

# CAMBRIDGE EAST SCHOOL

*Kemureti ki te Rawhiti*



Minutes of the Cambridge East School Board of Trustees Meeting held on  
Wednesday 22 November 2023 at 6.00pm in the School Staffroom

ITEM	ACTION LIST
<p><b>Attendance:</b></p> <ul style="list-style-type: none"><li>• <b>Present:</b> Hamish Fenemor, Paul Gascoigne, Matt Brown, Sarah Nelson, Renae Townsend, Rachel Wallis, Rob Wells</li><li>• <b>Present, but not Board members:</b> Lee Bird, Kathy Mclsaac, Pip Burchett, Kate Findlay, Jo Baker (minutes)</li><li>• <b>Apologies:</b> Amanda Joe</li></ul>	
<p><b>Karakia</b></p> <p><b>Speaking Rights:</b> Nil.</p> <p><b>Conflicts of Interest Declared:</b> Nil</p> <p><b>Minutes of the Previous Meeting:</b> <b>Resolved:</b> P Gascoigne/M Brown That the minutes of the previous meeting held on Wednesday, 18 October, be accepted as a true and correct record. <b>CARRIED.</b></p> <p><b>Matters Arising from the Previous Minutes:</b> Nil.</p> <p><b>Open Forum:</b> Nil.</p>	
<b>1. Presiding Member's Report</b>	
<p>As per Board Report. <b>Matters Arising:</b> Nil.</p>	
<b>2. Staff Trustee's Report</b>	
<p>As per Board Report. <b>Matters Arising:</b> Nil.</p>	
<b>3. Principal's Report</b>	
<p><b>3.1. Finance</b></p> <ul style="list-style-type: none"><li>• <b>Creditors:</b> As per Board Report. <b>Resolved:</b> P Gascoigne/H Fenemor: That the November creditors of \$67,359.89 and November direct debits of \$9,490.80, totaling \$76,850.69 be approved for payment. <b>CARRIED.</b></li><li>• <b>2024 Budget:</b> As per Board Report. <b>Resolved:</b> M Brown/P Gascoigne: That the 2024 draft budget be accepted. <b>CARRIED.</b></li></ul> <p><b>3.2. Enrolments</b></p> <ul style="list-style-type: none"><li>• <b>Out of Zone Enrolment Applications:</b> As per Board Report. <b>Resolved:</b> That the Out of Zone enrolment application listed in the November Board Report be accepted. <b>CARRIED.</b></li><li>• <b>Cohort Entry:</b> As per the Board Report. Hamish asked the Board to consider the possibility of introducing Cohort Entry moving forward. Brief discussion took place about possible funding implications. More discussion required.</li></ul>	

### 3.3. Property and Grounds

- **2024 Painting:** As per Board Report.  
**Resolved:** H Fenemor/P Gascoigne: That the Board continues to work with Carus for our painting requirements in 2024. **CARRIED.**
- **Roofing Project:** As per Board Report.  
**Resolved:** H Fenemor/M Brown: That the Board appoints Himi Whitewood (if available) to project manage our current 5ya projects. **CARRIED.**

### 3.4. Personnel

- **Helen Edwards Resignation:**  
Helen has tendered her resignation from her fulltime permanent teaching position effective from the end of the 2023 school year.  
**Resolved:** P Gascoigne/R Wallis: That Helen Edwards's resignation be accepted, and an Appointment Committee be formed for to appoint a new Year 1 Leader. **CARRIED.**
- **Kelly Mason**  
Kelly Mason has requested a temporary change to her contract. Moving from a 1.0 teaching position to a 0.8 or 0.9 position.  
**Resolved:** P Gascoigne/R Townsend: That the school will work with Kelly to devise a "temporary" change to her current working arrangement. **CARRIED.**

### 3.5. EOTC

- **2024 Year 3/4 Camp (Camp Totara Springs):** As per Board Report.  
L Bird gave an overview of the pre-planning for the 2024 Year 3/4 Camp to Camp Totara Springs. The cost looks to be up around the \$300/child. It was suggested that requests for contributions towards the camp be advertised in the newsletter early next year.  
**Resolved:** P Gascoigne/H Fenemor: That the Board accepts the proposed draft plan for the Totara Springs Camp and to continue with the planning process. **CARRIED.**
- **New 3-Year Cycle for EOTC/Camps.** As per Board Report.  
The Board discussed the possibility of moving to a 3 year cycle for future EOTC.  
**Recommendation:** That the community be consulted on the suggested options in early March, after the Year 3/4 camp.

### 3.6. Year 5/6 Pubertal Change Sessions: As per Board Report.

Well done to Philippa Burchett for her hard work in regard to preparing the learning material for the Year 5/6 Pubertal Change Sessions.  
**Recommendation:** The school will consult Year 5/6 parents to establish whether they would be happy for the content to be taught again.

### 3.7. Strategic Plan: As per Board Report.

Hamish Fenemor gave an overview of the 2024 Strategic Plan.

### 3.8. Policies & Procedures: Nothing to report.

## 4. Board Administration

### 4.1. Correspondence (Located in Board Shared Folder):

- Canterbury Education Services Monthly Financial Report
- Paul Cooper (Interim Principal) Acceptance of Acting Principal position
- Linda Harrison's Leave Request

### 4.2. Things to be Communicated:

- N/A

## 5. In Committee

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

- Nil

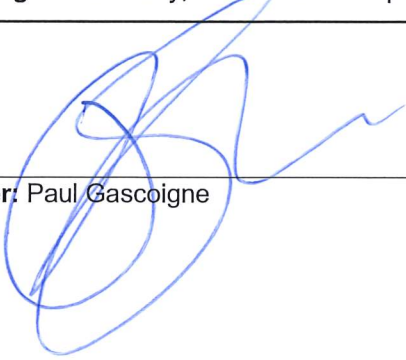
**The Chair moves** "that the board moves OUT-OF-COMMITTEE"

**6. Meeting Closure**

There being no further business, the meeting closed at 8.25pm.

**Next Board Meeting:** Wednesday, 6 December at 6pm in the School Staffroom.

Signed:



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Presiding Member: Paul Gascoigne

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Date

22/11/23