Cashmere Avenue School
Marae Roa o Khandallah

BOARD MINUTES OF MONTHLY MEETING 10 September 2024

Meeting Opened: 6.48pm

1. Introductory Matters
The meeting started with a karakia.

1.1 Present
Krish Amirthalingam, Richard Barrett (Presiding Member), Emma Bonner, Abigail Johnston (Deputy Presiding Member), Lily Yin, Tricia Will (Staff Representative) and Adelle Jensen (Principal)
Also in Attendance: Jenny Fenwick (Board Secretary)

1.2 Apologies
Stacey Bird

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 13 August 2024 were taken as read and confirmed.

Recommendation: That the Cashmere Avenue School Board agree the minutes of the 13 August 2024 meeting are a true and correct record.
Moved: Krish Amirthalingam; Seconded: Emma Bonner
Motion Carried

2.2 Matters Arising

i SchoolDocs - curriculum update & Te Tiriti o Waitangi
Our feedback has been sent to SchoolDocs and it now sits with them. It was agreed to come back to this in our normal review cycle or once we are advised that it has been updated. This item can be removed from our action list.

ii Security Camera Quotes
This is ongoing.

iii Signage
This is ongoing and a meeting has been set up with Home & School.

iv Term Deposit
This was discussed during the meeting.

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

The letter from our Lohia Street neighbours was discussed. The Principal briefed the Board with some background information regarding drainage. It was noted our caretaker is vigilant about cleaning the drains. The concerns raised in the letter are valid concerns. The Board noted we receive a lot of water from properties above the School which has a flow-on effect to properties below us.

The Presiding Member will reply to the letter.

ACTION: Presiding Member

The School has received a letter from a neighbour on Jubilee Road regarding our fence line and would like to put up a fence. The Presiding Member will contact the neighbour to discuss.

ACTION: Presiding Member

An email regarding Board Elections in 2025 has also been 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 Principal noted the concrete markings are likely to be done during the holidays but is weather dependent.

The School applied for, and, received funding for Professional Development (PLD) for structured Literacy for some of our teachers.

In Term 4 we will be undergoing a cultural and identity topic which fits into our *Everyone Belongs* goal in the Strategic Plan.

The Principal has started meeting with teachers as we plan towards 2025. The staffing entitlement for 2025 is due shortly and we will know how many teachers we are funded for. It was noted classroom teacher release time goes up next year, according to the collective agreement.

Classroom structures for 2025 were briefly discussed and it was noted communication on any changes is important.

Our Kapa Haka group has been working hard and this year the St Brigid's Kapa Haka Festival is being hosted by St Brigid's and St Benedict's at Newlands College. Our Kapa Haka tutors are part of the Wellington Māori Cultural Society and our Year 5 and 6 Kapa Haka tamariki have also been invited to perform at the Mahuru Festival.

The Principal spoke about some of the upcoming changes being proposed by the Ministry of Education and there is an opportunity for Board members to give their feedback through the NZ School Boards Association survey.

3.2 Property Update
The Principal briefed the Board on her update within the Principal's Report. The property subcommittee has met recently. Funding for the toilet leak has been approved by the Ministry. However, there is now more damage to one of the walls and the Principal has emailed the weather tightness team to look at this.

3.3 Hautū: Accountability
The Board discussed Accountability and looked at evidence.

Legislative requirements for Maori students:
Reports on individual Māori student achievement - Integrating:
- Processes are in place for regular reporting;
- Parents and whānau receive reports twice a year and we have parent / teacher interviews and student-led conferences;
- Our Ropu Whānau meet termly and their input is invited and welcomed;

- Achievement data is not discussed at the ropu whānau meetings as it can be confronting and not appropriate to the tone and purpose of the hui;
- Aspirations and what we can improve on is part of our hui conversations - sharing ways we can celebrate the successes of our ākonga Māori;
- What is culturally responsive may not be individually appropriate; and we have a strengths-based, personalised and responsive way to meet the needs of children not achieving at expectation;
- Teacher confidence and improving how we carry out te reo Māori has improved over time;
- The Board provides funding for PLD and classroom programmes in Te Reo and Tikanga Māori;
- Developing knowledge of culturally responsive practise.

Māori students enjoying and achieving education success as Māori

- We now have 70 children accessing three or more hours of Te Reo a week through te reo in the classroom and kapa haka;
- We have more of our Māori students engaging with Kapa Haka than we have had in the past;
- We regularly review our programmes and set aspirations for improvement, and
- identify where the gaps are and where the improvement is required.

Legislative:

- Our achievement reports and analysis of variance reports meet government requirements around reporting literacy and numeracy achievement, however success is much more than this, including how our ākonga Māori view and achieve success;
- The Board is committed to setting a budget that includes culturally-responsive practices and opportunities, and making it more efficient;
- The Board affirms its commitment to the provision of Kapa Haka and te reo Māori.

It was noted our Whaikorero boys are doing a great job this year memorising their pepeha.

