



Meeting Opened: 6.37pm

1. Introductory Matters

The meeting started with a karakia.

1.1 Present

Richard Barrett, Simon Hoar, Abigail Johnston, David Miller (Board Chair), Kate Redgewell and Jo Staite (Acting Principal)

Also in Attendance: Jenny Fenwick (Board Secretary)

1.2 Apologies

Tricia Will (Staff Representative)

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 15 March 2022 were taken as read and confirmed.

Recommendation: That the Board of Trustees agree the minutes of the 15 March 2022 meeting are a true and correct record.

**Moved: Kate Redgewell; Seconded: Simon Hoar
Motion Carried**

2.2 Matters Arising

i Governance Manual Review
This is ready to be approved.

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

iii Contacting WCC regarding the Pedestrian Crossing
This action is closed as the pedestrian crossing has been completed.

iv Board to Approve Unaudited Accounts
All Board members approved the unaudited accounts via email. This action is now closed.

2.3 Correspondence:

The list of correspondence was taken as read and received.

Kate reported that Home and School are grateful for the combined meetings with the Board and being recognised and supported by the Board of Trustees.

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

3.1 Revised Budget 2022

It was noted the February Accounting for Schools (AFS) Report was received after the last Board meeting. This Report identified a calculation error in the 2022 budget spreadsheet – this was identified when AFS uploaded the budget into Xero.

The error has been corrected and an updated 2022 budget was presented to the School Board for consideration.

The updated 2022 budget reflects this correction, an improved 2021 end of year position (based on the 2021 unaudited accounts) and an historical underpayment by the Ministry of Education to the school identified after the original 2022 budget was prepared.

In summary the updated 2022 budget plans for:

- Income of \$770, 298;
- Expenses of \$786,421;
- A deficit of \$16,123; and
- Uncommitted funds at 31 December 2022 of \$60,448.

The Acting Principal asked the Board to approve the updated 2022 budget and recommended a detailed re-forecast /re-budget at mid-year after the July Operational Grant is calculated and the Principal returns from maternity leave.

To mitigate the impact of future calculation errors the board agreed AFS would be requested to upload the budget earlier in the budget setting cycle.

The planned pool maintenance work was discussed and the board agreed this work will be deferred until 2023. This decision was taken to reduce cumulative budget risks – with the board acknowledging risk associated with potential cost-increases in relation to the room 7,8,9 renovation project (see below). Furthermore the pool contractor has no availability to undertake this work in 2022.

Recommendation: That the Cashmere Avenue School Board of Trustees approves the updated 2022 budget.

Moved: Kate Redgewell; Seconded: Simon Hoar
Motion Carried

Recommendation: That the Cashmere Avenue School Board of Trustees agree that the pool maintenance work is deferred.

Moved: Board Chair; Seconded: Kate Redgewell
Motion Carried

3.2 Property Project: Room 7, 8 and 9

The board was provided with an update on the room 7,8,9 project, including discussions that have taken place with the Ministry and the status of the RFP.

The total project budget is \$622,786 – this includes a construction cost of \$518,968, the balance includes architect and project management fees.

Total funding available from the Ministry of Education is \$621,831 – this includes funding from three sources, two of which are available to the school now, with the third due to become available from 1 July 2022.

The board noted a number of risks relating to this project, including cost increases, limited contingency and constrained funding. The board agreed these risks can be partially mitigated by reducing the scope of the project during the construction phase if required.

The board also agreed to set-aside a further \$20,000 contingency from uncommitted funds to be used by the Principal and Chair if required to complete the project.

The Board agreed an email be sent to the Ministry of Education confirming the school needs to access all three funding sources (as above) to undertake this project and that it intends to proceed on this basis. The Ministry of Education has indicated that additional funds may be available to mitigate cost increase risks.

ACTION: Acting Principal

Recommendation: That the Cashmere Avenue School Board of Trustees accepts the current tender subject to MOE approval / endorsement, with a total project budget of \$622,786.

**Moved: Abigail Johnston; Seconded: Simon Hoar
Motion Carried**

Recommendation: That the Cashmere Avenue School Board of Trustees approves a contingency of an additional \$20,000 from uncommitted funds that the Principal and Board Chair will access if required to manage potential costs increases.

**Moved: Abigail Johnston; Seconded: Simon Hoar
Motion Carried**

3.3 2021 Staff and Student Wellbeing Survey

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

The Acting Principal informed the Board that any concerns or gaps from the survey have gone back to the teams to discuss. Overall, the survey was very positive.

3.4 Term 1 Achievement Reports

The Achievement Reports were taken as read and received.

The Acting Principal spoke to the reports and noted additional support had been given for maths and the results are pleasing as progress has been made.

