

CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES

MINUTES - 4 November 2024, 4:30pm (postponed from 21 Oct)

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

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

Finance will be discussed when Livvie Baudinet can join the meeting.

iv. Late items for agenda

- Letter from Briar

The board acknowledged the correspondence from Briar Cooper to resign from her full time permanent position.

Action - BOT will respond accepting her resignation

- Zoning email

The Principal met with MOE regarding their request to amend the CPS enrolment zone to include the new subdivision on Te Rerenga Terrace. A discussion took place about in zone students generating more learning spaces for schools.

Action - circulate neighbouring school zone maps and request a scattergram of residents from MOE

v. Conflicts of interest

	None
2.	<p>Minutes of Last Meeting:</p> <p>i. <u>Minutes confirmed</u></p> <p>Motion <i>Henare / Jago-Sutton</i></p> <p>The minutes from the meeting on 9 September 2024 were adopted as a true and correct record.</p> <p>ii. <u>Report on actions from last meeting</u></p> <p>The scholarship documents were merged into one. The finance meetings have resumed.</p>
3.	<p>Correspondence – inwards, outwards</p> <p>The email from Solutions and Services accountants was tabled.</p> <p>Motion <i>Bayliss / Paine</i></p> <p>Now that the 2023 audit has been finalised Solutions & Services has provided a full budgeted statement of financial position & statement of cash flows extracted from the Board approved operating and capital budgets for use in the 2024 annual accounts. We acknowledge that these reports are prepared post 2023 audit finalisation to ensure accuracy and usefulness in the 2024 annual accounts. On this basis the Board approves the use of these documents in the 2024 annual reports.</p> <p>The Board accept the record of correspondence is true and correct.</p>
4.	<p>Principal's Report:</p> <p>i. <u>Principal's Report</u></p> <p>The principal advised that the school roll will finish the year with 412 children.</p> <p>Attendance has suffered with sickness being prevalent during the winter months.</p> <p>The application submitted for extra literacy funding was rejected due to our school index number. The literacy team is in the process of applying for a trial of BSLA for years 4 - 6. Writers Toolbox is also being explored with the PD commencing in term 3 2025 and running for 2 years at a cost of \$10,000. Murray Gadd will continue to work with CPS until the end of the year and his retirement.</p> <p>Following research and analysis the maths team has decided to implement Numicon for the new maths curriculum. Numicon will be used throughout the school providing consistency for our students.</p> <p>The CPS alumni launch is on Fri 21 Feb at 6pm</p> <p>Action - Consider ways to market the alumni launch further afield.</p>

5.	<p>Property:</p> <p>i. <u>Property update (within Principal's Report)</u></p>
6.	<p>Personnel:</p> <p>i. <u>Personnel update (within Principal's Report) plus a verbal update from Mike</u></p> <p>The principal gave an update since the board report was completed - Laura Wallace & Natalie Joll were successful in gaining fixed term full-time positions for 2025. We hope to secure a bilingual teacher this week.</p>
7.	<p>Policies:</p> <p>i. <u>Policies and Procedures to review</u></p> <p>Action - Swimming pool policy - add that we have a defibrillator at the pool.</p> <p>Motion <i>Henare / Paine</i></p> <p>The board approve the following policies as per the school docs schedule:</p> <ul style="list-style-type: none"> ● Finance & Asset Management ● Managing Income & Expenditure ● Conflict of Interest ● Asset Management & Protection <p>ii. <u>Policy assurances received</u></p> <p>The Principal assured the board on all the policies as per the School Docs review schedule</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> <p>Action - The H&S minutes will double as a H&S register as a live doc for BOT access.</p>
9.	<p>Financial:</p> <p>i. <u>Financial Report (Finance Officer and Bursar)</u> Bank account balances, admin account, savings account, school painting account, term deposits, financial reports</p> <p>Livvie entered the meeting at 5:20pm</p> <p>The current budget was tabled and Livvie clarified any changes that were made following actual spend variations</p> <p>Ben left the meeting at 5:45pm</p>

	<p>The draft budget for 2025 was tabled. Heading towards a break-even budget. Discussed the playground expenditure and extra expenditure that we could incur with the new classroom. CPS intend to ask the BOT for a maximum contribution of \$10,000 for the playground.</p> <p><u>Motion</u> <i>Burns / Henare</i></p> <p>The board approve the draft budget</p> <p>ii. <u>NZSTA Finance course feedback from Sol</u></p> <p>Sol advised the rest of the BOT how useful the Finance course was and how the speaker delivered the information in an engaging way.</p>
10.	<p>General business:</p> <p>I. <u>Outcomes of the Curriculum Review</u></p> <p>The review highlighted that trying something new and reviewing the curriculum in syndicates didn't work as hoped. CPS will revert to the old system of carrying out curriculum reviews as a whole teaching staff.</p> <p>II. <u>Draft Annual Budget</u></p> <p>Any changes to the budget were explained within the financial component of the meeting.</p> <p>III. <u>Year 6 Tramp</u></p> <p>Sharyn added a document to the Year 6 Tramp folder. 'Recon 1'. The documents were amended to increase the child-to-adult swim ratio and to have a second recon of the site the week before the tramp. Inflatable lifejackets will also be worn by the adults in case they need to jump into the water.</p> <p><u>Motion</u> <i>Pettit / Paine</i></p> <p>The board approved the year 6 tramp.</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 2 December 2024</p> <p>Optional strategic/annual plan/charter meeting 9:00am Wednesday 20 November 2024</p>

	<p>Karakia whakamutunga (click the link to hear)</p> <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 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</i></p>
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Meeting closed at 6:30pm

Chairperson/Presiding Member: _____
Kate Paine

Date: 02/12/2024

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:

Circulate neighbouring school zone maps and request a scattergram of residents from MOE	KD
Consider ways to market the alumni launch further afield	All

Swimming pool policy - add that we have a defibrillator at the pool	KD
The H&S minutes will double as a H&S register as a live doc for BOT access	KD / Sarah