

CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES

MINUTES - 9 September 2024, 4:30pm

Present: Kate Paine, Charlotte Bayliss, Sol Henare, Mike Pettit, Kate Dye (minutes),
James Burns

Visitor: Livvie Baudinet (Finances)

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	<p>Opening:</p> <p>i. <u>Welcome and Karakia</u></p> <table border="0"><tr><td>Whakataka te hau</td><td><i>Cease the winds from the west</i></td></tr><tr><td>Whakataka te hau ki te uru</td><td><i>Cease the winds from the south</i></td></tr><tr><td>Whakataka te hau ki te tonga</td><td><i>Let the breeze blow over the land</i></td></tr><tr><td>Kia maakinakina ki uta</td><td><i>Let the breeze blow over the ocean</i></td></tr><tr><td>Kia maataratara ki tai</td><td><i>Let the red-tipped dawn come with a</i></td></tr><tr><td>E hii ake ana, te atakura</td><td><i>sharpened air</i></td></tr><tr><td>He tio, he huka, he hau hunga</td><td><i>A touch of frost, a promise of a glorious day</i></td></tr><tr><td>Tihei mauri ora!</td><td></td></tr></table> <p>ii. <u>Apologies</u></p> <p>None.</p> <p>iii. <u>Order of Business</u></p> <p>Finance will be discussed at 5:30pm when Livvie Baundinet can join the meeting.</p> <p>iv. <u>Late items for agenda</u></p> <p>Batten Camp approval and Blake Camp approval were not on the agenda but submitted to the board pack late.</p> <p>v. <u>Conflicts of interest</u></p> <p>None.</p>	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!	
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2.	<p>Minutes of Last Meeting:</p> <p>i. Minutes confirmed</p> <p>Motion <i>Burns / Jago-Sutton</i></p> <p>The minutes from the meeting on 5 August 2024 were adopted as a true and correct record.</p> <p>ii. Report on actions from last meeting</p> <ul style="list-style-type: none">• The RAMS for ski camp were sent to the board electronically on 14 August.																

	<p style="text-align: right;"><i>Bayliss / Paine</i></p> <p><u>Motion</u> The board approved the Rutherford ski camp and RAMS.</p> <ul style="list-style-type: none"> ● Scholarship documentation <p>Action - to amalgamate the two as previously proposed and send out to BOT</p>
3.	<p>Correspondence – inwards, outwards</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>The Principal recapped on main points of the report. The board acknowledged the passing of Kingi Tuheitia and the attendance of some of our staff at the ceremony.</p> <p>Attendance - at 65% for a term that saw lots of winter illness. Term 4 should see an improvement.</p> <p>The principal gave an overview of the S-Curve theory and applying it to CPS to lift academic achievement in reading, writing and maths. A discussion took place around implementing changes to prioritise improving student outcomes and how we evaluate progress.</p> <p>Attendance for parent-teacher interviews was 95% showing great engagement from parents.</p>
5.	<p>Property:</p> <p>i. <u>Property update</u> (within Principal's Report)</p>
6.	<p>Personnel:</p> <p>i. <u>Personnel update</u> (within Principal's Report)</p>
7.	<p>Policies:</p> <p>i. <u>Policies and Procedures to review</u> ii. <u>Policy assurances received</u></p> <p>Term 3 policies and assurances as per the school docs review schedule were completed at the last board meeting on 5 August 2024.</p>
8.	<p>Health and safety:</p> <p>i. <u>Health and safety update</u> (within Principal's Report) – note changes in risks, any mitigation measures, resourcing required</p> <p>The Principal advised the board of the cost of the existing senior playground maintenance and that</p>

	<p>completion of the refurbishment will be by the end of this week with only rope and climbing wall hold replacements to be installed.</p>
9.	<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>Livvie Baudinet joined the meeting at 5:30pm and presented the financial reports prepared by our new accountants, Solution Services. The working relationship with Solution Services is really positive. There are still some discrepancies with how are budget and budget codes interact. This will be remedied by moving coed to the correct area as they are found.</p> <p>Action - The finance team will resume the regular meetings before the next board meeting.</p> <p>Timing of the operational funding and recent significant invoices to MOE were highlighted in regard to the accounts payable and receivable reports.</p> <p>CPS is sitting at a sound financial position.</p> <p>Livvie left the meeting at 5:50 pm</p> <p>The board acknowledged the work that has gone into the recent accounting change over.</p>
10.	<p>General business:</p> <p>I. <u>Rutherford Camp Approval</u> Approved and motioned in section 2.</p> <p>II. <u>China Trip</u></p> <p>Motion <i>Bayliss / Gardiner</i> The board approve the October China Trip and RAMS.</p> <p>III. <u>Resolutions for grants</u></p> <p>Motion <i>Henare / Burns</i> It was resolved that an application be made to Grassroots Trust for up to \$25,000 toward the purchase and installation of a new senior playground.</p> <p>Motion <i>Paine / Bayliss</i> It was resolved that an application be made to Pub Charity Limited for up to \$50,000 towards the purchase and installation of a new senior playground.</p> <p>IV. <u>Annual Plan Review</u></p> <p>No changes since last update 5 July 2024.</p>

	<p>V. <u>Blake Camp</u></p> <p>VI. <u>Batten Camp</u></p> <p>The detail of the camps were discussed.</p> <p><u>Motion</u> <i>Paine / Henare</i></p> <p>Both the Blake Camp and the Batten Camp were approved by the board.</p> <p>The meeting went in-committee at 5:20pm</p> <p>The public meeting resumed at 5:26pm</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 21 October 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;"> <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 5:30pm



Chairperson/Presiding Member: _____
Kate Paine

Date: 4 November 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:

Amalgamate the two Scholarship documents as previously proposed and send out to BOT	Mike
The finance team will resume the regular meetings before prior to scheduled board meetings	Livvie, Mike, Sol