

# CAMBRIDGE EAST SCHOOL

*Kemureti ki te Rawhiti*



Minutes of the Cambridge East Primary School Board of Trustees meeting held on Wednesday, 22 February 2023 at 6.00pm in the Staffroom

		ACTION
<b>Present</b>	Hamish Fenemor, Amanda Abbott, Paul Gascoigne, Rachel Wallis, Matt Brown, Sarah Nelson  <b>Present, but not Board Members:</b> Pip Burchett, Lee Bird, Kate Findlay, Kathy Mclsaac, Jo Baker (minutes)	
<b>Apologies</b>	Robert Wells	
<b>Minutes of Previous Meeting</b>	Resolved: P Gascoigne/R Wallis  <b>That</b> the minutes from the Board of Trustees meeting held on Wednesday, 7 December 2022 be accepted as a true and correct record, with the change to the following motion:  <b>Data Motion:</b> "That the 2022 End of Year Data and 2023 Targets be accepted as read".  <b>CARRIED</b>	
<b>Matters Arising from the Minutes</b>	Nil.	
<b>Open Forum</b>	Nil.	
<b>Financial Report</b>	Resolved: M Brown/P Gascoigne  <b>That</b> the January Creditors - \$63,967.21 and January Direct Debits - \$10,492.34 = Total \$74,459.55 be approved for payment.  <b>That</b> the February Creditors - \$15,579.04 and February Direct Debits - \$11,058.24 = Total \$26,637.28 be approved for payment.  <b>CARRIED</b>	
<b>Staff Trustees Report</b>	Nil.	
<b>Chairperson's Report</b>	Nil.	
<b>Property and Grounds Report</b>	As per Board folder.	

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**Principal's Report**

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**Matters Arising from the Principal's Report**

- 1. Appointment of 2023 Board Chair**

**Election of Board Chair 2023**  
Resolved: H Fenemor/A Abbott

**That** Paul Gascoigne be duly elected to continue as Board Chair for 2023.

**CARRIED**
  
- 2. 2023 Board Meeting Dates**

**2023 Board Meeting Dates**  
The Board agreed with the proposed Meeting Dates detailed in the agenda. Board meetings will continue monthly, on a Wednesday at 6pm for 2023.
  
- 3. 2023 Delegations of Authority**

**Delegations of Authority**  
Resolved: P Gascoigne/R Wallis

**That** delegations of authority listed within the February 2023 agenda be delegated to the Principal as per our Policy and Procedures for 2023.

**CARRIED**
  
- 4. School Annual Accrual Report (SAAR)**

Please refer to the Board folder for a copy of the School Annual Accrual Report (SAAR)

Resolved: P Gascoigne/A Abbott

**That** the Board Chair (Paul Gascoigne) and the Principal (Hamish Fenemor) sign the SAAR Report to say that these errors are correct and to confirm staff income for 2022.

**CARRIED**
  
- 5. Annual Audit Engagement Letter**

Our most recent Engagement letter was signed in 2021 and covers a 3-year period from 20221 to 2023.

Please refer to the Principal's Report for a breakdown of the agreed fee structure.

**Assurance Statement**  
We are actively working with Owen McLeod to supply the necessary information to help complete our annual audit process.
  
- 6. 2023 Budget**

Resolved: All

**That** the 2023 Budget prepared by the Finance Sub-Committee be accepted.

**CARRIED**

H Fenemor to talk to Geoff Hurst at Accounted4 regarding how to get the cashflow module up and running in Xero.

7. **Photocopier Contract** Our current 5yr contract with FujiFilm (formally Konica Minolta) has come to an end. We have had 3 proposals come forward from FujiFilm, Print Matters, and Ricoh as detailed in the Principal's Report.

H Fenemor recommended that the school go with Ricoh due to his personal connection with the salesperson and having this point of contact.

H Fenemor disclosed that FujiFilm are WPA (Waikato Principals' Association) sponsors, and Ricoh are CPA (Cambridge Principals' Association) sponsors.

Resolved: P Gascoigne/R Wallis

**That** the Board accepts H Fenemor's recommendation to sign a 5yr contract with Ricoh effective from March 2023.

**CARRIED**

8. **Mowers and Line Trimmer** Recommendations for a new ride-on mower, push mower and line trimmer were put forward to the Board, as per the Principal's Report.

It was agreed that because the equipment recommendations fit well within the budget put aside (\$14,000 plus GST), that the school go ahead and order the equipment in March with a view to paying for it with our next Operation Drop in April.

9. **Cyclical Maintenance – Exterior Wash and Touch Ups** Please refer to the Principal's Report for a breakdown of the pricing schedule for our 2023 Exterior Wash and Touch Ups.

Resolved: R Wallis/M Brown

**That** we continue to follow Carus's Painting Plan for the purpose of maintenance

**CARRIED**

10. **Policies & Procedures** The following policies were presented for discussion and approval:

- Legislation and Administration Policy
- Safety Management System
- Student Attendance
- Enrolment

Resolved: All

**That** the Legislation and Administration Policy and the Safety Management System Policy be approved.

**CARRIED**

**Student Attendance Policy**

Under the Leaving School During the Day header, the highlighted words will be changed to read: "A Parent/Caregiver must sign the student out at the School Office."

**Enrolment Policy**

The first highlighted portion is correct.  
The second highlighted portion will be updated with the new visiting times of "(9.30am to 11.00am).

Resolved: All

**That** the Student Attendance Policy and the Enrolment Policy be approved after the abovementioned changes have been made.

**CARRIED**

**11. 2023 Principal's Appraisal**

The way in which a Principal's Appraisal is conducted has undergone a significant change, which the Board needs to be aware of. Please refer to the Principal's Board Report for further information on the changes.

H Fenemor would like to continue his relationship with Neill O'Rielly following a "traditional" model of appraisal, citing Neill's ability to help Hamish get something meaningful out of the Growth Cycle process.

Resolved: P Gascoigne/M Brown

**That** the Board accept Neill O'Rielly as the appraiser for the Principal for the 2023 school year.

**CARRIED**

**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"

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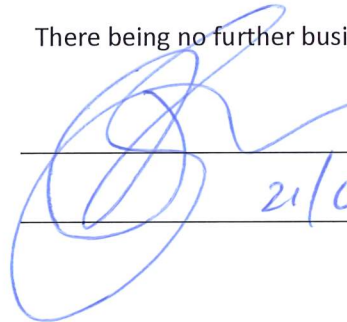
**Next Meeting**

6pm on Wednesday, 22 March 2023

There being no further business the meeting closed at 8.15pm

Chairman:

Date:

  
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21/06/23  
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