

CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES

MINUTES - 5 AUGUST 2024, 4:30pm

Present: Mike Pettit, Ben Gardiner, Kate Paine, Taryn Jago-Sutton, James Burns, Kate Dye
(minutes)

	<p>Board Values To actively listen with open, honest communication and to fully engage in all Board matters.</p> <p>Board Purpose Continue to govern the school by strengthening strategies to support all learners and staff to have equitable opportunities to learn and succeed.</p>		
1	<p>Opening:</p> <p>i. Welcome and Karakia</p> <table border="0"><tr><td>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!</td><td><i>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</i></td></tr></table> <p>ii. <u>Apologies</u></p> <p>Charlott Bayliss, Sol Henare</p> <p>iii. <u>Order of Business</u> Finance will be discussed when the bursar enters the meeting.</p> <p>iv. <u>Late items for agenda</u> Draft China RAMS.</p> <p>v. <u>Conflicts of interest</u> None</p>	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!	<i>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</i>
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2.	<p>Minutes of Last Meeting:</p> <p>i. <u>Minutes confirmed</u></p> <p><u>Motion</u> <i>Jago-Sutton/Paine</i> The minutes from the meeting on 14 June 2024 were adopted as a true and correct record.</p> <p>ii. <u>Report on actions from last meeting</u></p> <ul style="list-style-type: none">• The revised draft for the updated scholarship document will be brought to the next meeting• The bursar has made contact with the accountants and shared the new accountant's fees via email to the board. This was approved.• Rutherford Camp RAMS Sharyn entered the meeting at 5:35pm Sharyn has reviewed the entire EOTC documentation and RAMS forms using a checklist provided by School docs. The overview and amendments to the original paperwork was thoroughly detailed.		

	<p>Sharyn answered any questions from the board and will share the new documentation with the board for their consideration. The board acknowledged the amount of work that Sharyn has put into creating this robust EOTC documentation.</p> <p>Action - The board will confirm their approval of the camp including RAMS via email.</p>
3.	<p>Correspondence – inwards, outwards</p> <p>The board chair endorsed the learning options available through Te Whakarōputanga Kaitiaki Kura o Aotearoa / New Zealand School Boards Association - NZSBA (formerly NZSTA)</p> <p>The record of correspondence was taken as true and correct.</p>
4.	<p>Principal's Report:</p> <p>i. <u>Principal's Report – tabled and taken as read.</u></p> <p>Teaching positions for the 'start-up' NE class in term 4 were discussed. BSLA training and assessments were discussed. This has an increased workload for teachers and SLT but it is a positive shift. The new maths curriculum for 2025 has been released.</p> <p>The Principal talked about implementing positive shifts within the school over the next 2 terms drawing on the learnings taken from the international principals PD gained at the beginning of this year. The board support the Principal attending this PD again in 2025 through the MOE principals PD funding.</p> <p>The first start up meeting for the alumni went well and it's hoped that the official opening of this committee will be in February 2025.</p> <p>Through discussions with the International coordinator and feedback from homestay families, the Principal suggested that the homestay fee be increased to \$400 a week for an international student from 2025.</p> <p>Motion <i>Paine / Jago-Sutton</i> The board approve the increase in fee for homestays to \$400 per international visitor.</p> <p>Motion <i>Paine / Jago-Sutton</i> That the Principal's Report is adopted.</p>
5.	<p>Property:</p> <p>i. Property update (within Principal's Report)</p>
6.	<p>Personnel:</p> <p>i. Personnel update (within Principal's Report)</p>

7.	<p>Policies:</p> <p>i. <u>Policies and Procedures to review</u></p> <p>Motion <i>Paine / Gardiner</i> The board reviewed and approve the policies on the term 3 school docs schedule</p> <ul style="list-style-type: none"> ● Concerns & Complaints Policy ● Performance Management Policy ● Protected Disclosure Policy <p>ii. <u>Policy assurances</u></p> <p>Policy assurances were received by the principal.</p>
8.	<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>
9.	<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 June financial reports were adopted</p>
10.	<p>General business:</p> <p>I. <u>Swim school fees and pool keys - Summer 2024-2025</u></p> <p>The price of lessons was discussed in comparison to other local swimming pools.</p> <p>Motion <i>Gardiner / Paine</i> Move to increase the cost of a swim school lesson to \$19 per lesson</p> <p>Motion <i>Gardiner / Paine</i> Move to increase the summer pool key hire cost to \$175 per pool key</p> <p>II. <u>Ballot places for 2025</u></p> <p>Motion <i>Pettit / Paine</i> The Board agreed with the proposed numbers for the 2025 Ballot as shown below: Year 0/1 - 27 places Year 2/3 - 5 places Year 4 - 3 places Year 5/6 - 4 places</p>

	<p>Year 4/6 bi-lingual class - 6 places</p> <p>III. <u>China Trip RAMS</u></p> <p>Action - The Principal will share the revised documentation and RAMS with the BOT for feedback before they're finalised.</p> <p>IV. <u>Alumni Finacials Advance</u> Database options for the alumni are being researched. Cost-effective options were discussed. The Principal suggested a loan to the alumni for funds to start up the committee.</p> <p>Motion <i>Paine / Pettit</i> The board agreed on a seeding donation of \$2,000 to start up the Alumni Committee.</p> <p>James Burns entered the meeting at 5:20pm</p> <p>Livvie entered the meeting at 5:20pm</p> <p><u>Finances</u> The board has approved the new accountants via email. The bursar talked about the work that has taken place to merge the 2 Xero accounts. All inaccuracies are now fixed. There was a pause on invoicing while the issues were rectified. The invoicing schedule will be back on track in the next 3 weeks. Next month's financials will focus on Four Peaks.</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 4:30pm Monday 9 September 2024</p>		
	<p>Karakia whakamutunga (click the link to hear)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> 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! </td> <td style="width: 50%; vertical-align: top;"> <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> </td> </tr> </table>	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!	<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>
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Meeting closed at 6:15pm



Chairperson/Presiding Member: _____
Kate Paine

Date: 9 Sept 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:

Board to confirm approval of the ski camp and rams via email	All
Revised scholarship document to be presented for next board meeting	Sol