



Minutes of a Meeting of the Board of Trustees

25 February 2020 6.00pm - 9.00pm

School Board Room

Present: Nick Mackeson-Smith, Janine Irvine, Sarah Sutcliffe, Anne Patel, Andrew Bason, Kirstin Fleming, George Tan and Sanjeev Deva

In Attendance: Shanthan Naidu

Scribe: Janet Glover

| Time/Speaker | Ref | Detail | Motion/Action |
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| | | Welcome | |
| | | 2020 Election of Chair and Officers | |
| Chair | | <p>The Board Secretary opened the meeting and asked for nominations for the position of Board Chair:</p> <p>Board Chair</p> <p>Nick MacKeson-Smith nominated by Sanjeev Deva Seconded: Andrew Bason</p> <p>Motion: That Nick MacKeson-Smith be appointed as the Board Chair. MOTION: Agreed</p> <p>The Board Chair continued to chair the meeting, calling for nominations of Board positions.</p> <p>Deputy Chair</p> <p>Andrew Bason was nominated by Kirstin Fleming Seconded: Sanjeev Deva</p> <p>Motion: That Andrew Bason be appointed as the Deputy Chair. MOTION: Agreed</p> <p>Board Treasurer</p> <p>Sarah Sucliffie was nominated by Andrew Bason Seconded: Nick Mackeson- Smith</p> <p>Motion: That Sarah Sutcliffe be appointed as the Board Treasurer. MOTION: Agreed</p> <p>Board Committees</p> <p>- Finance / Property Committee Janine Irvine, Sarah Sutcliffe, Shane Moser, and Anne Patel</p> | |

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| | | <ul style="list-style-type: none"> - Health and Safety Committee Janine Irvine and Sanjeev Deva - Personnel Committee Janine Irvine, Nick Mackeson-Smith - Community Committee Janine Irvine, Kirsten Fleming - Policy Committee Janine Irvine, Andrew Bason - Family and Friends Committee Janine Irvine, Sarah Sutcliffe - Fair Committee Decision deferred for Fair discussion later in the meeting. - Student Discipline Committee Janine Irvine and an available trustee as needed. -Centenary Committee Janine Irvine, Sarah Sutcliffe, Kirsten Fleming <p>Moved: Sarah Sutcliffe, Seconded: Andrew Bason</p> <p>Moved: That the above named officeholder be appointed to the named committees. MOTION: Agreed</p> | |
| | | Administration | |
| Newly Elected Chair | | <p>Karakia was done. Declaration of Conflict of Interest - No declarations</p> <p>Minutes of Meeting of 10 December 2019.</p> <p>MOTION That the Minutes of meeting held on 10 December 2019 be approved subject to the following changes:</p> <p><u>Budget</u> Change motion - Budget motion was updated Nick spelling of name. Deferred minutes to the next meeting.</p> | |

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| | | <p><u>BOT 2019 Meeting Dates</u> Accepted</p> | |
| | 2. | Correspondence | |
| Chair | 2.1 | <p><u>Inwards</u></p> <p><u>Email - Education and Workforce Committee</u> - taken as read.</p> <p><u>NZSTA Memorandum</u> - no further action.</p> <p><u>NZSTA Email</u> - workshops Attendees - all trustees are encouraged to attend workshops as soon as possible.</p> <p><u>MOE</u> - Property Five Year Agreement 2016/17 Three Year Budget Review - encouraged that the finance received be utilised before deadline..</p> <p><u>ERO</u> - Sexuality Education in Primary Schools Board discussed the 2020 direction - organise consultation with the school community (include our 2nd largest ethnicity - chinese community as well as consultation and other non-english ethnicities.</p> <p>To look at cybersafety taking into consideration current changes. and obligations of students, proactively addressing gender diversity, bullying, and not forgetting support for all students.</p> <p>PD for teachers to be looked into.</p> <p><u>Letter</u> - Office of Hon Tracey Martin - taken as read.</p> | Janine - put links up for bot - Bullying etc |
| | 2.2 | <p><u>Outwards</u></p> <p><u>MOE</u> - Grant Application Form - Solar Electricity Application has been sent to Ministry Education. Application has been accepted, no further update.</p> <p>Moved: That the Inwards correspondence be accepted and Outwards Correspondence be ratified. MOTION: Agreed</p> | |
| | 3. | Monitoring: Annual Plan | |

