

# CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES

## MINUTES - 6 MAY 2024, 4:30pm

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

None

#### 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

*Paine, Bayliss*

The minutes from the meeting on 18 March were adopted as a true and correct record.

#### ii. Report on actions from last meeting

- The quote for a security camera viewing Stanaway Reserve is pending following a site visit from Sangra Ltd.

**Action** - When the quote is received, the board will move to accept or decline it by email.

- The Lunch Survey was shared with our community and results will be discussed in the general business agenda item.
- One contractor has come to site and will provide a quote for both maintaining parts of the

	<p>existing playground and for building a new component to the playground as part of a master plan. Another proposal will be sort from another company.</p> <ul style="list-style-type: none"> <li>• The Principal gave an update on the status of the classroom relocation. The board remains supportive of progressing with this project.</li> </ul>
3.	<p><b>Correspondence</b> – inwards, outwards</p> <p>The record of correspondence was taken as true and correct.</p> <p><b>Motion</b> <span style="float: right;"><i>Jago-Sutton / Pettit</i></span> The board approve Di Kelly's leave application.</p>
4.	<p><b>Principal's Report:</b></p> <p>i. Principal's Report – tabled and taken as read.</p> <p>The Principal recapped on changes within literacy delivery in schools and the impact that will have on the existing Reading Recovery programme.</p> <p>The Principal talked about the possibility of splitting the Kapa Haka group into 2, due to the number of students participating. The split could see one group as a 'performance group'. An extra practice space would need to be hired to accommodate this split.</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 Principal updated the board on the current budget following a recent thorough budget review. Small changes were highlighted to the board. These changes have been made in order to make the budget as accurate as possible.</p> <p><b>Motion</b> <span style="float: right;"><i>Bayliss / Paine</i></span> The board approved the revised 2024 budget and the March financial report.</p>
6.	<p><b>Property:</b></p> <p>i. Property update (within Principal's Report)</p>
7.	<p><b>Personnel:</b></p> <p>i. Personnel update (within Principal's Report)</p>

8.	<p><b>Policies:</b></p> <p>i. <a href="#">Policies and Procedures to review</a> The board reviewed the policies on the term 2 school docs schedule.</p> <p><b>Motion</b> <span style="float: right;"><i>Pettit/Jago-Sutton</i></span> The board approved the following policies as per the schedule:</p> <ul style="list-style-type: none"> <li>● Employer Responsibility</li> <li>● Appointment Procedure</li> <li>● Classroom Release time</li> </ul> <p><b>Motion</b> <span style="float: right;"><i>Pettit/Jago-Sutton</i></span> The board approved the following draft policies:</p> <ul style="list-style-type: none"> <li>● Cellphone and other personal digital devices</li> <li>● Dogs on School grounds</li> </ul> <p>ii. <a href="#">Policy assurances were received from the Principal.</a></p>
9.	<p><b>Health and safety:</b></p> <p>i. Health and safety update (within Principal’s Report) – note changes in risks, any mitigation measures, resourcing required</p>
10.	<p><b>General business:</b></p> <p>i. <a href="#">Lunch Survey feedback</a> The data was evaluated and details around processes were discussed. The board is supportive of testing the lunch concept on a Monday and a Friday.</p> <p>ii. <a href="#">Staff leave request</a> The board approved Di Kelly’s leave request in correspondence.</p> <p>iii. <a href="#">Principal's PD recount</a> The Principal presented feedback on the recent principal professional development in Banff. Both the Principal and Deputy Principal came away from the conference with different subtle ideas for change. While some ‘takeaways’ were new, much highlighted revisiting things CPS used to do but have moved away from and how they can be implemented in an improved way.</p> <p>Mike and Nic thanked the board for enabling them to attend the PD and hauora conference. With 200 principals from NZ and many more from all other parts of the world, much common ground was found, as well as an appreciation for what NZ schools do well.</p> <p>iv. <a href="#">Self Assessment Chapter 4</a> The Secretary will collate the table results.</p> <p>v. <a href="#">NYLD</a> The NYLD documentation was reviewed.</p> <p><b>Motion</b> <span style="float: right;"><i>Paine/Henare</i></span> The board approve the NYLD</p>

11.	<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 <b>4:30pm Monday 24 June 2024</b></p>		
	<p><a href="#">Karakia whakamutunga</a> (click the link to hear)</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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Meeting closed at 6:35pm



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

**Date:** 24/06/2024

**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
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**Action Plan for reporting at next meeting:**

When the quote for a security camera for Stanaway Reserve is received, the board will move to accept or decline it by email.	All
Further proposals will be sort from other playground companies.	KD