



Meeting Opened: 6.43pm

1. Introductory Matters

The meeting started with a karakia.

1.1 Present

Krish Amirthalangam, Richard Barrett, Emma Bonner, David Miller (Presiding Member / Board Chair), Lily Yin, Tricia Will (Staff Representative) and Adelle Jensen (Principal)
Also in Attendance: Jenny Fenwick (Board Secretary)

1.2 Apologies

Abigail Johnston

1.3 Welcome and introduction to Members of the Public

There were no members of the public present.

1.4 Declarations of Interest

Lily Yin disclosed the following declaration:

- Board Director – Trade Union Centre Canterbury Ltd
- Director of Finance and Operations – NZEI Te Riu Roa
- Director/shareholder – JNX United Ltd

2. Administration Matters

2.1 Previous Minutes

The Minutes of the Meeting held on 14 November 2023 were taken as read and confirmed.

Recommendation: That the Cashmere Avenue School Board agree the minutes of the 14 November 2023 meeting are a true and correct record.

**Moved: Emma Bonner; Seconded: Richard Barrett
Motion Carried**

2.2 Matters Arising

- Hautū – talk with Kahui Ako and Facilitator
This action will take place during 2024.
- AFS Reporting
The Principal spoke with AFS regarding the wording on the cash projection and this action is now closed.
- Budget Commentary
This has been provided. This action is now closed.
- Community Consultation
This is still ongoing.
- Weather Tightness Letter
A draft letter has been written. The Board will look over the letter before it is sent this week.
- Letter to Community Constable
This is ongoing and will be completed for the February meeting.

2.3 Correspondence:

The list of correspondence was taken as read and received.

3. Key Matters for Discussion

(including Policy Review & Development)

3.1 Welcome

We welcomed Lily Yin to the Board and welcomed back Richard Barrett and Abigail Johnston.

3.2 2024 Budget

A revised commentary was tabled and the Principal explained the changes from the draft budget presented in November to the Board.

The Board approved the 2024 budget set at an income of \$759,844 and expenses of \$753,180.

Recommendation: That the Cashmere Avenue School Board approve the 2024 Budget.

**Moved: Board Chair; Seconded: Emma Bonner
Motion Carried**

3.3 Update on Strategic Plan

The Principal thanked the team for their input around the strategic plan. The four draft strategic goals have been amended to be:

- Vibrant School
- Inspired Learning
- Connected Community
- Everyone belongs

The final draft wording will be shared with the Board with feedback to be sent to the Principal by the end of the school year. The Board Chair and Principal will finalise the draft goals with a view to sharing with the community early in the new year in the first newsletter of 2024. A summary of community feedback will be presented to the Board at the February meeting.

ACTION: Board Members

3.4 Property: Weather Tightness & 5YA Update Pool

It is the Board's preference that grant funding can be obtained to ensure the pool is operational in 2024. However, if grant applications are unsuccessful or not timely enough, the Board agreed to fund expenses to ensure the pool is operational in 2024 up to a maximum of \$26,500.

Separately, the Principal is to develop a long term (5-10 year) funding plan for operating the pool beyond 2024.

ACTION: Principal

Recommendation: That the Cashmere Avenue School fund expenses up to a maximum of \$26,500 to keep the pool operational in 2024.

**Moved: Board Chair; Seconded: Krish Amirthalingam
Motion Carried**

The Principal confirmed that the Room 2 deck Remediation is being funded by the Ministry.

A quote for the new library deck is awaited – given a decision to proceed may be required before the February 2024 Board Meeting, the Board agreed to pre-approve investment in the deck up to a maximum of \$20,000.

Recommendation: That the Cashmere Avenue School Board pre-approve a library deck up to the amount of \$20,000.

**Moved: Board Chair; Seconded: Emma Bonner
Motion Carried**

3.5 End of Year Achievement Reports

End of year achievement reports were presented to the Board. The Principal spoke to the reports and the Board were delighted with the strong results.

The Board thanked and congratulated staff for all their hard work and success.

3.6 Board Succession Planning

The Board agreed that Richard Barrett will become the new Board Chair in 2024. This will be formalised as is usual practice at the first meeting of 2024. David Miller will continue as Board Chair until 27 February 2024.

Richard thanked David for all the work he has done during his time on the Board and acknowledged his service to the school and how welcoming he has been to new board members.

4. Policies to be Reviewed via School Docs

The following Policies were reviewed by the Board.

- Curriculum and Student Achievement Policy

It was noted that we no longer require Reading Recovery and this will change to Literacy Intervention. The Curriculum statement will also need to be updated.

ACTION: Principal

5. Approvals

5.1 EECA LED Lighting Loan

Recommendation: That the Cashmere Avenue School Board approve the EECA LED Lighting Loan.

**Moved: Emma Bonner; Seconded: Board Chair
Motion Carried**

5.2 MOE Salesforce for Property Projects

Recommendation: That the Cashmere Avenue School Board approve the MOE Salesforce for Property Projects and the Principal be the authoriser.

**Moved: Emma Bonner; Seconded: Board Chair
Motion Carried**

6 Finance

6.1 Management Reports

The AFS Management Report for November was tabled.

Discussions took place regarding the report and cash flow. The new cash flow spreadsheet has been added to the shared board folder.

6.2 Payments for November

The November payments have been sighted by the Board.

6.3 Credit Card

The credit card statement to 1 December has been sighted by the Board.

7. Health & Safety

7.1 Monthly Health and Safety, Attendance and Roll Report

This was taken as read and received.

8. Principal's Report

This was taken as read and received.

The Board agreed to the recommendation to set up board members with school email accounts to increase privacy and confidentiality. The Board also agreed to switch from Signal to WhatsApp in 2024.

9. Meeting Closure

9.1 Self Review

The Board reflected on a good school year, with excellent academic results, completion of the 7,8,9 property project, a strong financial position and stable workforce going into 2024..

9.2 Any Other Business

No other business was discussed.

10. Next Board Meeting: Tuesday 27 February 2024

Meeting Closed at 9.25pm.

Chair

Secretary

Dated: 27 February 2024

	To be Actioned	Timeframe	Name
1	Hautū planning	2024	Board
2	Community consultation	2024 – first newsletter	Principal / Krish Amirthalingam
3	Weather Tightness letter to the Ministry	ASAP	Principal
4	Letter to Community Constable re: driving	February	Principal / Presiding Member
5	Pool 10-year costings		Principal
6	SchoolDocs – structured literacy		Principal