Cashmere Avenue School
Marae Roa o Khandallah

# BOARD MINUTES OF MONTHLY MEETING 20 May 2025

**Meeting Opened: 6.59pm**

**1. Introductory Matters**
The meeting started with a karakia.

**1.1 Present**
Richard Barrett (Presiding Member), Stacey Bird, Emma Bonner, Lily Yin, Tricia Will (Staff Representative) and Adelle Jensen (Principal)
Also in Attendance: Jenny Fenwick (Board Secretary)

**1.2 Apologies**
Abigail Johnston, Krish Amirthalingam

**1.3 Welcome and introduction to Members of the Public**
There were no members of the public present.

**1.4 Declarations of Interest**
There were no declarations of interest.

**2. Administration Matters**

**2.1 Previous Minutes**
The Minutes of the Meeting held on 1 April 2025 were taken as read and confirmed.

**Recommendation: That the Cashmere Avenue School Board agree the minutes of the 1 April 2025 meeting are a true and correct record.**
**Moved: Emma Bonner; Seconded: Lily Yin**
**Motion Carried**

**2.2 Matters Arising**

i Security Camera Quotes
This is ongoing.

ii Summary of Ideas we are planning for in regards to money
This is still ongoing.

iii Hautū session
This will take place on Sunday 15 June 1pm - 3pm.

iv AFS Enquiry regarding rooms 7-9 building project
This action is now closed.

v Election term for upcoming vacancy
The Presiding Member has spoken with NZSTA and we can appoint someone to the vacant position following the Board election. With a new Board in place we can see what skill-set is needed.

**2.3 Correspondence:**
The list of correspondence was taken as read and received.

## 3. Key Matters for Discussion
*(including Policy Review & Development)*

### 3.1 Principal's Report
A copy of the Principal's Report was taken as read and received. The Principal talked to her report.

The work carried out on Room 14 has made a big difference to the classroom. A lot of property work was carried out during the holidays with the Room 17 and 18 roofing project completed. Work on Room 16 has started and is expected to be completed in early July. The fire alarm upgrade has started. This will also include a new school bell.

In light of the recent storm, the Principal has reviewed the red weather warning.

It was noted there has been key personnel changes at AFS involving who looks after our account.

The Principal briefed the board on the drainage and a meeting has been set up with the School, Engineer and MOE. Given our location a conversation between the Ministry and Wellington City Council may also need to happen.

In regards to security we are getting a quote for an intruder alarm for when the new security system goes in.

The Principal presented a copy of what the new library will look like. It will be smaller but there are lots of positives to take out of the new building.

Discussions took place regarding the covered walkway to the library and it was agreed this will be discussed at the next property meeting.

The Principal briefed the Board on the new curriculum and the assessment tools teachers are currently using. She confirmed the date for the next Ministry Maths Curriculum day will be Monday 18 August 2025 with the facilitator.

### 3.2 Property Update
This was discussed as part of the Principal's Report.

### 3.3 2025 Board Election
There are only three more meetings before a new Board will take office. We will need to look at an induction process for new members at the August meeting.

### 3.4 Set Date for Combined Board and Home & School Meeting
The Principal is attending the next Home and School meeting and will talk about setting a date for the combined meeting. This is likely to take place in Term 3.

**ACTION: Principal**

### 3.5 Health Curriculum Consultation
The Principal noted we need to consult on the health curriculum with our community every two years. At the present time the Government is refreshing the health and sexuality curriculum. It was agreed to pause consultation until we have a draft curriculum. It was noted parents have the right to withdraw their child from any part of the health and sexuality curriculum.

## 4. Policies to be Reviewed via School Docs
The following Policies are to be reviewed for the June meeting.

- Planning and Preparing for emergencies, disasters and crisis
- Communication during an emergency, disaster or crisis
- School closure

The Cashmere Avenue School and Community Cochran Hall is a community hub and the Principal will explain more about this at the next meeting.

