



Meeting Opened: 6.50pm

The May meeting was moved from 21 May to 28 May due to Board illness.

1. Introductory Matters

The meeting started with a karakia.

1.1 Present

Krish Amirthalingam, Richard Barrett (Presiding Member), Stacey Bird, Emma Bonner, Abigail Johnston, Tricia Will (Staff Representative), Lily Yin and Adelle Jensen (Principal)

Also in Attendance: Jenny Fenwick (Board Secretary)

1.2 Apologies

There were no apologies.

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 26 March 2024 were taken as read and confirmed.

Recommendation: That the Cashmere Avenue School Board agree the minutes of the 26 March 2024 meeting are a true and correct record.

**Moved: Presiding Member; Seconded: Principal
Motion Carried**

2.4 Matters Arising

- i Letter to Community Constable
A draft letter has been written. This is ongoing.
- ii SchoolDocs – curriculum update & Te Tiriti o Waitangi
The Principal sent in the Board's feedback but noted nothing has been changed in regards to the policy. After discussions it was decided the Principal will contact SchoolDocs to see if the policy will change in the near future and inform the Board at its next meeting.
- iii Security Camera Quotes
A quote has been received from another company which would mean we would own the cameras and it would be in-house. The quote is about the same as the software update of current cameras. The quote will be available for the next meeting for the Board to discuss.
- iv Signage
This was discussed under property.
- v AFS Clarification
The Principal has been in contact with AFS and the summary is now captured at the end of the month rather than being out of sync. The Principal will follow up in regards to the other query.

2.5 Correspondence:

The list of correspondence was taken as read and received.

Paid union meeting for our support staff and teacher aides will take place in June.

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 advised she met with the School's Ministry Advisor earlier today and he reiterated the Government's priorities are reading, writing and maths.

The Principal spoke to the report and noted there is a lot happening during Term 2 and the teachers are spending a lot of non-contact time preparing for reports.

A zoom meeting has taken place with our ERO liaison. Her first onsite meeting will take place during week 6 of Term 3. She will be invited to our Term 3 Mihi Whakatau. For some staff this will be their first experience with ERO. The Principal will keep the Board updated.

At the end of the ERO process we receive a short summary report.

The Principal briefed the Board on the School Alert Programme and asked for their endorsement.

Recommendation: That the Cashmere Avenue School Board endorses Cashmere Avenue School to be part of the School Alert Programme.

**Moved: Abigail Johnston; Seconded: Presiding Member
Motion Carried**

The Principal will check our Child Protection Policy and will update it to reflect being part of the programme. The School community will then be notified.

ACTION: Principal

The Principal reassured the Board that we are thorough with our EOTC forms and our risks are at the lower end of the scale.

Signage was briefly discussed and the Board approved \$18,000 for signage at the last Board meeting. The Principal will progress this action.

Discussions took place regarding line-markings, the cost and how the project could work. The quote is \$22,000. The Board agreed this item can be discussed by the property subcommittee and they can make the decision as to how much should be carried out up to the amount of \$22,000.

3.2 Property Update

The Presiding Member explained that he and the Principal met with our Ministry Property Advisor when she visited the school for her site visit. They indicated they were disappointed with the weather tightness projects. The Board decided a letter be sent to the Ministry expressing their disappointment and asking for an updated timeline for this work to take place.

ACTION: Presiding Member

The Property subcommittee will meet on Friday 14 June.

3.3 Hautū: Leadership

We will discuss each of the four aspects of Hautū over four board meetings - Leadership being the first aspect and then, after the four aspects have been discussed/reviewed the Board will have a workshop on any aspects they want to develop further.

Some of the key evidence and examples discussed:

Governance Framework:

- Board Code of Conduct
- Looked at cultural responsiveness when putting together the Strategic Plan and Annual Implementation plan; woven through actions in all strategic goals
- Te Tiriti o Waitangi

Strategic Plan:

- Each goal has a whakatauki connected to it with te reo kupu/words through the document
- Board carefully thought whether cultural responsibility was woven through the plan or a standalone section
- Developing te reo Māori knowledge across staff and students

Professional Development:

- Te Puna Reo programme teachers are taking part in this year
- Board looking at the Hautū programme
- PLD on Te Tiriti o Waitangi and decolonisation at beginning of year for all staff

