected Kate Paine as Board Chair/Presiding Member.

Motion

The Board elected Sol Henare as Deputy Chair.

- ii. Delegated Responsibilities

DELEGATED RESPONSIBILITIES

The Board has reviewed the delegated responsibilities.

Motion

The Board of Trustees authorises the following areas to be delegated to the Principal:

- Suspending and stand down of students
- Financial expenditure within budget limitations
- Principal has authority to sub delegate to paid staff members spending of budget
- Employment of staff - Teachers and Support Staff
- Allocation of salary units
- Suspension of Staff
- Managing the banked staffing provisions
- Staff appraisals and professional development
- Initial investigations relating to a complaint against a staff member
- Implementation of the schools current enrolment scheme

- iii. Confirmation of Meeting Dates and Times

Action - Touch base with Mike Pettit re days of the week.

- iv. Succession plan for Scott Noakes BOT position

The Board agreed to complete a skills analysis to gauge whether there are any gaps in the current skillset with consideration given to availability and succession.

Action - Put a skills matrix together and share with BOT team.

Action - Re-evaluate DOPE test and share with BOT team.

- v. Photocopier Contract

James presented an alternative photocopying solution to our current contract with Ricoh.

Action - The proposal with confirmed numbers in writing will be circulated to the BOT for consideration.

- vi. Hillary Camp Proposal

Costs for families was discussed and the timing of several events close together.

	<p>Action - Request for the syndicates to give more notice of camps - a 'heads up' that the costs are coming prior to actual costs being confirmed.</p> <p>Whole school camp experience was discussed in regard to promoting whole school togetherness.</p> <p>Motion The Board will approve the Camp to go ahead subject to receiving more accurate student numbers and financial figures.</p> <p>vii. <u>Rutherford Camp Proposal</u></p> <p>Motion The Board approve for the Camp to go ahead.</p>		
11.	<p>Reflection Time:</p> <p>How did we go against our values? How did we go against our purpose?</p>		
	<p>Next Meeting: Meeting finished at 9:30pm</p> <p>The next meeting is scheduled for Monday 20th March 2023</p>		
	<p>Karakia whakamutunga (I've recorded audio, click the link to listen)</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; 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="width: 50%; vertical-align: top;"> <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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Chairperson/Presiding Member: _____
Kate Paine

Date: 27 March 2023

Action Plan for reporting at next meeting

Investigate enrolment form options for capturing what parent can offer the school	Sharyn
Share the Hall Hire agreement with the BOT	KD
Forward Four Peaks data to the BOT	KD, Accounts
BOT will recruit more help for the Gala	All
Respond to the PTA confirming the BOT's help at the Gala	KD
Check with absent members regarding the \$10,500 PD funding for Murray Gadd	KP
Review funding for Bruce Moody in term 2	All
Check with the Bursar the best way to release funds	JB
Policies to be reviewed in the next meeting	All
Touch base with Mike Pettit re BOT meeting days	Sharyn
Create and share a skills matrix for the BOT	JB
Share DOPE results for BOT	KD
Share the photocopier proposal with BOT	JB