

CAMBRIDGE EAST SCHOOL

Kemureti ki te Rawhiti



Minutes of the Cambridge East School Board of Trustees Meeting held on
Wednesday 20 September 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, Robert Wells, Sarah Nelson, Renae Townsend, Rachel Wallis (arrived 6.40pm)• Present, but not Board members: Pip Burchett, Lee Bird, Jo Baker (minutes)• Apologies: Amanda Joe, Kate Findlay, Kathy Mclsaac	
<p>Korakia</p> <p>Speaking Rights: Nil.</p> <p>Conflicts of Interest Declared: H Fenemor abstained from the Principal's Sabbatical Leave vote. S Nelson abstained from Out of Zone Applicants vote, due to knowing one of the applicants.</p> <p>Minutes of the Previous Meeting: Resolved: P Gascoigne/H Fenemor That the minutes of the previous meeting held on Wednesday, 23 August, 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: H Fenemor/P Gascoigne: That the September creditors of \$44,345.20 and September direct debits of \$15,175.20, totaling \$59,520.40 be approved for payment. CARRIED.• 2024 Budget: As per Board Report. Resolved: P Gascoigne/R Wallis: That the Principal draft the 2024 budget to be presented to the Finance Committee before our next meeting using our current numbers and funding levels. CARRIED.• School Bank Card: As per Board Report.	

Resolved: P Gascoigne/R Wallis: That the Board supports the issuing of school credit cards, with \$5,000 limits, to the Caretaker (Andrew Swaney), Office Manager (Rhiannon Lattin) and the Principal (Hamish Fenemor), to be used strictly within the limitations of the school's Bank Card Policy. **CARRIED.**

3.2. Out of Zone Enrolment Applications: As per Board Report.

- **Resolved:** R Townsend/P Gascoigne: That the Board accepts the 2024 Out of Zone applications as per the Board Report. **CARRIED.**
- The Board also discussed an Out of Zone enrolment application for a Year 6 student for Term 4, 2023. Due to having no capacity in our Year 5/6 classrooms the application was declined.

3.3. Survey

- **Learning Conferences Survey:** As per Board report.
Resolved: P Gascoigne/M Brown: That the Learning Conferences Survey be sent to Parents/Caregivers and be left open until the end of Week 2, Term 4. **CARRIED.**

3.4. Property and Grounds

- As per Board Report.

3.5. Personnel

- **2024 Staffing Entitlement:** As per Board report.
Resolved: P Gascoigne/M Brown: That the Principal (along with the Senior Leadership Team) make appropriate staffing appointments for 2024. **CARRIED.**
- **Reduced Hours for Permanent Teaching Staff**
We have received a request from a Permanent teaching staff member, for the second year in a row, to reduce their hours from FTE1.0 to FTE0.8.
The Board discussed how to approach requests from Permanent teaching staff who would like to move from a fulltime capacity to a part-time capacity. Previously we have reserved these types of requests for those who are returning from Parental Leave, or those who were moving towards retirement. Some of the Board were concerned that if we didn't allow more flexibility we may find ourselves losing good teachers to other schools who do offer part-time positions, especially at the moment when there is a shortage of quality teachers applying for positions.
The Board voted on whether to allow Permanent Staff to reduce their hours on a case by case basis. Three were "against" and four were "for". Therefore the Board agreed to allow for flexible working relationships on a case by case basis.
- **Principal's Sabbatical:** As per Board report.
H Fenemor approached Paul Cooper, who he has known for a number of years, to see if he would be interested in covering the Principal's Sabbatical Leave for Terms 1 & 2, 2024. Paul has many year's experience and will be a steady hand at the wheel.
Resolved: P Gascoigne/R Townsend: That the Board appoints Paul Cooper as Acting Principal for the duration of the Principal's 2024 Sabbatical Leave. **CARRIED.**
Note: H Fenemor abstained from the vote.

3.6. Policies & Procedures

- Nil.

3.7. 2024 Term Dates

The Board discussed the 2024 Term Date models detailed in the Board Report and agreed on Model 2.

Term 1 – Wednesday, 31 January to Friday, 12 April

Term 2 – Monday, 29 April to Friday, 5 July

Term 3 – Monday, 22 July to Friday, 27 September

Term 4 – Monday, 14 October to Wednesday, 18 December

Resolved: P Gascoigne/R Townsend: That Model 2 be accepted as the agreed 2024 Term Dates. **CARRIED.**

3.8. Changes to the Strategic Plan

As per Board Report. H Fenemor presented the draft Strategic Goals and Initiatives for 2024 and the Board were comfortable with its content.

Resolved: P Gascoigne/H Fenemor: That the Board accepts the draft Strategic Plan and the Principal, along the SLT, continue with its development utilising strategic goals and initiatives.

4. Board Administration

4.1. Correspondence (Located in Board Shared Folder):

- Canterbury Education Services Monthly Financial Report
- Out of Zone Request from Anothony Alarca
- Ministry of Education (Pourato) – Provisional Staffing

4.2. Things to be Communicated:

- Learning Conferences Survey to go out to community
- 2024 Term Dates
- Big Rocks for 2024 (Strategic Goals and Initiatives)
- Principal's Sabbatical, once Paul Cooper has signed the paperwork

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 8pm.

Next Board Meeting: Wednesday, 18 October at 6pm in the School Staffroom.

Signed:



Presiding Member: Paul Gascoigne

Date

18.10.23

