

CAMBRIDGE EAST SCHOOL

Kemureti ki te Rawhiti



Minutes of the Cambridge East Primary School Board of Trustees meeting held on Wednesday, 17 May 2023 at 6.00pm in the Staffroom

		ACTION
Present	Hamish Fenemor, Amanda Abbott, Paul Gascoigne, Matt Brown, Sarah Nelson, Renae Townsend, Rachel Wallis, Robert Wells Present, but not Board Members: Pip Burchett, Kate Findlay, Kathy Mclsaac, Jo Baker	
Apologies	Lee Bird	
Minutes of Previous Meeting	Resolved: P Gascoigne/A Abbott That the minutes from the Board of Trustees meeting held on Wednesday, 22 March 2023 be accepted as a true and correct record. CARRIED	
Matters Arising from the Minutes	Nil.	
Open Forum	Nil.	
Financial Report	Resolved: P Gascoigne/A Abbott That the May Creditors - \$36,938.43 and May Direct Debits - \$9,085.14 = Total \$46,023.57 be approved for payment. CARRIED	
Staff Trustees Report	As per Board Report.	
Presiding Member's Report	As per Board Report.	
Property and Grounds Report	As per Board Report.	

Principal's Report

Matters Arising from the Principal's Report

1. Out of Zone Enrolments - Term 2

We have had four Out of Zone Enrolment Applications. All looking to start in Term 3, and all are Year 0. H Fenemor recommended that the Board accept these applications due to our Year 0 classes having the space for them.

Resolved: P Gascoigne/R Townsend

That the Board accepts the four out of zone applications received as part of our Term 2, Week 4, ballot.

CARRIED

2. Attendance Update

Senior Leadership have made a concerted effort to improve our school's attendance rates by highlighting the importance of children attending school in our newsletter, and also targeting families of students who are yet to meet the MOE guidelines by sending letters/emails and making phone calls as required.

Our Term 1 data shows a big shift with our students now sitting at 74% regularly attending school (MOE target is 70%). Our 2022 Term 3 data showed that only 55% of our learners were regularly attending school. This is an impressive shift and is to be celebrated.

We will continue to work with our Māori families who were sitting at 35% in Term 3 2022, and have now shifted to 54% for Term 1, 2023. This is an encouraging shift and we will continue to support our Māori whaanau with the aim of moving their attendance rates up to, or above, the Government target of 70%.

3. School Open Day

We held a school Open Day on Monday, 6 May from 9.30am to 12.30pm. The main purpose was to get people through the gate and celebrate what makes us unique. Approximately 8 family groups visited our kura. We made connections and had good discussions.

Next time we will run 3 sessions over the course of the morning, 9.30am, 10.30am and 11.30am. This will allow time for the basics, followed by a tour, then centre info and Q&A. Our Student Leaders did an outstanding job of showing our visitors around, they should be very proud.

It is intended that we hold an Open Morning during Week 3 of each Term for the remainder of the year.

4. 2022 Annual Report

H Fenemor gave a brief overview of the 2022 Annual Report bottom line figures. Nothing unexpected.

Resolved: P Gascoigne/A Abbott

That the 2022 Annual Report, as prepared by Owen McLeod & Co auditors, be accepted and signed by H Fenemor (Principal) and P Gascoigne (Presiding Member).

CARRIED

5. Property and Grounds

Cushion Fall

We are in need of some more cushion fall for our Senior Playground which is getting dangerously low, and to top up the rest of the Junior Playground. Will need to order later this Term.

10YPP

Draft 10YPP shared and discussed with the Board.

Need to complete \$50k worth of Roofing and Electrical work before proceeding with Blocks J & K, as per plan.

Resolved: P Gascoigne/A Abbott

That the draft 10 Year Property Plan presented by Greenstone Project Managers be accepted.

CARRIED

6. Staffing

Year 2/3 Teaching Position – Maternity Leave Cover

We have advertised for a fulltime Fixed Term Year 2/3 Teacher to join us from the beginning of Term 3 through to the end of 2023 to cover Zoe's maternity leave. A handful of applications received so far.