3.4 ERO Update

The Principal and Presiding Member briefed the Board on the ERO visit. The feedback from ERO was very positive and strong teamwork across the school was in evidence. ERO were very impressed with the staff, learning and achievement across the school. Our next visit will be in three years time. A draft written report will be sent followed by the final report in due course. It was noted the reports are only about two pages long and not as detailed.

There were no compliance issues. ERO will check in with us over the next couple of years as we progress our Strategic Plan.

The Board congratulated and thanked the Principal and the effort of the whole team in the huge amount of work they put into preparing for the ERO visit.

3.5 English for Speakers of Other Languages (ESOL) Verification Report

A copy of the ESOL Verification Report was tabled.

The Principal explained that once you reach a certain threshold of number of students who are English Language learners you can be audited. Our audit went very well and the Board thanked the Principal and the Deputy Principal for all their work.

3.6 Board Succession Planning and Elections 2025

The proposed date for the next Board election is Wednesday 17 September 2025.

4. Policies Reviewed via School Docs

The following Policies have been reviewed.

- Concerns and Complaints
- Performance Management
- Protected Disclosure

The Principal explained the process we currently go through and the register of any concerns and complaints.

The Principal and Presiding Member recently went on a concerns and complaints course. It was agreed that twice a year or when needed the Principal will include an update on concerns and complaints in her assurances to the Board.

It was noted a complaints committee will be set up only if required.

The Board discussed Performance Management and Protected Disclosure.

5. Approvals

5.1 Appointment Procedures for 2025

As our next Board meeting isn't until November, she requested pre-approval to advertise for any positions if required. If there are any vacancies she will ask who from the Board is available to be on the appointments committee.

Recommendation: That the Cashmere Avenue School Board pre-approves any advertisements for any vacancies for 2025 if required.

Moved: Presiding Member; Seconded: Emma Bonner
Motion Carried

5.2 Cyclical Maintenance Plan

The Cyclical Maintenance plan was discussed in regards to painting and as the recladding will no longer be done in 2024, the painting in some areas is unable to be carried out over the summer holidays. The painting of the pool should be completed in January. The terraflake (concrete floor in the toilets outside room 7 and 9) are due, however, a business case will be put to the Ministry to do up the toilets at the same time.

5.3 Voluntary Donations for 2025

Discussions on voluntary donations took place. Discussions on an increase in line with CPI adjustment was discussed. It was noted many people are under financial pressure at the moment due to the large number of redundancies in Wellington. It was agreed to keep the voluntary donations for 2025 at the same rate as this year but indicate that it may go up in 2026.

A draft of the letter will come back to the Board at the next meeting.

ACTION: Principal

5.4 Board Dates for 2025

Alternative dates will be looked at and will come back to the next meeting.

5.5 Date for Board Dinner

Board dinner will be on Tuesday 12 November.

6 Finance

6.1 Management Reports

The AFS Management Reports for July and August were tabled.

The Finance Representative briefed the Board on the reports. It was noted that we received more in the July operational grant than expected due to pay equity. It was also noted that AFS average the payroll line over ten months but in the months when there are school holidays, teacher aides and support staff are not paid which affects our adjusted cash position.

Discussions on term deposits took place and it was agreed to put some money on a term deposit. The Principal will check what the break fee rate is should we require the money in an emergency.

ACTION: Principal

Recommendation: That the Cashmere Avenue School Board approve $50,000 to be put on a Term Deposit for 12 months.

Moved: Krish Amirthalingam; Seconded: Emma Bonner
Motion Carried

Recommendation: That the Cashmere Avenue School Board approve the Finance Representative and the Principal to look at a short term Term Deposit and to look at the funds to decide how much be put on a Term Deposit.

Moved: Presiding Member; Seconded: Tricia Will
Motion Carried

6.2 Payments

The August payments have been sighted by the Board.

6.3 Credit Card

The credit card statements have not yet been received, but the Finance Representative has seen any credit card receipts.

6.4 Audit Report

A copy of the Audit Report was taken as read and received.

It was noted that it was a very positive report with no actions required.

7. Health & Safety

7.1 Monthly Health and Safety, Attendance and Roll Report

This was taken as read and received.

8. Meeting Closure

8.1 Self Review

Good
Productive conversations
November will be a busy meeting - we will review the agenda and make space earlier on so we are focusing on things at the right time.

8.2 Items for Board Shorts

ERO
Quiz Night
Home & School working hard
Te Reo Maori Language week
Kapa Haka

ACTION: Krish Amirthalingam

8.3 Any Other Business

No other business.

9. Next Board Meeting: Tuesday 5 November 2024

Meeting Closed at 9.16pm.

Chair **Secretary** **Dated: 5 November 2024**

	To be Actioned	Timeframe	Name
1	Security Camera quotes	Ongoing	Principal
2	Talk to Home & School re: NW sign	Ongoing	Principal
3	Letters to Residents	By November	Presiding Member
4	Voluntary Donation Letter - draft	By November	Principal
5	Term Deposit - $50,000	ASAP	Principal
6	Looking at short term deposits	ongoing	Principal/Finance Representative