



**Minutes of the Cambridge East School Board of Trustees Meeting held on  
Wednesday 23 August 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, Amanda Joe (previously Abbott), Paul Gascoigne, Matt Brown, Rachel Wallis, Robert Wells, Sarah Nelson, Renae Townsend</li> <li>• <b>Present, but not Board members:</b> Pip Burchett (late – 6.20pm), Lee Bird, Kate Findlay, Kathy Mclsaac, Jo Baker (minutes), Gillian Diprose (NZSTA)</li> <li>• <b>Apologies:</b> Nil.</li> </ul>	
<p><b>Karakia</b></p> <p><b>Speaking Rights:</b> <b>Resolved:</b> All: That Gillian Diprose (NZSTA) be given speaking rights during the August board meeting. <b>CARRIED.</b></p> <p><b>Conflicts of Interest Declared:</b> Nil.</p> <p><b>Minutes of the Previous Meeting:</b> <b>Resolved:</b> P Gascoigne/H Fenemor That the minutes of the previous meeting held on Wednesday, 19 July, 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> H Fenemor/P Gascoigne: That the August creditors of \$28,200.89 and August direct debits of \$11,209.68, totaling \$39,410.57 be approved for payment. <b>CARRIED.</b></li> <li>• <b>Midyear Budget Review:</b> As per Board Report. <b>Resolved:</b> H Fenemor/M Brown: That the midyear budget review, as per the Board report, be ratified. <b>CARRIED.</b></li> <li>• <b>Depreciation Schedule:</b> As per Board Report. <b>Resolved:</b> M Brown/P Gascoigne: That the Depreciation schedule prepared by Canterbury Education Services be ratified. <b>CARRIED.</b></li> </ul>	

- **School Bank Card:** H Fenemor expressed the need for the Board to consider having a school bank card (credit or debit) to enable us to make online purchases where invoicing the school is not an option. This will also help alleviate the number of staff reimbursements the school has to process each month. Staff should not have to use their own funds to make purchases on behalf of the school. The Board agreed that there is a need and discussion was had regarding the number of people who will be issued with a card and how it/they will be managed and reconciled each month. It was suggested that the Principal and the Office Manager have a school bank card and that the Presiding Member sign off the reconciliations once a month. The Board also looked at the proposed policy from School Docs around the use of Bank Cards.

**Action:** Make proposed changes to the Bank Cards Policy and the Board will revisit at the next Board meeting.

HF/JB

### 3.2. 2024 Out of Zone Enrolments: As per Board Report.

- **Resolved:** H Fenemor/P Gascoigne: That the Board advertises 2024 Out of Zone places as follows: up to 15 Year 0/1, up to 10 Year 2, and up to 10 Year 3. **CARRIED.**

### 3.3. ERO

- **Unconfirmed Te Ara Huarau School Profile Report:** As per the Board report. The Board is required to confirm whether the report “reflects” the evaluation findings, or “do not reflect” the findings, and if so, what evidence do we have to support this.

**Resolved: A Joe/S Nelson:** That the Board accept the evaluation findings from our recent ERO Report. **CARRIED.**

**Action:** H Fenemor to advise ERO of the Board’s decision.

HF

- **Slug Gun use during EOTC Activities:** The ERO now require schools to have firearm policies and procedures in place for the use of slug guns at EOTC activities, i.e. school camps. It is therefore H Fenemor’s recommendation that slug gun activities are removed from future EOTC activities, including camps. The Board agreed.

### 3.4. Surveys

- **Rongohia te Hau Survey:** As per Board report. The school will soon be re-running this survey to capture whaanua (families), aakonga (our older students) and kaiako (teachers) voice. This gives us a chance to notice trends and areas we do well and areas of discourse, and why there is a difference in thinking between different groups.
- **Staff Survey:** S Nelson asked whether there was any intention to conduct a staff survey to gauge how staff are currently feeling, with other Board members agreeing that it is important to ensure our staff wellbeing is in check.

**Action:** H Fenemor agreed to run a “Gallup” survey, or similar, in Term 4.

HF

### 3.5. Property and Grounds

- Nil.

### 3.6. Personnel

- **Fixed Term New Entrant Teacher:** We received two applications for our recently advertised Fixed Term New Entrant role. The position was offered to one applicant, but was declined, so it was then offered to the second applicant, Lizette Kruger, who has accepted.