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| <p>Principal (Janine Irvine)</p> | <p>3.1</p> | <p>Principal's Report - Janine Irvine - Principal The Principal's report was distributed prior to the meeting.</p> <p><u>Ballot - March 2020</u> The school roll is currently tracking very low. In-zone YO enrolments this year so far have been the slowest in a number of years. An injection of out of zone students is needed. Management would like to have the option of closely monitoring enrolment over the 2020 year by running a ballot at least once a term as required to secure the numbers needed to maintain our current staffing levels i.e. 700-720 students by the end of the year (not including international students).</p> <p>Moved: That the Board gives the management team the flexibility to closely monitor the school roll, holding a ballot in March 2020 for those year levels needing additional input of students and a further one or two more ballots later in the year dependent upon the need for more students in low year levels. Moved: Janine Irvine, Seconded: Anne Patel MOTION: Agreed</p> <p>Janine presented the following reports to the meeting.</p> <ul style="list-style-type: none"> ● Strategic Plan (as per 2019) /Milestones/Annual Plan (currently being finalised - hard copy to come out on Monday ● Analysis of Variance ● Charter 2020 ● Achievement Data for 2019 ● Staff Well-being <p>Some changes were made. Janine to provide final edited documents by email and then once finalised sent to MOE.</p> <p><u>Local Curriculum</u> - new document available "Local Curriculum". To provide a copy for the Board</p> <p><u>Strategic Plan / Annual Plan / Charter / Analysis of Variance</u> Motions Moved:</p> <p>That the Strategic Plan, Annual Plan, and Charter are accepted subject to any further amendments submitted before 26 February be accepted. Moved: Janine Irvine, Seconded: Nick Mackeson-Smith</p> <p>Analysis of Variance 2019 be accepted. Moved: Janine Irvine, Seconded: Sarah Sutcliffe</p> <p>Achievement Data for 2019 be accepted.</p> | <p>Janet to upload to the drive</p> |
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| | | <p>Moved: Janine Irvine, Seconded: Andrew Bason</p> <p>MOTIONS: Agreed</p> <p><u>Delegation Schedule</u> The 2019 Delegations of Authority will apply again in 2020 In the absence of the Principal: Term 1/3 - Shanthan Naidu / Term 2/4 - Dawn Wood</p> <p><u>Assurances</u> Assurances as detailed in the principal report were accepted.</p> <p>Moved: That the Principal's Report be accepted. Moved: Janine Irvine, Seconded: Sarah Sutcliffe MOTION: Agreed</p> | |
| Treasurer (Sarah Sutcliffe) | <p>3.2</p> <p><u>Sub- Committee Reports:</u></p> <p><u>Finance / Property Committee</u> The Finance/Property meeting was held prior to the BOT Meeting)</p> <p>Finance/Property Minutes and Action Register from previous meeting 10 December were distributed prior to the meeting.</p> <p>Sarah presented her report for the meeting held on 25 February.</p> <p>3.2.1 <u>Property Report - February 2020</u></p> <p><u>School Gates</u> Due to flight risk of some students and health and safety to arrange electronic gate locking systems.</p> <p>MOTION: That the board underwrites the cost of \$5,000 plus gst for the two gates with a new security system and actively seeks reimbursement from the MOE. Moved: Sarah Sutcliffe, Seconded: Janine Irvine MOTION: Agreed</p> <p><u>Hall Refurbishment</u> A partial school owned/MOE owned building. Cost would need to come from uncommitted funds.</p> <p>Lundia shelving under the bleaches has been completed - funded by production ticket sales.</p> | <p>Shane to follow up with MOE</p> | |

