

## Minutes of a Meeting of the Board of Trustees

24 September 2019 6.00pm - 9.00pm

School Board Room

**Present:** Nick Mackeson-Smith (Chair), Andrew Bason, Sarah Sutcliffe, Gowan Duff, Anne Patel, Kirstin Fleming, Sanjeev Deva

**Apologies:** Nil

**In Attendance:** Dawn Wood, Shanthan Naidu, Erin Hooper

**Scribe:** Janet Glover

Time/Speaker	Ref	CPDS Board Karakia	
		The trustees joined in a karakia.	
<b>6.01pm-6.05pm</b>	<b>1.</b>	<b>Administration</b>	<b>Recommended Motion/ Actions Required</b>
		<p>Welcome The Board welcomed Erin Hooper to the meeting who will present her ACCoS report later in the meeting.</p> <p><u>Declaration of Conflict of Interest</u> There were no conflicts recorded..</p> <p><u>Minutes of Meeting</u> Minutes of a meeting held on 27 August were distributed prior to the meeting.</p> <p><b>Motion:</b> <b>That the minutes of meeting held on 27 August 2019 be accepted.</b> <b>Moved: Nick Mackeson Smith, Seconded: Sarah Sutcliffe</b></p>	
<b>6.05-6.25</b>		<b>NZSTA - Governance Scenario Cards</b>	<b>Motion/Action Required</b>
		This board discussed this months NZSTA scenario cards on the focus points A2 Accountability R2 Representation	
<b>6.25pm-6.30pm</b>	<b>2.</b>	<b>Correspondence</b>	<b>Motion/Action Required</b>
	2.1	<u>Inwards</u> NZSTA - Maori Hui - Saturday 5 October The trustees discussed who would be available to attend. No trustees available to attend.	
	2.2	<u>Fair 2020 Feedback</u> 16 community letters received to be discussed later in the meeting.	

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6.30-6.50pm	3.	Monitoring: Annual Plan	Motion/Action Required
Principal (Janine Irvine)	3.1	<p><u>Outwards</u> No outgoing mail</p> <p>Principal's Report - Janine Irvine</p> <p><u>Principal's Report</u> - September 2019 Janine asked Erin to present her report.</p> <p><u>ACCOS</u> - Maths Report (distributed August 2019) Erin Hooper presented her ACCoS Report. Heterogeneous Grouping in Maths - Jo Boaler Nick thanked Erin for her report. Staff are focusing on John Peachy professional development to grow in strength in this area. Janine presented her report to the meeting.</p> <p><u>Extra Opportunities for Children in 2019 / Extracurricular Activities</u> Report was distributed prior to the meeting. There are currently lots of sport and music options, what can be done to support other clubs. Is there a need for other areas to be considered, eg: Lego Club. This report shows that teachers are giving up a lot of their lunchtime. Consider being held after school, who can/how many can participate, size/logistics of groups, how does this translate into outcomes for students/get feedback from students. All activities have to have a teacher involved in it. Is there a cost to the school. Impact on teacher duties.</p> <p>Janine asked that any further questions be sent to her prior to the next meeting.</p> <p><u>Attendance Review Assurance</u> The school is undergoing an attendance audit.</p> <p><u>Pool Key Letter</u> A letter to parents was distributed prior to the meeting.</p> <p><b>Motion:</b> <b>That the school Pool be opened for the 2019/20 summer season to current families who have paid their annual school donation. Letter advertising the purchase of pool keys be accepted.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	<p>Trustees to feedback questions to Janine.</p> <p>Janet to talk to Leigh</p>

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		<p><u>Board Barbeque Breakfast for Staff</u> - Term 4. Book a mobile coffee van. Agreed date Friday 25th October - 7.00am.</p> <p><u>Kindo Upgrade</u> Donate towards this cause - set up a Donation Button for parents to use.</p> <p><u>Permanent Positions</u> Schools cannot offer fixed Term contracts without a good reason, some fixed terms teachers have now been made permanent. The board are happy for the principal to appoint new permanent positions as required for 2020 staffing.</p> <p><b>Motion:</b> <b>That the Principal's Report be accepted.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	<p>Janine to advise staff</p> <p>Janet to speak to Leigh.</p>
<b>6.50-8.00</b>		<b>Board Committees</b>	<b>Motion/Action Required</b>
Treasurer (Sarah)	<p>3.2</p> <p>3.2.1</p>	<p><u>Sub- Committee Reports</u></p> <p><u>Finance / Property Committee</u></p> <p><u>Finance Report</u> Finance/Property Committee Minutes for August were distributed prior to the meeting. Sarah presented her report from the meeting held prior to this meeting on 24 September. Minutes to be distributed next month. The school has had another burglary. An insurance claim is being submitted. Hall upgrade - Shane to bring a report to the next</p> <p><u>5YA Update - the Finance Committee recommend:</u> <b>Motion:</b> <b>That that an upgrade to gutters, carpet and flat roof repairs be undertaken from 5YA funds.</b> <b>Moved: Sarah Sutcliffe, Seconded: Anne Patel</b> <b>MOTION: Agreed</b></p> <p><u>Financial Statements - August 2019</u> Donations are slowly coming in. <b>MOTION:</b> <b>That the Financial Statements for the month of August 2019 be accepted.</b> <b>MOTION: Agreed</b></p>	<p>Shane to arrange.</p>

