

# CAMBRIDGE EAST SCHOOL

*Kemureti ki te Rawhiti*



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

		ACTION
<b>Present</b>	Hamish Fenemor, Amanda Abbott, Paul Gascoigne, Robert Wells, Matt Brown, Sarah Nelson, Renae Townsend  <b>Present, but not Board Members:</b> Pip Burchett, Lee Bird, Kate Findlay	
<b>Apologies</b>	Rachel Wallis, Kathy Mclsaac, Jo Baker	
<b>Minutes of Previous Meeting</b>	Resolved: P Gascoigne/R Townsend  <b>That</b> the minutes from the Board of Trustees meeting held on Wednesday, 22 February 2023 be accepted as a true and correct record.  <b>CARRIED</b>	
<b>Matters Arising from the Minutes</b>	Nil.	
<b>Open Forum</b>	Nil.	
<b>Financial Report</b>	Resolved: P Gascoigne/M Brown  <b>That</b> the March Creditors - \$26,245.17 and March Direct Debits - \$10,030.91 = Total \$36,276.08 be approved for payment.  <b>CARRIED</b>	
<b>Staff Trustees Report</b>	As per Board Report.	
<b>Chairperson's Report</b>	Verbal Report given.  Met with Hamish and Property Committee. Strike. ERO. Staffing.	
<b>Property and Grounds Report</b>	As per Board Report.	

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## Principal's Report

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### Matters Arising from the Principal's Report

**1. Annual Strategic Goals/2023 Charter**

The Charter has been shared with the Board, which includes the AoV for 2022 and our 2023 Annual Plan. This document is submitted to the MOE by 31 March, and must be published on our website.

This is the most important document for the Board, as it highlights our 2022 journey and our intentions for 2023.

**2. Out of Zone Enrolments - Term 2**

We have places available in Year 0-4, but mainly in the New Entrant/Junior end of the school. While this is a delegated authority to manage we need to set dates for ballots (if required). Hamish suggested Week 4 and Week 8 of each term, so we won't have to revisit this process every term.

Resolved: P Gascoigne/R Wells

**That** Ballot dates are set on Wednesday or Week 4 and 8 of each term for out-of-zone enrolments.

**CARRIED**

**3. First Day of Term 2**

As per Board Report.

Resolved: S Nelson/R Townsend

**That** the school will close on Monday, 24 April, and reopen for Term 2 on Wednesday, 26 April.

**CARRIED**

**4. Property and Grounds**

**Moss and Mould Roof Treatment**

The Board agreed to having the whole school (excluding Block C) treated with Moss and Mould Roof Treatment at a cost of \$2,960 (plus gst). This work will be carried out by Carus over the coming weeks.

**10 Year Property Plan**

As per Board Report.

Resolved: P Gascoigne/H Fenemor

**That** the school completes an internal upgrade of Block J and K, including removal of the boys toilets and reconfigure to have unisex plans and link the classroom spaces.

**CARRIED**

Resolved: P Gascoigne/H Fenemor

**That** we work with our contractors (BG Electrical and Kelvin Lalich Builders) to get the Priority 2 projects completed, as per the Board Report.

**CARRIED**

## 5. Bus Incident

The Board discussed a recent incident which occurred during a Kaahui Ako Bus Trip, where a pregnant staff member received injuries, which did not require hospitalisation.

The Board agreed that because the staff member didn't go to hospital it didn't have to be reported to Worksafe.

Hamish is to follow up with the staff member to ensure they are happy with the bus company's response to her concerns. If not, Hamish is to follow up with the bus company for reassurance that the incident was investigated and their procedures were followed.

## 6. Staffing

### **New Entrant Teaching Position**

We have advertised a Fixed Term New Entrant Teacher to join us from the beginning of Term 2 through to the end of 2023. A handful of applications received so far.

### **Maternity Leave**

Zoe McMillan has advised that she and her partner Max are expecting their second child in August 2023.

Resolved: A Abbott/M Brown

**That** the Board accept Zoe McMillan's maternity leave application from Monday, 7 August 2023, for a period of 12 months.

**CARRIED**

## 7. Policies & Procedures

The following policies were presented for discussion and approval:

- Privacy
- Official Information Requests
- Uniform/Dress

Resolved: All

**That** the Privacy Policy and Official Information Requests Policy be approved.

**CARRIED**

### **Uniform/Dress Policy**

Amended to read as follows:

Our uniform policy is a school bylaw. The board, therefore, consults with the school community when making or amending uniform rules (Education and Training Act 2020, s.126). When reviewing our uniform policy, we consider student well-being (including sun protection), our inclusive education policy, and the New Zealand Human Rights Commission uniform guidelines.

Our uniform rules and dress guidelines are made clear to students and their parents/caregivers **in our enrolment information**. Students are required to maintain school behaviour expectations while in uniform (e.g. at school, at events representing the school, and travelling to and from school). **Dress guidelines are issued before any non-uniform days**. If students do not meet the uniform expectations, we follow our behaviour management processes.

If parents/caregivers are unable to purchase necessary uniform items due to financial hardship, our school works with them to find a solution.

The school office can be contacted for further information.

Resolved: All

**That** the Uniform/Dress Policy be approved after the abovementioned changes have been made.

**CARRIED**

**In Committee**

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

- 2022 Principal's Appraisal

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

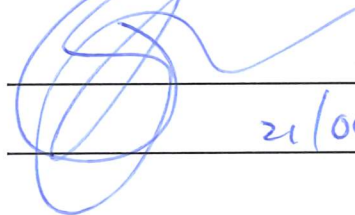
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**Next Meeting**

6pm on Wednesday, 26 April 2023

There being no further business the meeting closed at 8.18pm

Chairman:



Date:

21/06/23