

CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES MINUTES

HELD ON 27 MARCH, 6:10 PM (Postponed from 20 March)

Present: Kate Paine, Sol Henare, Taryn Jago-Sutton, Sharyn Douglas, James Burns, Charlotte Bayliss, Kate Dye (minutes)

Visitors: Mike Pettit, Nic Pettit, Benjamin Doyle

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	<i>Cease the winds from the west</i>
Whakataka te hau ki te uru	<i>Cease the winds from the south</i>
Whakataka te hau ki te tonga	<i>Let the breeze blow over the land</i>
Kia maakinakina ki uta	<i>Let the breeze blow over the ocean</i>
Kia maataratara ki tai	<i>Let the red-tipped dawn come with a</i>
E hii ake ana, te atakura	<i>sharpened air</i>
He tio, he huka, he hau hunga	<i>A touch of frost, a promise of a glorious day</i>
Tihei mauri ora!	

The Presiding member welcomed our visitors and gave them speaking rights.

ii. Apologies

Scott Noakes

iii. Order of Business

Benjamin Doyle from Poutama Pounamu will present first from 6pm

iv. Late items for agenda

- [Uniform correspondence](#)

v. Conflicts of interest

None

2.	<p>Minutes of Last Meeting:</p> <p>i. Minutes confirmed</p> <p>Motion The Board confirmed the minutes of the last meeting on Monday 20 February 2023</p> <p>ii. Matters arising /actions from last meeting</p> <ul style="list-style-type: none"> • The Principal and DP1 are working with Hero to update the enrolment form to include parents offered skills • The Hall Hire template was shared with the BOT <p>Motion The Board agreed to increase the 'one off' hall hire fee to \$50 per hour with a \$200 bond and keep regular group bookings at \$25 per hour.</p> <ul style="list-style-type: none"> • Action - Once the curtains are in working order, advertise hall availability to regular groups. • Action - The 'skills matrix' will be shared with BOT tomorrow. • Action - Share the DOPE test to BOT to complete • The photocopier proposal from James Burns is in progress with Canon also working on a proposal for the BOT to consider.
3.	<p>Correspondence – inwards, outwards</p> <p>The board accepted the inward and outward correspondence.</p>
4.	<p>Principal's Report:</p> <p>i. Principal's Report – tabled and taken as read.</p> <p>Any questions arising from the report were reviewed and clarified where needed.</p> <p>Recruitment for the DP2 position was discussed.</p> <p>The Board acknowledged the hard work that went into the gala from the PTA and CPS staff. The Board also acknowledged the hard work that's gone into the two school camps - Hillary successfully completed with great feedback from students and parents and Ruthford currently underway.</p> <p>The board accepted the Principals report.</p>
5.	<p>Financial:</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 draft annual report for 2022 was received last week. Any queries from CPS were addressed by the accountant.</p> <p>Action - Share the draft annual report with the BOT</p>

	<p>The board revisited discussion of funding Maths PD with Bruce Moody.</p> <p>Motion The Board agreed to fund PD with Bruce moody for \$10,000.</p>
6.	<p>Property:</p> <p>i. Property update (within Principal's Report)</p>
7.	<p>Personnel:</p> <p>i. Personnel update (within Principal's Report)</p>
8.	<p>Policies:</p> <p>i. Policies and Procedures to review</p> <p>The Privacy policy needs reference to Sandra Bennett removing. Action - remove names from policies and replace with job titles The Board confirmed the policies subject to the name amendment above.</p> <p>The Board noted the updates to the Physical restraint policy and note that further updates will be made.</p> <p>ii. Policy assurances received</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>
10.	<p>General business:</p> <p>i. <u>BOT community Consultation Plan (LINK to previous plan)</u></p> <p>Poutama Pounamu will be sending out communication to our community. The Board agreed to hold our own community consultations until after Poutama Pounamu's survey. Action - Sol Henare will recap on the boards previous community surveys to the current Board at the next meeting. Action - Share a photo of the cloak of feathers (parent feedback) from the whaanau picnic night.</p> <p>ii. <u>Review of 4 Peaks adventure programme fees</u></p> <p>Four Peak Adventure programme data was received.</p> <p>Motion The Board agreed to keep the adventure programme fee the same at \$50 per day.</p>

	<p>iii. <u>Benjamin Doyle - Poutama Pounamu</u></p> <p>Benjamin introduced himself and Poutama Pounamu from the University of Waikato. Benjamin facilitated a discussion on the education and training act 2020, and the obligations of Board of Trustees in relation to biculturalism and Te Tiriti o Waitangi. Specifically, section 127 - Objectives of Boards in Governing Schools.</p> <p>The board discussed the three versions of Te Tiriti o Waitangi and their differences.</p> <p>The notion that 'what is good for Maori is good for all' was discussed in relation to the education system.</p> <p>Benjamin left the meeting at 7:45pm</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:</p> <p>The next meeting is scheduled for Monday 1 May 2023</p>		
	<p>Karakia whakamutunga</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 closed at 9:10pm

Chairperson/Presiding Member: _____
Kate Paine

Date: 27/03/2023

Action Plan for reporting at next meeting

Advertise the hall for group bookings after the curtain tracks have been fixed	KD
Share the skills matrix with the BOT	James
Share the DOPE test with the BOT to be completed by members	KD
Share the draft annual report with the BOT	KD
Replace names from policies with job titles	KD
Recap on previous community surveys to the BOT at the next meeting	Sol
Share a photo of the cloak of feather (parent feedback from picnic night) to the BOT	KD