

Minutes of a Meeting of the Board of Trustees

30 August 2022 6.00pm - 8.30pm

Held at 193 Green Lane West, Greenlane

PRESENT: Nick Mackeson-Smith (Chair), Janine Irvine (Principal), Anthony Fong, Sarah Sutcliffe, Vijay Patel, Anne-Marie Shepherd, Andrew Bason and Sanjeev Deva (Trustees)

APOLOGIES: Anne Patel (Trustee)

IN ATTENDANCE: Dawn Wood, Shanthan Naidu (Associate Principal's), Adam Powell (Staff), Raupo Fleet (Staff - Report)

SCRIBE: Janet Glover

| Time/Speaker | Ref | Detail | Motion/Action |
|--|------------|---|---------------|
| Attendees Te hunga i tae mai (Chair) | 1.1 | Apologies | |
| | 1.2 | In Attendance - Raupo Fleet (Presenting Report), Adam Powell (Staff) | |
| 6.00-6.05pm | 2.0 | Welcome | |
| Welcome / Nau mai haere mai (Chair) | 2.1 | Karakia The trustees shared a karakia. | |
| | 2.2 | Mihimihi Nick shared a mihimihi | |
| 6.05-6.10pm | 3.0 | Administration | |
| Admin / Kaiwhakahaere (Chair) | 3.1 | Declaration of Conflict of Interest No declarations. | |
| | 3.2 | Any changes to Agenda - New inwards correspondence to be included - ERO Report - Unconfirmed, received Monday prior to the meeting. | |
| | 3.3 | Approval of previous meetings Minutes 2 August (July meeting) 2022 MOTION MOVED: That the Minutes of Meeting held on 2 August 2022 be accepted. MOVED: Janine Irvine, Seconded: Andrew Bason. MOTION: Accepted | |
| | 3.4 | Urgent Matters Arising From the Minutes No urgent matters - deferred to 6.3 Action Register. | |

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| 6.10-6.25pm | 4.0 | Correspondence | |
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| <p>Correspondence Nga reta reta (Chair)</p> | <p>4.1</p> <p>4.2</p> | <p><u>Inwards</u></p> <p>4.1.1 Auckland Transport Proposal Outcome</p> <p>4.1.2 Auckland Transport Proposal Outcome</p> <p>4.1.3 Parking Options for Wheturangi Road Council not interested in parking options, other options will be explored</p> <p>4.1.4 Principal Eligibility Criteria Information for when or as required in the future.</p> <p>4.1.5 School Board Elections Update received.</p> <p>4.1.6 - ERO - Unconfirmed Report received yesterday. Presented at the meeting. 2022 Report received. The trustees will be given time later in the meeting to read and discuss.</p> <p><u>Outwards</u></p> <p>No outward correspondence</p> <p>MOTION MOVED: That the Inwards Correspondence be accepted. Moved: Nick Mackeson-Smith Motion: Accepted</p> | |
| 6.25-7.00pm | 5. | Monitoring: Annual Plan | |
| <p>Principal's Report Te Ripoata a te Tumuaki (Principal)</p> | <p>5.1</p> | <p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read)</p> | |
| <p>Presentation</p> | <p>5.1.1</p> | <p>Report - Te Ao Māori at CPDS (Raupo Fleet)</p> <p>Raupo presented her verbal report to the meeting. Te Ao Māori is a new initiative for 2022 with a full time teacher dedicated to teaching Te Ao Māori. All students are receiving a 30 minute lesson every week with follow up lessons in the classroom with their teacher.</p> <p>All Auckland/Tamaki Makaurau iwis to be contacted to build relationships.</p> | <p>Invitation letters to all local iwis to be sent out.</p> |

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| | | <p>The following were reported on:</p> <p>Working within the COL alongside each other to learn off each other and support each other.</p> <p>Discussion around the School Pepeha to be taken to the next whānau hui.</p> <p>Very pleasing to have so many teachers that have put their time into supporting the integration of Te Ao Māori into CPDS.</p> <p>The meeting was given the opportunity to ask any questions or make any comments.</p> <p>The Trustees thanked Raupo for doing a great job.</p> <p>What 'asks' of the board would you like?</p> <ul style="list-style-type: none"> - To be able to continue teaching this full time in 2023 if possible - Korero of the pou / story behind it / iwi engagement - engaging with new board (yet to be elected) - changing the school pepeha - engagement in local iwis - blessing of the Te Whare Ako (requirement of space in the case of roll growth) <p>It was noted that the pou was approved in June 2020, to be underwritten by the BOT, up to the figure of \$50,000. This is currently sitting in uncommitted funds.</p> <p>Anne-Marie thanked Raupo for her perspective from a māori background and acknowledged how lucky we are to have her.</p> <p>Ideas for future: - Yr5/6 Camp/Marae Trip on consecutive years.</p> | <p>Look at taking a small group for a Marae trip.</p> |
| | 5.1.2 | <p><u>Continuation of Principal's Report</u></p> <p>Janine presented her report to the meeting. Taken as read.</p> | |

