

CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES

MINUTES - 18 March 2024, 4:30pm

Present: Mike Pettit, Kate Paine, Charlotte Bayliss, Sol Henare, Taryn Jago-Sutton,
James Burns, 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 | <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! | |
- ii. **Apologies**
Ben Gardiner.
- iii. **Order of Business**
Mitey Mental Health Presentation will be held upon their arrival.
- iv. **Late items for agenda**
Targets.
- v. **Conflicts of interest**
Mike Pettit will excuse himself from the discussion on a contribution to WDC towards the CPS entry gate.

2. **Minutes of Last Meeting:**
- i. **Minutes confirmed**
- Motion** *Paine / Bayliss*
The minutes from the meeting on 12 February 2024 were adopted as a true and correct record.
- ii. **Report on actions from last meeting**
- The Principal ran through a summary of the Waitangi PD weekend PMI and the benefit of repeating this trip biannually while incorporating additional learning.
The board was in favour of the continuation of this biannual PD trip to Waitangi.

3.	<p>Correspondence – inwards, outwards</p> <p>The record of correspondence was taken as true and correct.</p> <p>The Principal confirmed the staffing cover for Maria Vettise as described in her leave application letter.</p> <p>Motion <i>Paine / Bayliss</i> The board approve Maria Vettise’s leave application.</p> <p>Motion <i>Henare / Burns</i> The board approve Amy Pettit’s maternity leave request.</p>
4.	<p>Principal’s Report:</p> <p>i. Principal’s Report – tabled and taken as read.</p> <p>The Principals report was tabled. Attendance numbers were discussed.</p>
5.	<p>Financial:</p> <p>i. <u>Financial Report</u> (Finance Officer and Bursar) Bank account balances, admin account, savings account, school painting account, term deposits, financial reports</p> <p>ii. <u>Mini Budget Review - Mike to talk</u> The Principal pointed out some minor changes to the 2024 budget.</p> <p>Mike Pettit left the meeting at 5:54pm.</p> <p>The board discussed the entrance way being built by WDC as part of the cycleway construction.</p> <p>Motion <i>Bayliss / Burns</i> The board agreed to contribute \$4,000 + GST to the construction of the entryway to align with the 2 new zebra crossings.</p> <p>Mike Pettit re-entered the meeting at 6:05pm</p>
6.	<p>Property:</p> <p>i. Property update (within Principal’s Report)</p> <p>Action - Investigate options for a security camera at the outdoor classroom in Stanaway Reserve.</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>Motion <i>Pettit / Paine</i> The board approve the Board responsibilities policy.</p>
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
10.	<p>General business:</p> <ul style="list-style-type: none"> i. <u>Financial Officer</u> James Burns will step down from his role as CPS BOT financial officer. A discussion was had about the responsibilities of that position. <p>Motion <i>Paine / Bayliss</i> The board elected Sol Henare to the position of financial officer.</p> <ul style="list-style-type: none"> ii. Self Assessment Results of the board self assessments were tabled. Finding and interpreting data was discussed and areas for improvement were identified. iii. Lunch Survey The Principal talked about how the school lunches concept came about. Ideas were discussed around the preparation of the lunches. The board supports the investigation of school lunches through sending the tabled survey out to school families. <p>Action - Send out the survey within the next newsletter.</p> <ul style="list-style-type: none"> iv. Mitey Mental Health programme Anna Wren and Amy Lentfer entered the meeting at 4:40pm. <p>Anna and Amy introduced the Mitey programme and the reasoning for CPS to opt into the programme. Questions from the board were answered on cost implications for CPS and workload for CPS teachers as well as the delivery of the programme and its compatibility with existing programmes.</p> <p>The board supports the proposal to enter into a 3 year partnership with Mitey Mental Health.</p> <p>Anna Wren and Amy Lentfer left the meeting at 5:10pm.</p> <ul style="list-style-type: none"> v. <u>Playground upgrade concept</u> The Principal has been reviewing the CPS playgrounds. The concept for updating the senior playground and relocating the junior playground to be next to each other was tabled. Available space on site and appropriate uses for the space were discussed.

Action - The Principal will approach 2-3 playground companies for playground upgrade and extension.

Action - Investigate the viability of purchasing a board-funded classroom to alleviate overcrowding issues at Cambridge Primary School.

Late Item

Target Learners

Learner targets and results data was shared with the board.

Motion

Paine / Jago-Sutton

The board approve the Reading, Writing and Maths targets for 2024 as shown below.

SCHOOL TARGETS 2024						
	READING	WRITING	MATHS			
Previous Year Targets	83%	80%	85%	ATTENDANCE TARGETS	CPS Target	National 2024 Target
EOY '23' Results	84%	78%	84%			
2024 Overall School Targets Year 1 - 6	86%	80%	86%	Percentage of ākonga attending school regularly (attending more than 90%, an average of 9 days a fortnight)	73%	70%
Gender Sub Targets	Boys	Year 2 = 11 boys Year 3 = 11 boys Year 4 = 6 boys Year 6 = 9 boys		Percentage of ākonga who are moderately absent (attending more than 70% up to 80%, missing two to three days a fortnight)	5%	6%
	Girls			Percentage of ākonga who are chronically absent (attending 70% or less, missing three or more days a fortnight)	4%	5%
Year Group Sub Targets	Year 2 = 80%	Year 2 = 80% Year 3 = 80% Year 4 = 80% Year 6 = 80%	Year 6 = 80%	Percentage of unexplained absences where schools have notified whānau on the day of absence and initiated intervention after 5 days of unjustified absence in a term. (This is a draft measure and is subject to further work with the sector. There is currently no mechanism for measuring this activity)	95%	95%
Ethnicity Sub Target	Māori 85% '23'=80%	Māori 75% '23'=70%	Māori 77% '23'=72%			
Rongohia te Hau Targets						
Question # 9 - Teachers in my classes expect that I will achieve				To increase mostly and always by 30%		
Question # 12 - Teachers in my classes let us help each other with our work				To increase mostly and always by 30%		

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 4:30pm Monday 6 May 2024</p>

[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 7:30pm



Chairperson/Presiding Member: _____
Kate Paine

Date: 6 May 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:

Investigate options for a security camera at the outdoor classroom in stanaway reserve.	KD
Send out the survey within the next newsletter.	KD
The Principal will approach 2-3 playground companies for playground upgrade and extension.	Mike

Investigate the establishment of a board owned classroom.

Mike
