



Meeting Opened: 7.03.pm

1. Introductory Matters

The meeting started with a karakia.

1.1 Present

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

1.2 Apologies

Lily Yin

1.3 Welcome and introduction to Members of the Public

The Board Chair welcomed Stacey Bird to the meeting and gave her speaking rights for the duration of this meeting.

1.4 Declarations of Interest

There were no declarations of interest.

2. Administration Matters

2.1 Election of Deputy Presiding Member

The Board Chair nominated Abigail Johnston as Deputy Presiding Member, seconded by Emma Bonner. All Board members were in agreement.

Motion Carried

2.2 Previous Minutes

The Minutes of the Meeting held on 27 February 2024 were taken as read and confirmed.

Recommendation: That the Cashmere Avenue School Board agree the minutes of the 27 February 2024 meeting are a true and correct record.

**Moved: Emma Bonner; Seconded: Krish Amirthalingam
Motion Carried**

2.4 Matters Arising

- i Hautū – talk with Kahui Ako and Facilitator
This was discussed during the meeting. This action is now closed.
- ii Weather Tightness Letter
This was discussed during the property update. The Principal noted she has talked with the Property Manager and all Ministry property projects are going through an internal review.
- iii Letter to Community Constable
This is ongoing.
- iv Pool, 10 year Costings
This is in the property plan.
- v SchoolDocs – Review of Curriculum
This is ongoing. The Principal and Deputy Principal are currently updating the curriculum statement and will provide it to SchoolDocs when completed.

- vi Cell Phone Policy
A copy of the cell phone and digital device policy is now on our School Docs and the community will be notified in the next newsletter.
- vii SchoolDocs Policies
This was discussed during the meeting.

2.5 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

The Principal's Report was tabled and discussed.

ERO will start their process during Term 2. The process is different than in the past and they work in collaboration with the staff and Board. The process can take up to a year.

The Principal explained we only need to approve the Enrolment Scheme if there are new streets within our zone or it's a request from the Ministry.

Staff have begun a Te Puna Reo course as part of their professional development.

The Board discussed quotes and software upgrades for security cameras as the cameras are close to end of life. The quote was higher than expected. The Principal will go back to the company and look at a second quote.

ACTION: Principal

It was noted the School will stay open during the paid union meetings and classes will be covered.

The Principal went through all the assurances for the Board.

3.2 Property Update

Builders will start the retaining walls around the adventure playground shortly. The deck area out to rooms 1 and 2 will be completed during the April school holidays.

The School is working with Todd from EasySwim in regards to the instalment of the new heat pump. We received a grant of \$20,000 from Pub Charities towards the cost.

The library deck is on standby as the cost was too expensive.

Discussions on signage and line markings took place. The Principal has met with a company who do line markings and they will come up with some concepts and costings. Once we hear back the Principal will meet with Home and School to see if this is an area they would like to invest money in. The Board is committed to the concept but it depends on the cost.

ACTION: Principal

Recommendation: That the Cashmere Avenue School Board approve up to \$18,000 for signage.

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

3.3 Colour Fun Run

The Board has heard lots of positive feedback about the Colour Fun Run and it was great to see the tamariki having fun and how children-focused the event was. The Board thanked Home and School for their work on the event.

3.4 Vacant Board Position

Recommendation: That the Cashmere Avenue School Board select Stacey Bird to the Board subject to not receiving 10% of eligible voters requesting an election by the cut-off date of 27 March. Stacey will be selected as a Board member from 28 March 2024.

**Moved: Board Chair; Seconded: Tricia Will
Motion Carried**

3.5 Hautū

The Principal, Board Chair and Krish attended Hautū at Amesbury and summarised the evening. The four self-review sections – Accountability, Leadership, Representation and Employer Role.

It was decided that over the next four meetings the Board would discuss each of the four aspects starting with leadership.

4. Policies Reviewed via School Docs

The following Policies were reviewed and discussed by the Board.

- Te Tiriti o Waitangi
- Board Responsibility
- Documentation and Self-Review Policy

Discussions around these policies took place and it was noted it still states there are three articles instead of four articles relating to Te Tiriti o Waitangi. The Principal has submitted feedback regarding this to SchoolDocs. The Principal will contact SchoolDocs.

ACTION: Principal

5. Approvals

5.1 Out of Zone spaces for 2025

Recommendation: That the Cashmere Avenue School Board approves 9 spaces per term for new entrant out-of-zone spaces for 2025, reviewed term by term with no more than 36 in a year.

**Moved: Board Chair; Seconded: Principal
Motion Carried**

5.2 Annual Implementation Plan

Recommendation: That the Cashmere Avenue School Board approve the Annual Implementation Plan.

**Moved: Abigail Johnston; Seconded: Emma Bonner
Motion Carried**

5.3 Noho Marae Trip

The EOTC paperwork was taken as read and received.

Recommendation: That the Cashmere Avenue School Board approve Stage 1 of the 2024 Noho Marae Trip.

**Moved: Board Chair; Seconded: Abigail Johnston
Motion Carried**

5.4 Retention / Disposal

Recommendation: That the Cashmere Avenue School Board approve the disposal of documents as per the retention / disposal documentation.

**Moved: Abigail Johnston; Seconded: Tricia Will
Motion Carried**

5.5 Term Deposit

Recommendation: That the Cashmere Avenue School Board places \$50,000 on Term Deposit for a period of six months at 6.15%.

**Moved: Abigail Johnston; Seconded: Board Chair
Motion Carried**

6 Finance

6.1 Management Reports

The AFS Management Report for February was tabled.

The Finance Representative summarised the report. The Principal will be seeking some feedback from AFS regarding the adjusted cash position for February and seeking some clarification.

ACTION: Principal

Accounts for the audit report have been submitted to AFS. It was noted that David Miller has been removed as a bank signatory and Richard Barrett has been added.

6.2 Payments

The February payments have been sighted by the Board.

6.3 Credit Card

The credit card statements to 1 March 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.

8. Meeting Closure

8.1 Self Review

Principal Report was really good, format is working well
Thanks for the organisation of folders online and timeliness of papers
Valuable time

8.2 Items for Board Shorts

Stacey Bird selection on the Board
Colour Run and thank you to Home and School
ERO visiting in Term 2 and link to their process

ACTION: Krish Amirthalingam

8.3 Any Other Business

No other business.

9. Next Board Meeting: Tuesday 21 May 2024

Meeting Closed at 9.24pm.

Chair

Secretary

Dated: 21 May 2024

| | To be Actioned | Timeframe | Name |
|---|---|------------------|-------------|
| 1 | Letter to Community Constable re: driving | This is ongoing | Principal |
| 2 | SchoolDocs – curriculum update & Te Tiriti o Waitangi | By March | Principal |
| 3 | Security Camera quotes | Ongoing | Principal |
| 4 | Signage | Ongoing | Principal |
| 5 | AFS – clarification | By May | Principal |
| 6 | Board Shorts | By 9 April | Krish |