Cashmere Avenue School
Marae Roa o Khandallah

BOARD OF TRUSTEES
MINUTES OF MONTHLY MEETING
9 August 2022

Meeting Opened: **6.56pm**

1. Introductory Matters
The meeting started with a karakia.

1.1 Present
Richard Barrett, Simon Hoar, Abigail Johnston, David Miller (Board Chair), Kate Redgewell, Tricia Will (Staff Representative) and Kate Christie (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 declared.

2. Administration Matters

2.1 Previous Minutes
The Minutes of the Meeting held on 21 June 2022 were taken as read and confirmed.

Recommendation: That the Board of Trustees agree the minutes of the 21 June 2022 meeting are a true and correct record.

Moved: Simon Hoar; Seconded: Tricia Will
Motion Carried

2.2 Matters Arising

i Survey Questions
This action will now take place in Term 3 2022.

ii Reforecast of the Budget
This was discussed during the meeting.

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

The Board noted their concern relating to the new index number and how this may affect future funding. We are awaiting further information as to how the new system will work.

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

3.1 Property Projects: Remediation, Weather Tightness & Rooms 7, 8, 9
The Principal updated the Board on Rooms 7, 8 and 9. The site is scheduled to be secured during the October school holidays with a construction start in early November. It is unlikely the classrooms will be open for the start of Term 1 2023. Key risks to the project continue to be potential cost increases and funding implications. The construction

company is due onsite to measure the for new windows and doors so that these can be ordered. Associate Principal, Jo Staite is the management lead coordinating this project from the school side.

A construction timeline is being prepared and should be provided to the school within the next month. Building consents have been obtained.

It was noted the construction company has been sent a copy of the School's Health and Safety plan and as the coordinator, Jo Staite will be the Health and Safety Liaison.

The Principal advised the School has a new Ministry Property Advisor who will be dealing with weather tightness issues. The Principal will ask the Ministry for an update on this matter.

ACTION: Principal

The Principal reported that the funding source for the slip remediation project is still to be confirmed.

A discussion took place about the school swimming pool and cyclical maintenance. The Principal reported that the pool maintenance work originally scheduled for 2022 is now provisionally scheduled for 2023. The cyclical maintenance plan will be updated for 2023 with input from the Principal, AFS and Leigh Ashby. It was noted that our 10YPP has to be reviewed and approved each year by the Board.

3.2 2022 Charter Variance

The Principal spoke to the Annual Report and was pleased with the progress that is being made. The Board discussed the variance report provided by the Principal.

The Board discussed the impact of covid safety measures on the strength of connections between the school and community. This led to discussions about how and when we can reconnect - with a number of upcoming events noted as potential kick-starters e.g. school quiz.

3.3 EOTC Senior Camp Term 3

The Principal explained camp has previously been approved by the Board to go ahead in 2022 albeit with some specific conditions related to covid. The approval was made at the Special February 2022 meeting with these conditions attached to the approval. The Board agreed that these conditions could now be removed subject to an appropriate resolution being drafted and circulated by the Principal for Board approval.

ACTION: Principal

3.4 Principal Appointment

The Principal Appointment Paper was tabled.

The Appointment Committee of David Miller, Simon Hoar, Abigail Johnston and Richard Barrett have met several times to put together a job description, application form, project plan, draft advert and develop a method for shortlisting.

The Principal has talked to Associate Principal Phil Rodley to ask him if he can be part of the Appointment Panel and the Board Chair has talked with Jude Pentecost, who is an experienced principal and asked her to also be part of the panel. Both have accepted.

The Appointment Committee is now confirmed as David Miller, Simon Hoar, Abigail Johnston, Richard Barrett, Phil Rodley and Jude Pentecost.

Discussions took place regarding the paper and attachments:

- adding a task to inform staff about the principal appointment to the project plan;
- the job description, with some suggestions provided to incorporate responsibilities about:
    - managing finances and the broader environment, for example, buildings, property and admin-type functions which play a big part in the principal's

role;
    - needing to be agile, flexible and nurturing. The Principal will need to grow the team, be innovative, driving and inspiring;
- community feedback from the proposed survey will be incorporated into a letter that will be provided to applicants.

The Appointment Committee agreed to undertake a final review of the Principal job description and circulate a final version to the Board by email before the advert is placed.

Discussions around the appointment timeline took place and it was agreed to push the timeline out by about two weeks. The Board approved the plan on this basis noting that changes to the plan will be required through the appointment process. It was agreed that only substantive changes to the plan require Board approval.

A koha for non-board members was discussed. For Jude Pentecost a koha of $500 in the form of a pressie card was thought to be appropriate. Typically Jude gets involved at the shortlist or interview stage. It was decided to wait until we knew how many candidates there were as to when both Phil and Jude would get involved. In addition if any relievers are needed to be paid for in order for Jude to participate then our school will cover that cost.