Reading Recovery Resignation – Carlene McKenzie

Carlene McKenzie has tendered her resignation effective from the beginning of Term 3, 2023. Carlene has been offered a role with the Ministry which she is very excited about.

Resolved: P Gascoigne/M Brown

That the Board accept Carlene McKenzie's resignation effective from the beginning of Term 3, 2023.

CARRIED

We have advertised for a 0.6 Reading Recovery Position and a 0.6 Early Literacy Remedial Support teacher, and have received a handful of applicants so far.

7. Teachers Collective Bargaining Update

H Fenemor updated the Board with the latest MOE offer to primary school teachers in regard to the Primary Teachers Collective Agreement, as per Board Report.

If teachers decline the offer, the school may strike on 31 May. The Board agreed that the school should close if teachers were to strike. Please note that Hamish Fenemor and Renae Townsend abstained from this decision due to a conflict of interest.

8. Policies and Procedures

EOTC Polices

Robust discussion took place regarding EOTC Policies, in particular the EOTC Coordinator Policy, which states: "the performance of our EOTC safety management planning is reviewed, evaluated, and reported to the board and principal".

M Brown queried whether this was being done. H Fenemor questioned whether this needed to be elevated to Board level, and that perhaps the line between Management and Governance is blurred. H Fenemor advised that each EOTC event (excluding low risk trips) is reviewed at management level, and that should there be anything that required Board oversight, they would be informed.

The following motion was stated in regard to the above discussion, but remains unresolved:

That the nominated EOTC Coordinator reports back to the BOT on all high risk EOTC events, including both highlights and anything adverse, and that the nominated EOTC Coordinator will also report back on all (regardless of Risk Assessment level) EOTC events where an adverse incident has occurred.

Resolved: All

That the following EOTC policies be approved:

- Education Outside the Classroom
- EOTC Planning and Review
- EOTC Risk Management
- EOTC Coordinator

CARRIED

The following EOTC policies will be reviewed at our next Board meeting:

- EOTC External Providers
- EOTC Staff Competence
- EOTC Event Categories
- EOTC Communicating with Parents

- 9. Principal's Sabbatical** H Fenemor presented his Sabbatical Leave application to the Board for approval, as per the Board report.

Resolved: P Gascoigne/R Wallis

That the Board agree, in principle, for H Fenemor to apply for Sabbatical Leave for the 2024 school year.

CARRIED

- 10. Collaborative Professional Growth Cycles for Principals** H Fenemor is working with the PGC group and has been invited to be part of 6 Principals heading to Melbourne from 26-28 July 2023 to help build a pilot programme that will be used to help bring Principals from different nations together. Cost is \$2,500 inclusive of consultancy costs, flights, meals and accommodation.

Resolved: P Gascoigne/M Brown

That the Board ratifies H Fenemor's involvement with the Collaborative Professional Growth Cycle for Observable Impact Programme as outlined in the Board Report.

CARRIED

- 11. PTA Grant Applications** H Fenemor advised the Board that the PTA would like to apply for grants on behalf of the school to enable the purchase of some of the items on the school's priority list (as per Board Report).

Resolved: P Gascoigne/Amanda Abbott

That the Board supports the PTA to apply to Grant Providers for the items listed on the school's priority list.

CARRIED

In Committee

The Presiding Member moves "that the Board moves INTO COMMITTEE under Section 48 Local Government Information and Public Meeting Act to discuss...."

- Nil

The Presiding Member moves "that the board moves OUT-OF-COMMITTEE"

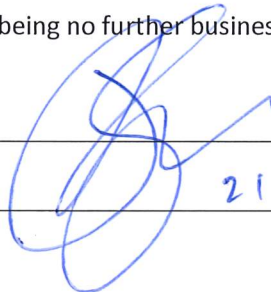
Next Meeting

6pm on Wednesday, 21 June 2023

There being no further business the meeting closed at 8.05pm

Chairman:

Date:



21/06/23