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(Sanjeev)		<u>Centenary Budget - \$5,000</u> The school will host a reunion in 2021 to celebrate 100 years.	
(Janine)		<b>Motion:</b> <b>That a new budget be set for 2020 for \$5,000 to support planning costs.</b>	
(Kirstin)		<b>Moved: Anne Patel, Seconded: Kirstin Fleming</b>	
(Janine)		<b>MOTION: Agreed</b>	
(Janine/Andrew)		<u>Budgeted Financial Position</u> <b>Motion:</b> <b>THat the budgeted financial position with a surplus of \$777,522 including a depreciation split of \$180,000 be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b>	
(Sarah)		<u>Property Report</u> Property Vision Final update is now complete. An A2 poster will be presented in the display cabinets outside the library.	
(Janine)			
(Sarah/Kirstin)	3.2.2	<u>Health and Safety Committee</u> Sick Bay Accident Summary - report distributed prior to the meeting. Report accepted. Next meeting to be held 10 November 2019 Measles - the school has communicated to parents and staff, processes for any cases of measles	Janet to add to BOT diary
	3.2.3	<u>Personnel Committee</u> Defer to in-committee	
	3.2.4	<u>Community Committee</u> Deferred to fair report.	
	3.2.5	<u>Policy Committee</u> Andrew and Janine presented their report to the meeting.	
		<u>Policies for Review</u> - Performance Management - Health, Safety, and Welfare Policy Not distributed to parents as not required for their feedback Send out links to policy review in enrolment packs. Use of social media by school community.	
	3.2.6	<u>Family and Friends Committee</u> Minutes of Meeting held July 2019 were distributed prior to the meeting.	

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	3.2.7	<p><u>Centenary Committee</u> Sarah presented her report to the meeting. Next meeting will be looking at the where tos and booking venues for different events. In addition to the 2020 budget approved earlier in the meeting, add a contingency for 2019.</p> <p><b>MOTION:</b> <b>That approval be given for \$1,000 to be made available for 2019.</b> <b>Moved: Janine Irvine, Seconded: Sarah Sutcliffe</b> <b>MOTION: Agreed</b></p>	
8.00pm-8.30pm	3.2.1	<p><u>Fair Committee</u> Fair Feedback Emails (1-16) - critical point has been identified as it has become extremely difficult to get high numbers of parent community supporting the organisation of the Fair. The board held a robust discussion based on the letters received from parents.</p> <p><u>Rebrand the Fair</u> A more community based event, including food trucks, field activities, parents welcome to run a stall of their choice</p> <p><b>It was agreed that there will be a fair!</b></p> <p>The old model is no longer working - there must be a new model to ensure success. Invite all interested parties to get together to create a new look CPDS Fair Model for 2020 / Community Even. Not specifically targeting large income levels - instead whatever is raised to go directly back into the school. The board acknowledged that they will find other income streams to raise \$60,000 to support the 2020 required staffing budget.</p> <p>Date of Meeting: 15th October 2019 - two sessions (3-5.30pm afternoon and evening 6.30-7.30pm)</p> <p>Andrew to analysis the Fair data spreadsheets from 2019 to come up with what stalls were efficient and which were not.</p> <p>How to make it more successful.</p> <p>Find other streams of income - increase intake of international students</p>	<p>Nick to send out messages Arrange for translation</p> <p>Janet/Kirsten to reply to emails and request permission for a board member to contact them.</p>

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8.30-8.45	4.	Strategic Discussions	Motion/Action Required
(Chair)	4.1	Work Plan 2019 No changes this month.	
	4.2	Action Register Updated.	
8.45-9.00	5.	5. General Business	Motion/Action Required
(Chair)		<p><u>Co-opting a Board Trustee</u> Nick has met with a Chinese community representative, George Tan. <b>Motion:</b> <b>That George Tan be co-opted to the CPDS Board of Trustees to start October 2019 for a term of 1 year.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p>Shanthan thanked the trustees for the Professional Development opportunity. This has been attended and well received.</p> <p>The meeting went into in-committee - 8.20pm</p>	Janet to add to BOT list.
Chair	6.	<u>In-Committee</u>	Motion/Action Required
9.00pm-9.10pm	7.	In-Committee Meeting: (as required)	
		Self Review - against our role (as required)	

**The meeting closed at 8.30pm**

Next Board Meeting - 22 October 2019 - 6.00pm