**Resolved:** H Fenemor/R Wallis: That the Board ratifies the appointment of Lizette Kruger to a fulltime Fixed Teaching Position from the beginning of Week 7 (28 August 2023) for the remainder of the 2023 school year. **CARRIED.**

- **Principal Professional Coaching and Wellbeing Support Fund:** As per Board report.  
**Resolved:** P Gascoigne/A Joe: That the Board accepts the outlined guidelines presented in the August 2023 Board report for the use of the Professional Coaching and Wellbeing Support Fund in that the Presiding Member and the Principal will formulate a plan and bring back to the Board for approval. **CARRIED.**

- **Principal’s Sabbatical:** As per Board report. H Fenemor has now been offered a 20 week principal’s sabbatical by TeachNZ, having completed more than 15yrs service as a principal and not having had a sabbatical in the past. Discussion was had regarding finding suitable cover. P Burchett indicated that her preference would be for the Board to appoint an Interim Principal into the role, as she does not have the capacity to commit to the role for 6 months. The Board asked if the

<p>role should be advertised, however H Fenemor's preference is to contact Interim Principal's he is familiar with to see if they may be interested before the Board advertises.</p> <p><b>Resolved:</b> M Brown/R Townsend: That the Board supports a 20 week principal's sabbatical for Terms 1 and 2, 2024, in principle, upon finding suitable cover for the Principal's role. <b>CARRIED.</b></p> <p><b>Action:</b> H Fenemor to investigate a suitable Interim Principal and keep the Board informed.</p> <p><b>Action:</b> The Board are to write a letter to TeachNZ in support of a 20 week principal's sabbatical, which the Presiding Member will sign.</p> <ul style="list-style-type: none"> <li>• <b>Leave Application – Gillian Trower:</b> Gillian has applied for 4 days leave without pay (19/09/2023 to 11/10/23) to enable her to travel back to the UK to visit family. Gillian only works two days a week (Tuesday and Wednesday) and this leave spans the Term 3 holiday break. Meaning Gillian will be on leave Week 10, Term 3 and Week 1, Term 4, 2023.</li> </ul> <p><b>Resolved:</b> M Brown/H Fenemor: That Gillian's request for Leave Without Pay during Week 10, Term 3 and Week 1, Term 4, 2023, be approved. <b>CARRIED.</b></p> <p><b>Action:</b> Advise Gillian Trower of the outcome of her leave application.</p> <p><b>3.7. Professional Development</b></p> <ul style="list-style-type: none"> <li>• <b>Kaahui Ako 2024:</b> Ngaati Koroki Kahukura and our local haapu wish to provide learning opportunities for all our kaiako across Te Oko Horoi in Reo, Local Stories and Tiikanga, with the haapu providing the programme and tutors and our local Kaahui Ako team (Whaangai ki te Kaihoe) helping provide the logistics and organisation.</li> </ul> <p>We are looking to set aside four days (one day per term) in 2024 to give a pilot programme a go, and if successful, turning it into a 3yr programme. Please refer to the Board report for further detail. This concept requires Board buy-in and commitment as follows:</p> <ul style="list-style-type: none"> <li>○ To be involved in the general concept</li> <li>○ To release our teachers (possibly in waves – a third at a time)</li> <li>○ Setting aside funding to help with resources during and after the sessions</li> </ul> <p><b>Resolved:</b> All: That the Board agree, in principle, to being involved in the programme. <b>CARRIED.</b></p> <p><b>3.8. Whaanau Hui</b></p> <ul style="list-style-type: none"> <li>• <b>Resolved:</b> That any Board member attending the Whaanau hui be delegated to represent the Board in a reporting capacity (eyes and ears), but not to speak on behalf of the Board. <b>CARRIED.</b></li> </ul> <p><b>3.9. Policies &amp; Procedures</b></p> <ul style="list-style-type: none"> <li>• Nil.</li> </ul>	<p>HF HF/PG</p> <p>JB</p>
<p><b>4. Board Administration</b></p>	
<p><b>4.1. Correspondence</b> (Located in Board Shared Folder):</p> <ul style="list-style-type: none"> <li>• Canterbury Education Services Monthly Financial Report</li> <li>• Canterbury Education Services Fixed Asset Register and Depreciation Rates</li> <li>• Leave Application - Gillian Trower</li> </ul> <p><b>4.2. Things to be Communicated:</b></p> <ul style="list-style-type: none"> <li>• Nil.</li> </ul>	
<p><b>5. In Committee</b></p>	
<p><b>The Chair moves</b> “that the Board moves INTO COMMITTEE under Section 48 Local Government Information and Public Meeting Act to discuss....”</p> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <p><b>The Chair moves</b> “that the board moves OUT-OF-COMMITTEE”</p>	
<p><b>6. Meeting Closure</b></p>	
<p>There being no further business, the meeting closed at 8.20pm.</p> <p><b>Next Board Meeting:</b> Wednesday, 20 September at 6pm in the School Staffroom.</p>	

**Signed:**

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**Presiding Member:** Paul Gascoigne

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**Date**