Recommendation: That the Cashmere Avenue School Board of Trustees approves the following:

the project plan and updated Principal job description (subject to the adjustments as agreed by the Board of Trustees at the 9 August 2022 board meeting - as noted above);

consultation with the school community about the qualities they would value in the incoming Principal;

Associate Principal Phil Rodley being added to the Appointment Committee as the Senior Staff Member and Jude Petecost, Principal Worser Bay School, as the Independent Person;

placing an advert in the online Education Gazette as early as in the week of Monday 22 August 2022;

koha of $500 to be offered to non-board member Jude Pentecost for participating in the appointment process and any reliever costs;

the next steps proposed in the paper

Moved: Kate Redgwell, Seconded: Tricia Will
Motion Carried

It is noted the Board of Trustees will be updated next at the 13 September 2022 board meeting or sooner as required.

The survey will be emailed to the School Community.
ACTION: Appointment Committee

3.5 Board Elections
A report from the Returning Officer was tabled.

It was confirmed that David Miller was reelected, while Krish Amirthalingam and Emma Bonner were elected to the Board. The Board Chair and Principal are meeting with the two new Board members later in August for an induction session.

Kate Redgewell was thanked for her time on the Board and the important input she has had to Board discussions over the past three years.

Sonia Glen was thanked for the work she did as Returning Officer.

4. Policies to be Reviewed via School Docs

The Board will review policies on Child Protection, Sun Protection and Harassment for the next Board meeting.

ACTION: Board

5. Approvals

5.1 Request to Home and School

Discussions took place regarding the request to Home and School for $10,000 for technology. It was noted that later in the year the Principal will request additional funds of $26,000 from Home and School. The Board asked what would happen if Home and School were unable to provide $36,000 in total. The Principal explained the rationale behind the request for the $10,000 and how the school would manage if the further $26,000 is unavailable later in the year.

Recommendation: That the Board of Trustees approves a request to Home and School for $10,000 for technology donation.

Moved: Kate Redgewell, Seconded: Abigail Johnston
Motion Carried

5.2 Relievers Expenditure

So far the school has had to pay 72 days of relievers due to teachers' illnesses and last year we had a total of 90 days to pay. It was noted that the Ministry has extended the reliever budget for the rest of 2022.

Recommendation: That the Cashmere Avenue School Board of Trustees approves the expenditure for Relievers up to $79,000. An increase of $9000.

Moved: Kate Redgewell, Seconded Richard Barrett
Motion Carried

6. Finance

6.1 Variance Report

The Principal met with AFS and reviewed the 2022 budget and proposed the current 2022 budget remains unchanged. The Board agreed.

6.2 Auditor's Report to the Board

The Auditor's Report was tabled.

The next step is for management to respond to the comments, which will go back to the Board before it is sent to the auditor.

The Board asked why the auditor recommendation related to Home and School from 2018 is in the report. The Principal will add this to her commentary.

6.3 AFS Finance Reports June & July

The reports were taken as read.

Discussions took place regarding the surplus and uncommitted funds. The Principal will contact AFS to seek further clarification regarding uncommitted funds and what these are forecast to be at the end of the year.

ACTION: Principal

6.4 July Payments

The July Payments were taken as read and received. The Finance Representative has sighted the invoices and had any questions answered.

6.3 Credit Card Expenditure
The Credit Card statements for July were 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 Report along with associated papers were taken as read and received.

The Principal explained the data for the Overall Teacher Judgements (OTJs) has been discussed as a leadership team and they are looking at the stories behind the data. There is a difference in the data between mid-year 2021 and mid-year 2022 but there is no obvious pattern to the data. The dip could be covid-related but more evidence is required.

There is a process of investigation and they will also consult with the writing consultant.

The Board asked for a further update on these investigations / findings from the Principal at the September 2022 board meeting.

ACTION: Principal

The Board reviewed the Trustees' Code of Behaviour Policy and agreed that it continues to be fit for purpose.

9. Meeting Closure

9.1 Items for Board Shorts
PCT's success - celebrate our teachers who have received success - this will go in the Message from the Principal.
Brief update on principal appointment.
Election - thanking Kate and welcoming Krish and Emma and reappointment of David.
Home & School - Quiz, nice to see home and school events for this term

ACTION: Simon

9.2 Other Items for Discussion
Abigail Johnston attended the last Home and School meeting and they were appreciative of the acknowledgement they received from the Board in the Board Shorts. It was agreed that the date for the combined Home and School and Board meeting will be Monday 19 September.

9.3 Self Review
A lot on the agenda with a number of significant topics - we did well to get through these.

Establishing an Appointment Committee has ensured the focus of board meetings has not been overly balanced towards the Principal appointment process.

The Appointment Committee were thanked for all their hard work and what they have achieved so far.

10. Next Board Meeting: **Tuesday 13 September at 2021 at 6.30pm**

Meeting Closed at 9.45pm.

Chair **Secretary** **Dated: 9 August 2022**

	To be Actioned	Timeframe	Name
1	Ask MOE for an update on weather tightness project	ASAP	Principal
2	Camp covid related conditions to be removed / amended via an appropriate resolution being drafted and circulated by the Principal for Board approval	ASAP	Principal
3	Principal Appointment - any changes to be made to the timeline, job description and recirculated to the Board	ASAP	Appointment Committee
4	Contact AFS regarding clarification on uncommitted funds	By September meeting	Principal
5	Board to be briefed on the investigation regarding OTJs	For September meeting	Principal