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| | 5.1.3 | <p>Book Week - thanks to Dawn for all her work, as this event would not have happened without her organisation Thank you also to Shanthan for overseeing relievers at a challenging time.</p> <p>Student Lateness - starting to get better. Continuing to monitor this, letters are being sent to parents for repeat offenders.</p> <p>Assurances were given for:</p> <ul style="list-style-type: none"> ● Principal's Appraisal ● Surrender and Retention of Property and Searches ● Risk Management <p>Banked Staffing - budgets are starting to be used up. Some additional funding from the Ministry will be received for staffing, from roll increases.</p> <p><u>2021 Annual Report - Deloitte Audit - Update</u> Audited accounts are still not available from the auditors. This is due to the enormous market shortage of auditors.</p> <p>MOTION MOVED: <i>That the Principal's Report be accepted</i> Moved: Janine Irvine, Seconded: Sanjeev Deva MOTION: Agreed</p> | |
| 7.00 - 7.45pm | 5.2 | Sub-Committee Reports | |
| | 5.2.1 5.2.2 5.2.3 | <p><u>Finance / Property Committee</u> (Meeting was held directly before the BOT Meeting)</p> <p>Finance/Property Minutes distributed prior to the meeting.</p> <p>Vijay presented a verbal report to the meeting for the following:</p> <p>Property Report August 2022 Financial Report August 2022</p> <p><u>Donations</u> - exceeded budget.</p> <p><u>Budgeted Statement of Financial Position and Depreciation Split as provided by Lai Har Lim, Accountant</u></p> <p>Presented to the Finance Committee - taken as read. The Finance Committee received and discussed the Ministry requirement of suggested Budgeted Statement of Financial Position based on the operating budget for the</p> | |

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current year and the Financial Position shown in the audited accounts for last year.

MOTION MOVED:

That the Budgeted Statement of Financial Position with a deficit of \$67,224 be accepted

Moved: Vijay Patel, Seconded: Nick Mackeson-Smith
MOTION: Agreed

MOTION MOVED:

That the Depreciation Split with a total depreciation of \$260,000 be accepted.

Moved: Vijay Patel, Seconded: Nick Mackeson-Smith
MOTION: Agreed

Fitness Trail

Two quotes have been received

Tender 1 \$80,000 plus GST

Tender 2 \$80,000 plus GST

Designs were shared at the meeting.

\$80,000 has been raised by fundraising - \$35,000 from the two online fundraisers (in 2021 and 2022), \$3,000 from Church contributions, and \$42,000 from Friends and Family.

Any further fundraising received will offset the contribution from the Friends and Family Budget.

MOTION MOVED:

That the amount of \$80,000 be approved for the purchase of a Fitness Trail.

Moved: Vijay Patel, Seconded: Sarah Sutcliffe
MOTION: Agreed

The design concept of Tender 1- Playco was accepted.

Timeframe - 12 weeks before being started - hopefully to be opened at the end of November 2022.

The site would be along the Wheturangi Road boundary on the school field.

This should still allow two small soccer fields. This could result in the loss of the cricket pitch in the middle of the field which is now needing repair and is currently a health safety issue. Important to let the Auckland Cricket Association (ACA) know as they occasionally use the field.

Janet to send email to ACA

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| | <p>5.2.4</p> <p>5.2.5</p> <p>5.2.6</p> <p>5.2.7</p> | <p>Financial Statements The Financial Statements for the month of July 2022 were distributed prior to the meeting. Taken as read. MOTION MOVED: <i>That the Financial Statements with a surplus of \$100,949 be accepted.</i> Moved: Vijay Patel, Seconded: Sarah Sutcliffe MOTION: Agreed</p> <p><u>Health and Safety Committee</u> Next meeting to be held on 14 September</p> <p><u>Personnel Committee</u> Nothing new to report</p> <p><u>Community Committee</u> Nothing new to report</p> <p><u>BOT Triennial Elections Update</u> Voting closes on 7 September. Results from the returning officer will be provided once postal votes have also closed and counted.</p> <p>Social get together before the next meeting - go through induction, roles of officeholders, management vs governance, etc.</p> <p>Nick as Board Chair will contact all the candidates to let them know the result prior to sending out a community post.</p> <p>There will be no community meeting to meet candidates prior to voting closes.</p> <p><u>Family and Friends Committee</u> Janine reported back from the last meeting. A very positive meeting was held with great momentum.</p> <p><u>Policy Committee - Term 3 Review</u> The following Board policies are due for review:</p> <ul style="list-style-type: none"> ● Child Protection ● Sun Protection ● Harassment <p>No recommended changes.</p> <p>MOTION MOVED: <i>That the Sub-Committee meeting reports be accepted.</i> Moved: Anthony Fong and Seconded: Janine Irvine MOTION: Agreed</p> | |
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| 7.45-8.00pm | 6. | Strategic Discussions | |
| <i>(Chair)</i> | 6.1 | Any further Items for Next Newsletter <ul style="list-style-type: none"> - Fitness Trail (Vijay) - Donation (Vijay) - Outgoing Board Members (Janine) Election Results (office) | |
| | 6.2 | Work Plan 2022 - latest updates were provided and distributed prior to the meeting. Accepted. | |
| | 6.3 | Action Register - updated. | |
| 8.00-8.10pm | 7. | 5. General Business | |
| <i>(Chair)</i> | | <u>Trustees Attendance / Hours Schedule</u> Thank you to those that have completed their updates. Final reminder to complete your hours prior to election of new BOT. <u>Thanks to the outgoing trustees of the Board</u> Nick and Janine both thanked each of the trustees for being exceptional board members. Sarah Sutcliffe - 6.5 years Sanjeev Deva - 3.5 years Andrew Bason - 3.5 years Anne Patel - 3.5 years Each trustee replied. | |
| Not required | 8. | Self Review – against our role (as required) Hautu - Self Review | |
| <i>(All Trustees)</i> | | The next review will be held in March 2023. | |
| 8.10pm | 9. | In-Committee Meeting: (not required) | |

The meeting closed with a karakia.

THE MEETING CLOSED AT 8.10PM