

CAMBRIDGE EAST SCHOOL

Kemureti ki te Rawhiti



Minutes of the Cambridge East Primary School Board of Trustees meeting held on Wednesday, 21 June 2023 at 6.00pm in the Staffroom

		ACTION
Present	Amanda Abbott, Paul Gascoigne, Matt Brown, Sarah Nelson, Renae Townsend, Rachel Wallis, Robert Wells (late) Present, but not Board Members: Gillian Diprose (STA) until 7pm, Pip Burchett, Lee Bird, Kate Findlay, Jo Baker (minutes)	
Apologies	Hamish Fenemor, Kathy Mclsaac	
Minutes of Previous Meeting	Resolved: P Gascoigne/A Abbott That the minutes from the Board of Trustees meeting held on Wednesday, 17 May 2023 be accepted as a true and correct record. CARRIED	
Matters Arising from the Minutes	EOTC Coordinator Policy The unresolved motion mentioned in the May 2023 BOT Minutes in regard to the EOTC Coordinator Policy, is no longer required. M Brown said his comments made at the May meeting were not in relation to individual events. He just wanted reassurance for the Board that the policies and procedures we have in place in regard to EOTC are being followed and that our staff are proficient with the policy and procedures when attending/leading trips/events. No report is required, just a verbal assurance statement on an annual basis.	
Open Forum	Nil.	
Financial Report	Resolved: P Gascoigne/M Brown That the June Creditors - \$51,563.91 and June Direct Debits - \$9,181.37 = Total \$60,745.28 be approved for payment. CARRIED	
Staff Trustees Report	As per Board Report.	
Chairperson's Report	NZSTA Training Gillian Diprose from NZSTA presented training on the Code of Conduct for School Board Members, to help the Board better understand the difference between Governance and Management. The training ran from 6pm to 7pm, was well received, and gave the Board the opportunity to ask questions about areas where clarity was needed. Gillian would like to attend the August Board meeting to observe a typical meeting and how it runs.	
Property and Grounds Report	As per Board Report.	

Principal's Report

Matters Arising from the Principal's Report

1. Strategic Goals Update

Updates were given as per the Board Report, on the following goals:

- Goal 1.1 – Remodelling of the Learning Progressions for Literacy and Numeracy.
- Goal 1.2 – Provide opportunities for student to be Global Citizens through the connection of Language and Culture
- Goal 1.3 – Continue to Strengthen Whaanau Collaboration
- Goal 2.1 – Bringing our Learning Ethos to Life

In regard to this Goal a new graphic was presented to the Board which encompasses our Learning Ethos. Very well received. No indication given on the Board's preference.

2. Out of Zone Enrolments - Term 2

We have had 5 Out of Zone enrolment applications during Term 2, all wishing to start in Year 0 from the beginning of Term 3 or later into 2023, which were reviewed by the Board.

Resolved: P Gascoigne/R Wells

That the Board accepts the five students for our Term 2 Ballot for Out of Zone Places.

CARRIED

3. Property and Grounds

5YA Agreement

The 5YA Agreement was signed by P Gascoigne.

Electrical Remedial Work

As per the Board report.

Two quotes have been received for this work:

- BO & CO - \$10,636.89 (excl GST)
- AMP'T - \$17,526.76 (excl GST)

The AMP'T quote is very thorough and meets MOE standards, this is the preferred option, however it exceeds the budgeted cost for this work.

M Brown has asked H Fenemor to ask AMP'T if they can spread the work over two years (\$10k this year, and \$7.5k next year), which will help from a budget perspective. Awaiting response.

HF

4. Staffing

Te Puna 19 Appointment

Caley Rodgers has been offered, and accepted, the Te Puna 19 teaching role from the beginning of Term 3, 2023 due to Zoe McMillan going on maternity leave from the beginning of Week 3, Term 3, 2023.

Resolved: A Abbott/P Gascoigne

That the Board ratifies the appointment of Caley Rodgers to a Fixed Term Teaching position from the beginning of Term 3, 2023 (17 July 2023) through to the end of Term 4, 2023 (Friday, 15 December, 2023) for the purpose of Maternity Leave cover.

CARRIED

Reading Recovery Position

Unfortunately we have been unable to find a suitable person to fill the Reading Recovery position, which will be left vacant from beginning of

Term 3, 2023, due to Carlene MacKenzie's resignation. None of the applicants were trained in Reading Recovery.

We will therefore be looking at ways to setup small reading groups for our Year 2's for the remainder of the year.

Greg Pickering Resignation

Greg has tendered his resignation effective from the end of Week 2, Term 3, 2023. His intention is to seek employment outside of teaching.

Resolved: P Gascoigne/R Wallis

That the Board accepts the resignation of Greg Pickering from his Permanent Teaching Position effective from the end of Week 2, Term 3, 2023.

CARRIED

Jo is to write a letter to Greg on behalf of the Board accepting his resignation and thanking him for his service.

JB

As a result of Greg's resignation, we have advertised a Permanent Fulltime Teaching Position - applications close on Friday, 23 June at Midday. So far we have received 2 application that a eligible to teach in NZ.

The Board were asked who would like to join the Appointment Committee to work through this Permanent Position. Sarah Nelson agreed to be a part of the Appointment Committee.

Resolved: P Gascoigne/R Wallis

That Sarah Nelson will form part of the Appointment Committee for the Permanent Teaching Position.

CARRIED

Wendy Maher

As per Board Report. Offer Wendy Maher a 0.2 Permanent Teaching Position to help cover the increase in CRT for our teachers due to their New Collective Agreement CRT increase.

Resolved: P Gascoigne/M Brown

That Wendy Maher be offered a 0.2 Permanent Position from the beginning of Term 3, 2023.

CARRIED

5. Policies & Procedures Resolved: All

That the following policies were approved via Loomio:

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

CARRIED

6. PTA Wishlist As per Board Report.

Resolved: P Gascoigne/M Brown

That the Board supports the PTA to apply for different Grant Providers for the items on our priority list.

CARRIED

Amanda Abbott also mentioned the AED (defibrillator) again. Need to look into whether this was ever floated to the PTA as a wishlist item?

HF?

In Committee

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

- Nil

The Chair moves "that the board moves OUT-OF-COMMITTEE"

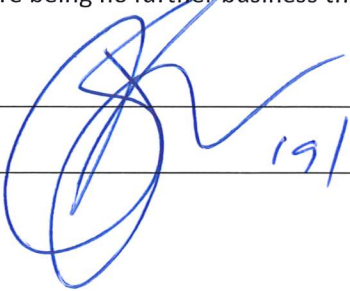
Next Meeting

6pm on Wednesday, 19 July 2023 (Data Review)

There being no further business the meeting closed at 8.15pm

Presiding Member:

Date:



19/7/23
