Cashmere Avenue School
Marae Roa o Khandallah

BOARD MINUTES OF MONTHLY MEETING 4 March 2025

Meeting Opened: **6.43pm**

1. Introductory Matters
The meeting started with a karakia.

1.1 Present
Richard Barrett (Presiding Member), Krish Amirthalingam, 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
Jo Staite and Jess Maurice were welcomed for items 3.3 and 3.4.

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 3 December 2024 were taken as read and confirmed.

Recommendation: That the Cashmere Avenue School Board agree the minutes of the 3 December 2024 meeting are a true and correct record.
Moved: Emma Bonner; Seconded: Board Chair
Motion Carried

2.2 Matters Arising

i Security Camera Quotes
This is ongoing.

ii Signage
This action is now closed.

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

iv Draft comms to the community re: weathertightness
This action has been completed.

v Delegations of Principal & Finance Rep for auditor
This action has been completed.

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:

- teachers and leadership team are currently working on goal setting and action plans;
- applications for the next New Entrant teacher closes shortly;
- due to an influx in Year 1 children this class will open earlier than planned;
- Cyclical maintenance discussed along with the painting of the pool which needs repairs prior to painting;
- curriculum days, the first is on Monday 31 March.

The Principal asked the Board for approval to set a second curriculum day in Term 2 when the facilitator was available. It was decided a Friday or Monday would be easier for our school families.

Recommendation: That the Cashmere Avenue School Board approves the Principal to set the second Curriculum Day in Term 2.

Moved: Tricia Will; Seconded: Board Chair
Motion Carried

3.2 Property Update

The Principal briefed the Board on the latest property issues and the Board will be updated in regards to the library when we hear from the Ministry.

Our property manager is in the process of preparing a report on the drainage.

3.3 2024 WellBeing Survey

A copy of the wellbeing survey results was tabled.

Items 3.3 and 3.4 were discussed first with Jo Staite and Jess Maurice joining the meeting at 6.53pm and were given speaking rights for these two items.

The two staff members gave the Board an overview of the wellbeing survey which was completed late last year on children in Years 3 to 6. Overall the survey was very pleasing and a lot of work has been done in regards to culture. A lot of work was done on te reo last year and Ashley Durston and Calvin Randall were acknowledged for their leadership in this area.

ERO acknowledged that we do a lot to support our students and how they learn.

Some of the key areas:

- safe and inclusive school where they can feel included;
- if things are tricky there is someone they can go to for help;
- area to work on is culture relating to New Zealand, British and Australian children.

Staff who work over .5 were asked to respond to the staff survey. There was improvement in many areas from 2023 to 2024 with no decrease.

Key actions for 2025 in response to the data from both surveys:

- peer mediation training with peer mentors;
- promoting positive skills through behaviour plan and social coaching;
- upskilling new staff;
- improving our classroom and school environment;
- continue to develop understanding around neurodiversity.

Jess briefed the Board on her role as leader of Wellbeing and the work she has been undertaking.

The Board thanked both Jo and Jess for their work. Jess Maurice left the meeting at 7.17pm.

3.4 Achievement Update

A copy of the achievement data update was tabled.

Jo Staite updated the Board on the achievement report collated at the end of 2024. The results were extremely positive with 85% of our students at or above for writing, 89% at or above for reading and 92% at or above for maths. Teachers use a range of assessment tools.

She explained about the targeted approach and interventions in place for those who need extra support or for those who need extending. They will continue to monitor those children who are below and it was noted that interventions in place can take time before we see the changes.

Spelling continues to be a bit lower but this will improve with structured literacy. We have seen an improvement in handwriting across the school.

The Board asked if the school needs any other support. Jo and the Principal explained the school has signed up for the Literacy for Learning Ministry project which Sarah Peck is running.

It was noted our achievement data is high compared with other schools across the country. There has been a positive shift in maths.

The Principal acknowledged all the work Jo has done in terms of the achievement data and interventions which are in place. The Board thanked Jo for all her work.

Jo Staite left the meeting at 7.50pm.

3.5 2025 Board Election

The recommended date is 17 September 2025.

An email was received from Schooled, this is the same company we used last time for our online election, they have rebranded. They are accredited to run an online election.

Recommendation: That the Cashmere Avenue School Board approves the election date of 17 September 2025.

Moved: Board Chair; Seconded: Emma Bonner
Motion Carried

3.6 Hautū Final Workshop

The Board Chair spoke about next steps and a final Hautū workshop, which will be a stepping stone going forward for the next strategic plan. The Board Chair will send out some dates.

ACTION: Board Chair

4. Policies to be Reviewed via School Docs

The following Policies are to be reviewed prior to 1 April meeting.

- Health, Safety and Welfare
- Safety Management System
- Risk Management
- Healthcare

5. Approvals

5.1 Annual Implementation Plan

A copy of the Annual Implementation Plan was tabled.

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

Moved: Krish Amirthalingam; Seconded: Emma Bonner
Motion Carried

5.2 Analysis of Variance Report

A copy of the analysis of variance report was tabled.

Recommendation: That the Cashmere Avenue School Board approve the Analysis of Variance Report.

Moved: Lily Yin; Seconded: Abigail Johnston
Motion Carried

5.3 KAT Liquor Licence

An email from KAT requesting a liquor licence for their productions in 2025 was tabled.

Recommendation: That the Cashmere Avenue School Board support KAT's application for a liquor licence.

Moved: Emma Bonner; Seconded: Board Chair
Motion Carried

6 Finance

6.1 Management Reports

The AFS Management Reports for November and December were tabled.

The Board expressed their disappointment as we have not received a January Management Report especially given it is March. The Principal will contact AFS to express the Board's disappointment.

ACTION: Principal

The Finance Representative talked about the December report and how we kept to our budget in 2024. Our cash position is less due to the money we have spent and it was noted we have received positive feedback from visitors regarding our sign and vibrancy.

Risks to watch out for in 2025 include:

- repairs and maintenance due to the nature of our School;
- rates increase;
- we have a lot of cyclical maintenance due this year;
- approving any unpaid leaves for teachers impacts our banking staffing.

In regards to heating there has been a change in Ministry thinking to move from gas to heat pumps and we need to be mindful of the costs and they will need to be serviced more often to extend this life which will become part of our 5YA.

6.2 Payments

The December, January and February payments have been sighted by the Board.

6.3 Credit Card

The credit card statements 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.

It was noted that at present we have high attendance with low levels of illness. If there were any attendance issues during the year this would be followed up with the families.

A brief discussion on the report took place.

8. Meeting Closure

8.1 Self Review
Better than the agenda suggested as there was a lot to get through.
Board all prepared prior to the meeting.

8.2 Items for Board Shorts
Achievement data
Wellbeing survey results
Thank you for school camp
Festival

ACTION: Board Chair

8.3 Any Other Business

9. Next Board Meeting: Tuesday 1 April 2025

Meeting Closed at 8.50pm.

Chair **Secretary** **Dated: 1 April 2025**

	To be Actioned	Timeframe	Name
1	Security Camera quotes	Ongoing	Principal
2	Summary of items planning for	Ongoing	Emma Bonner
3	Hautū final workshop dates		Board Chair
4	Contact AFS re: January report	ASAP	Principal
5	Board Shorts	18 March	Board Chair