## 5. Approvals

### 5.1 Financial Annual Report and Audited Accounts

**Recommendation: That the Cashmere Avenue School Board approve to delegate the checking of the audit report to the Principal and the Finance Representative and the signing of the 2024 audited accounts to the Presiding Member and Principal.**

**Moved: Lily Yin; Seconded: Tricia Will**
**Motion Carried**

### 5.2 Change of Board Election date to 10 September 2025

Schooled advised us that the recommended date for the election has been updated.

**Recommendation: That the Cashmere Avenue School Board approve the change of election date to 10 September 2025 to be in line with NZSTA.**

**Moved: Emma Bonner; Seconded: Stacey Bird**
**Motion Carried**

### 5.3 Phone System

The Principal explained about the upgraded telephone system which gives more functionality. The system has been reviewed and she has received positive feedback from other schools who use them.

**Recommendation: That the Cashmere Avenue School approve the new phone system at a cost of $1,743.40.**

**Moved: Emma Bonner; Seconded: Presiding Member**
**Motion Carried**

### 5.4 Roll Growth Teacher

Due to a growing number of new entrant children we will need to advertise for a new roll growth teacher to start in August.

**Recommendation: That the Cashmere Avenue School Board approves the Principal to advertise for a new roll growth teacher.**

**Moved: Emma Bonner; Seconded: Lily Yin**
**Motion Carried**

## 6 Finance

### 6.1 Management Reports

The AFS Management Reports for March and April were tabled.

The Finance Representative briefed the Board. She thanked the Principal and Madeleine for all their work on the audit.

She noted the weather tightness work does not directly affect us financially as the work is being carried out by the Ministry.

We haven't had any communication from the Ministry regarding pay equity and if there will be any impact on the School financially.

She spoke to the AFS reports and we are running to budget and are in line with what we would expect. Our cash position is slightly higher at $277,000 as we received our Government grant in April and have only spent a third of it.

At present we don't have any financial commitments as a Board. Soft furnishings for the

library is a possibility but this is likely to be in 2026. Money has been set aside for any capital purchases that may be required for the library.

Discussions on the autex in Room 16 was discussed as this is not included in the weather tightness project like it was for Room 14. The Principal has received a quote for autex in Room 16 which is $17,000. This is the right time to get new autex with the weathertightness work being carried out. The Principal agreed to check the quote with Prendos and the builders to see what they thought. The quote includes the fitting of the autex.

**ACTION: Principal**

**Recommendation: That the Cashmere Avenue School Board approves $17,000 for autex to benefit Room 16.**

**Approved: Presiding Member; Seconded: Tricia Will**
**Motion Carried**

**6.2 Payments**
The April payments have been sighted by the Board.

**6.3 Credit Card**
The credit card statements for April and May have 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.

The Principal informed the Board she met with her Ministry Educational Advisor and they discussed attendance and she was impressed with our tracking of attendance.

**8. Meeting Closure**

**8.1 Self Review**
Good
Efficient work
Property being discussed at a different time is working as we only discuss what we need to

**8.2 Items for Board Shorts**
Board Election is coming up
Building update - progressing
Cross Country - well done and winter sports

**ACTION: Lily Yin**

**8.3 Any Other Business**
Emma Bonner is the Board Representative at the next Home and School meeting.

**9.** Next Board Meeting: Tuesday 17 June 2025

**Meeting Closed at 8.10pm.**

**Chair** **Secretary** **Dated: 17 June 2025**

| | To be Actioned | Timeframe | Name |
|---|---|---|---|
| 1 | Security Camera quotes | Ongoing | Principal |
| 2 | Summary of items planning for | Ongoing | Emma Bonner |
| 3 | Talk with Home & School re: combined meeting | Next H&S meeting | Principal |
| 4 | Talk to Prendos and builders re: autex quote | ASAP | Principal |
| 5 | Board Shorts | Due 27 May | Lily Yin |