- The focus for the year is around literacy and writing. Writing outcomes are low across the country.
- Teams are currently working with a writing facilitator.
- Junior and Middle Syndicates are exploring a structured literacy programme which is an evidence-based approach to accelerate progress.
- There is a focus on spelling.
- Junior Associate Principal will still monitor assessments and look at evidence in regards to our tamariki's progress.
- Teachers will work with a different writing facilitator for a different perspective in Term 3.
- We have two Kahui Ako Within School Leaders, with one of these working around equity and children who need extra support and has been looking at the data and identifying the children who need support.

3.5 COVID Update

The Orange Risk Assessment was taken as read and received.

The Acting Principal noted we have been fortunate to access relievers which many schools have had issues with. We are encouraging our children to continue to wear masks and staff are still wearing masks. It was noted we are trying to access some additional relief funding which was available during Term 1 to cover the cost of relievers while our teachers were unable to be in the class due to either having Covid or needing to isolate.

We currently have three air purifiers which are situated in the staffroom, the office area and library. We have received two more air purifiers and a CO2 monitor from the Ministry which will be moved around the school. Meter readings will be taken to obtain insights as to which areas may benefit from the air purifiers.

We have been able to access funds through the ventilation scheme which meant we were able to get some of our windows fixed. There are clear guidelines from the Ministry in

regards to ventilation through the winter months – which the school will follow.

4. Policies to be Approved via School Docs

The Board needs to review the Health Care and Behaviour Management policies in School Docs prior to the June Board meeting.

ACTION: Board Members

5. Approvals

5.1 2022 Charter

The draft 2022 Charter had been considered by the board at a previous meeting. A further short discussion took place.

Recommendation: That the Cashmere Avenue School Board of Trustees approves the 2022 Charter.

**Moved: Kate Redgewell; Seconded: Abigail Johnston
Motion Carried**

5.2 Returning Officer for 2022 Triennial Elections

This will come back to the June meeting in regards to approving a Returning Officer.

5.3 Annual Report and Audited Accounts

A copy of the Audited Accounts was included in the board papers.

Recommendation: That the Cashmere Avenue School Board of Trustees approves the Annual Report and Audited Accounts.

**Moved: Board Chair; Seconded: Kate Redgewell
Motion Carried**

5.4 Revised Governance Framework

A copy of the updated Governance Framework was included in the board papers.

Abigail explained the NZSTA structure was followed in updating the framework as well as looking at what is already in School Docs.

A number of specific items in the updated Governance Framework were discussed and it was agreed that Kate Redgewell would provide updated wording for some of these.

ACTION: Kate Redgewell

The Board agreed references to *policy* should be removed from the updated Governance Framework to avoid confusion with SchoolDocs policies.

Abigail and the Principal were thanked for all their work.

Recommendation: That the Cashmere Avenue School Board of Trustees approves the revised Governance Framework and the delegations within the framework subject to the wording changes as above.

**Moved: Board Chair; Seconded: Richard Barrett
Motion Carried**

5.5 10-Year Property Plan

A copy of the 10-year property plan was included in the board papers and was discussed.

The board noted:

- supplementary funds have been requested as a number of items are priority two in regards to infrastructure.
- remediation of the slip is not included in the 10-year property plan.

Recommendation: That the Cashmere Avenue School Board of Trustees authorises the 10-Year Property Plan to be submitted to the Ministry of Education for their approval.

**Moved: Richard Barrett; Seconded: Simon Hoar
Motion Carried**

6. Finance

6.1 AFS Finance Report February, March and April

These reports were taken as read.

The calculation error identified in the February report was discussed in 3.1 above.

6.2 March, April and May Payments

The March, April and May Payments were taken as read and received.

Three extra payments have been added to the May payments and they are as follows:

- Wellington Literacy Association 1 year membership \$85
- IRD GST payment \$16234.60
- Re-Design for Block 2 revision documents \$3622.50

The Finance Representative has sighted the invoices and any questions answered.

6.3 Credit Card Expenditure

The Credit Card statements for March, April and May 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.

The roll number was discussed and our lower than planned roll number is likely to have an impact on the funding we will receive. This is being actively managed by school management.

8. Principal's Report

This was taken as read and received.

Discussions were held regarding the slip remediation. The board asked the Acting Principal to share the recent assessment of the remediation project with the Ministry to seek their views.

9. Meeting Closure

9.1 Items for Board Shorts

- Thanks Home and School
- Board Elections
- Cross Country
- Wellbeing Survey
- Achievement Reports

Action: Kate Redgewell

9.3 Self Review

- Meeting covered significant ground - with over 30 documents included in the board papers
- Good pace and well connected
- Agreed to give careful consideration to board schedule for 2023 - noting time required to prepare for meeting with so many papers

10. Next Board Meeting: **Tuesday 21 June at 2021 at 6.30pm**

Meeting Closed at 9.10pm.

Chair

Secretary

Dated: 21 June 2022

	To be Actioned	Timeframe	Name
1	Property Plan – email to the Ministry	ASAP	Acting Principal
2	Governance Framework – some wording to be added	ASAP	Kate Redgewell