

CAMBRIDGE EAST SCHOOL

Kemureti ki te Rawhiti



Minutes of the Cambridge East School Board of Trustees Meeting held on
Wednesday 18 October 2023 at 6.00pm in the School Staffroom

ITEM	ACTION LIST
<p>Attendance:</p> <ul style="list-style-type: none">• Present: Hamish Fenemor, Paul Gascoigne, Matt Brown, Sarah Nelson, Renae Townsend, Rachel Wallis, Amanda Joe• Present, but not Board members: Pip Burchett, Kate Findlay, Jo Baker (minutes)• Apologies: Lee Bird, Rob Well, Kathy Mclsaac	
<p>Karakia</p> <p>Speaking Rights: Nil.</p> <p>Conflicts of Interest Declared: Nil</p> <p>Minutes of the Previous Meeting: Resolved: P Gascoigne/A Joe That the minutes of the previous meeting held on Wednesday, 20 September, be accepted as a true and correct record. CARRIED.</p> <p>Matters Arising from the Previous Minutes: Nil.</p> <p>Open Forum: Nil.</p>	
1. Presiding Member's Report	
<p>As per Board Report. Matters Arising: Nil.</p>	
2. Staff Trustee's Report	
<p>As per Board Report. Matters Arising: Nil.</p>	
3. Principal's Report	
<p>3.1. Finance</p> <ul style="list-style-type: none">• Creditors: As per Board Report. Resolved: P Gascoigne/A Joe: That the October creditors of \$56,184.80 and October direct debits of \$8,679.75, totaling \$64,864.55 be approved for payment. CARRIED.• 2024 Budget: As per Board Report. Yet to receive budget template from Canterbury Education Services. Once the budget is drafted the Finance Committee will meet, after which the draft budget will be presented to the Board. <p>3.2. Out of Zone Enrolment Applications: As per Board Report.</p>	

3.3. Property and Grounds

- **Changes to Cyclical Maintenance:** The Ministry are moving from a 7-year Cyclical Maintenance Plan to a 10-year plan. Our current plan will come to an end in 2025. Canterbury Education Services have developed a new 10-year plan format. Overall, there is little difference to our annual liability. The plan will be updated again when we receive the
Resolved: H Fenemor/P Gascoigne: That the updated Cyclical Maintenance Plan as prepared by Canterbury Education Services be accepted.
- Koru's roof needs replacing, we have requested quotes from Carus and Calvin Lalich for this work.

3.4. Personnel

Leave Request: As per Board report.

Resolved: P Gascoigne/H Fenemor: That Linda Harrison's leave request from 31 January 2024 to 9 February 2024, be accepted. **CARRIED.**

3.5. Pubertal Change – Year 5/6: As per Board Report.

Resolved: P Gascoigne/M Brown: That the Board accepts the Senior Leadership Team's recommendation for the Year 5/6 Growing and Changing Unit. **CARRIED.**

Parents/Caregivers will have the opportunity to opt their child out of any sessions they would prefer their child to not be a part of. We will survey the community for feedback after the teaching unit.

3.6. Policies & Procedures

- **Curriculum and Student Achievement Policy, including the following:**
 - Distance Learning
 - Health Education

One change to Health Education/Relationship and Sexuality Education – remove the words "including contraceptive education" from the first paragraph.

Resolved: P Gascoigne/H Fenemor: That the abovementioned policy/policies, be approved. **CARRIED.**

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:

- Principal's Sabbatical
- Year 5/6 Pubertal Change Evening

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 7.15pm.

Next Board Meeting: Wednesday, 22 November at 6pm in the School Staffroom.

Signed:

Presiding Member: Paul Gascoigne

Date

15/10/23