Connected Community:

- Strategic Plan
- Mihi Whakatau
- Teachers who are within school cultural leaders
- Kapa Haka

Growth Area:

- We are Identifying areas to work on and being encouraging of the progress we're making

Work On:

- How we share our Te Puna Reo learnings
- Newsletter messaging
- Review website in particular the refreshed information around our Te Ao Māori education including reference to our Waharoa

Partnerships:

- Whole School Events – Matariki, Mihi Whakatau
- Kahui Ako
- Whānau Hui
- Noho Marae
- PLD
- Te Atiawa
- Te Puna Reo
- Kapa Haka group and tutors

The Presiding Member will put together a document summarising our discussions for these sessions and will share with Board members for others to contribute to.

ACTION: Presiding Member

At the June meeting the session will be on representation.

3.4 Date for Combined Board and Home & School Meeting

A possible date is Monday 29 July. The Principal will contact Home and School to confirm with them.

ACTION: Principal

4. Policies to be Reviewed via School Docs by the June Meeting

The following Policies are to be reviewed by the June meeting.

- Employer Responsibility

- Appointment Procedure
- Equal Employment Opportunities
- Teacher Relief Cover
- Safety Checking
- Police Vetting
- Classroom Release Time/Timetable

A brief discussion on the policies to be reviewed took place and future-proofing. The Principal will ask SchoolDocs if you can tell if a policy is specific to our school or a general policy.

ACTION: Principal

5. Approvals

5.1 Financial Annual Accounts and Audited Accounts

We are yet to receive a copy of the Financial Annual Accounts and Audited Accounts.

The Principal asked if the Board can delegate reviewing the report to the Principal and Finance Representative. If there are any issues the Board will be notified.

Recommendation: That the Cashmere Avenue School Board delegate Adelle Jensen (Principal) and Emma Bonner (Finance Representative) to review the Report once it is received.

**Moved: Abigail Johnston; Seconded: Presiding Member
Motion Carried**

6 Finance

6.1 Management Reports

The AFS Management Reports for March and April were tabled.

It was noted our spending is currently higher than expected due to purchasing of resources for our tamariki and pay equity settlement.

The Finance Representative talked about the cash flow and term deposits. There is nothing unexpected in the expenditure. The cashflow is currently \$226,000 and the property subcommittee will review the Principal's 'wish list' at its next meeting.

There is still some uncertainty regarding cyclical maintenance as it is affected by the weather tightness project.

The Principal explained about the higher than usual water bill due to leaks. She explained we will be able to reclaim some of it back from Wellington City Council once the leaks have been fixed and we can prove they have been fixed.

The Principal will talk to AFS about the timing of their reports.

ACTION: Principal

6.2 Payments

The March, April and May payments have been sighted by the Board.

6.3 Credit Card

The credit card statements to 1 April and 1 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 talked about attendance and explained the Ministry is currently building a new portal relating to attendance. Our attendance sits between 90 and 95% on a day to day basis. During Term 1 our attendance was 74% of children attending school at least 90% of the time.

8. Meeting Closure

8.1 Self Review

We've done well
Great discussions
Principal's Report in the discussion part is going well
People feel like they can contribute
All Board members are here

8.2 Items for Board Shorts

Lots of cool learnings and trips
School-wide focus on sustainability
Attendance
Recognition of cross country

ACTION: Presiding Member

8.3 Any Other Business

No other business.

9. Next Board Meeting: Tuesday 18 June 2024

Meeting Closed at 9.17pm.

Chair

Secretary

Dated: 18 June 2024

	To be Actioned	Timeframe	Name
1	Letter to Community Constable re: driving	This is ongoing	Principal/Presiding Member
2	SchoolDocs – curriculum update & Te Tiriti o Waitangi	Ongoing	Principal
3	Security Camera quotes	Ongoing	Principal
4	Signage	Ongoing	Principal
5	AFS – clarification	By June meeting	Principal
6	Check Child Protection Policy and update it and checking how you can tell if a policy is school-specific	By June meeting	Principal
7	Letter to Ministry regarding weather tightness project	By June meeting	Presiding Member
8	Sharing Hautū document with Board	By June meeting	Presiding Member
9	Contact Home & School re: combined meeting	By June meeting	Principal
10	Board Shorts	By 11 June	Presiding Member