

CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES

MINUTES - 12 FEBRUARY 2024, 4:30pm

Present: Ben Gardiner, Charlott Bayliss, Taryn Jago-Sutton, Sol Henare, Kate Paine, James Burns, Kate Dye, Mike Pettit

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

James Burns entered the meeting at 5:05pm

iii. Order of Business

As the agenda

iv. Late items for agenda

None

v. Conflicts of interest

None

2. Minutes of Last Meeting:

i. Minutes confirmed

Motion

Pettit/Bayliss

The minutes from the meeting on 27 November 2023 were adopted as a true and correct record.

Motion

Paine/Henare

The in committee minutes from the meeting on 27 November 2023 were adopted as a true and correct record.

Motion

Bayliss/Jago-Sutton

The minutes from the meeting on 7 December 2023 were adopted as a true and correct record.

	<p>ii. <u>Report on actions from last meeting</u></p> <p>The quote for a fence at Stanaway is pending.</p>
3.	<p>Correspondence – inwards, outwards</p> <p>The leave application from Jen George was tabled. Management will identify if there are any cover needs closer to the time of the leave.</p> <p>Motion <i>Paine/Bayliss</i></p> <p>The board approve the leave application for Jen George.</p>
4.	<p>Principal's Report:</p> <p>i. Principal's Report – tabled and taken as read.</p> <p>The Principal clarified MOE's attendance targets as outlined in the report. The Principal gave the board a debrief on the Waitangi weekend away for teachers. The staff are developing a PMI on the professional development they received and on the weekend away. This will be shared with the board along with the impact that the PD has had on their teaching practice.</p> <p>Action - The Principal will send the board the PMI and feedback on the Waitangi trip.</p> <p>Action - Going forward, the Health & Safety content in the board report will be pertinent items with the inclusion of a box for requests to the board.</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 financial reports for November 2023 and December 2023 were adopted.</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> <ul style="list-style-type: none"> i. Policies and Procedures to review ii. Policy assurances received <p>Action - The Board will start the BOT self review process.</p> <p>Motion <i>Henare/Paine</i> The Board approve the Te Tiriti o Waitagi policy and the Documentation and Self Reviews policy.</p> <p>The following changes will be made to the management reviewed policies:</p> <ul style="list-style-type: none"> ● School Planning and Reporting policy - Change '3 year strategic plan' to '5 Year Strategic Plan' ● Reporting to Parents on Student Progress and Achievement policy - Remove 'Meet the Teacher' paragraph and 'Portfolios of Achievement' paragraph.
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 advised of the health & safety action points that have been completed by staff since term 4 regarding swimming pool safety.</p> <p>Swimming pool supervision training completed by all teachers prior to the start of term 1 Additional first aid course completed for staff that didn't have a valid first aid certificate</p>
10.	<p>General business:</p> <ul style="list-style-type: none"> i. <u>Election of Chairperson/Presiding Member & Deputy Chair</u> <p>Kate Paine was nominated for Presiding Member. No further nominations were received. Kate Paine was duly elected.</p> <p>Motion <i>Bayliss/Pettit</i> The board elected Kate Paine as presiding member</p> <p>Sol Henare was nominated for Deputy Chair. No further nominations were received. Sol Henare was duly elected.</p> <p>Motion <i>Burns/Bayliss</i> The board elected Sol Henare as Deputy Chair.</p> <ul style="list-style-type: none"> ii. <u>Delegated Responsibilities</u> <p>The Board has reviewed the delegated responsibilities.</p> <p>Motion <i>Jago-Sutton/Burns</i> The Board of Trustees authorizes the following areas to be delegated to the Principal:</p> <ul style="list-style-type: none"> ● 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. China Trip

The Principal gave an update on the numbers of people intending to go on the China trip. The budget for the trip has been set excluding the airfare which is variable until we make the flight booking. The deposit sort from travellers will be the cost of the flight which we plan to book in April. The Principal advised that families have been given some ideas in regard to saving for the cost of the trip that the itinerary has changed slightly to incorporate a visit to a new area and school.

Motion

Pettit/Bayliss

The board approve the amended itinerary and for the school to cover the costs of 2 teachers to supervise the trip.

iv. Property - Delegated Financial Authoriser

The Secretary advised the board that CPS needs to elect a 'Delegated Financial Authoriser' who is responsible for authorising 10YPP building projects via the MOE's property documentation platform 'Salesforce'

Motion

Pettit/Paine

The Presiding Member delegated the DFA position to Sol Henare.

Action - The Secretary will arrange access to 'Salesforce' through an ESL profile for Sol Henare.

11. **Reflection Time:**

How did we go against our values?
How did we go against our purpose?

Next Meeting:

The next meeting is scheduled for **4:30pm Monday 18 March 2024**

[Karakia whakamutunga](#) (click the link to hear)

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 5:35pm



Chairperson/Presiding Member: _____
Kate Paine

Date: 18 March 2024

Dates of board meetings in 2024:

Term 1, Wk 3	Monday 12th February
Term 1, Wk 8	Monday 18th March
Term 2, Wk 2	Monday 6th May
Term 2, Wk 9	Monday 24th June
Term 3, Wk 3	Monday 5th August
Term 3, Wk 8	Monday 9th September
Term 4, Wk 2	Monday 21st October
Term 4, Wk 6	Wednesday 20th November - Charter
Term 4, Wk 8	Monday 2nd December
Term 4, Wk 8	Thursday 5th December - Data

Action Plan for reporting at next meeting:

Waitangi PD weekend PMI and feedback will be sent to the board.	Mike
The Health & Safety content in the board report will be pertinent items with the inclusion of a box for requests to the board.	KD
Start the BOT self review process	All

Arrange access to 'Salesforce' through an ESL profile for Sol Henare	KD
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