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| | <p>3.2.2</p> | <p><u>School Pool</u> - feedback over the holidays is that the pool has reached temperatures of 31 degrees.</p> <p><u>\$400,000 MOE Funding</u> (projects to be complete by the end of 2021) Field astroturf, courts upgrade, playgrounds, toilets, fencing, Shane to come back with more indicative costs. Ask the architect to look at the hall as well. Include these ideas in the Annual Plan</p> <p>MOTION: That a 1/3 of the netball courts and junior quad be approved for reseal with Astroturf Moved: Sarah Sutcliffe, Seconded: Anne Patel MOTION: Agreed</p> <p>Shane to look at whether the grass area outside Room 22 could also be included in this resealing. Get quotes for the toilets.</p> <p><u>Financial Report</u> from meeting held on 25 February 2020</p> <p><u>Financial Statements</u></p> <p>Moved: That the Financial Statement dated 31 December 2019 with a deficit of (\$24,956) be accepted. Moved: Sarah Sutcliffe, Seconded: Janine Irvine MOTION: Agreed</p> <p><u>Payment of Accounts through Kindo</u> Some concern of use of POLi, Andrew to investigate and discuss further with Janine.</p> <p><u>Final Budget</u> Motion: That the 2020 Budget with a deficit of (\$123,420) be accepted Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith MOTION: Agreed</p> <p><u>Canteen Update</u> Anne presented a report to the Board on a meeting held with Dee Jays over the holiday break. They have agreed that there will be no cash sales over the counter at morning tea and luncheon. New menus to be distributed</p> | <p>Shane to follow up</p> <p>Andrew to followup</p> |
| | <p>3.2.3</p> | <p><u>CPDS Friends and Family Report</u> Great turnout to the PTA picnic.</p> | |

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| | | <p>The Friends and Family Accounts for November and December were distributed to the board prior to the meeting. Accepted.</p> | |
| | 3.2.4 | <p><u>Health and Safety Committee</u> Health and Safety Meeting dates for 2020 were distributed prior to the meeting. Accepted. Sanjeev to attend H&S meeting.</p> | |
| | 3.2.5 | <p><u>Personnel Committee</u> - BOT Scholarship Application - Staff Leave (both defer to In-committee)</p> | |
| | 3.2.6 | <p><u>Community Committee</u> John Peachey meeting for the community was well delivered and those who attended provided great feedback. Still a lower number of attendees from the community than desired. Well turned out by staff.</p> | |
| | 3.2.7 | <p><u>Policy Committee</u> - Term 1 Review Recognition of Cultural Diversity Staff Leave Separated Parents, Day-to-Day Care and Guardianship Policies reviewed. Management and policy committee to review the school procedure for Child Protection to ensure it is still being followed.</p> | |
| | 3.2.8 | <p><u>Family and Friends Committee</u> Sarah presented her report to the meeting outlining upcoming events.</p> | |
| | 3.2.9 | <p><u>Fair 2020</u> The school teaching/support staff are not to be responsible for running a 2020 Fair. Although the fair is valued, the Fair is not core education business and must be organised by the school parent community supported by staff as needed.</p> <p>There are a core group of people who have offered help in different areas but there is no Fair Committee or Convenor and no parents coming forward who are wanting to drive this event.</p> <p>The Board thanks those parents who have come before and who offered to help this year, and empathise that there will be many upset parents and children. However, parents are encouraged to bring forward other ideas for alternative Family Fun Day events in the future..</p> <p>The Board is also already working on the 100 Year Centenary celebration in 2021. This is a huge opportunity to provide a number of events.</p> | |

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| | | <p>There had been some feedback to board members that the Coronavirus scare has impacted decisions by families who will not be attending public events, ie: powhiri, fair. However this was not taken into consideration when making a decision.</p> <p>Moved: That the proposed date for the 2020 Fair be cancelled. Moved: Nick Mackeson-Smith MOTION: Agreed</p> | |
| | 3.2.10 | <p><u>Student Discipline Committee</u> No report.</p> | |
| Chair | 4. | Strategic Discussions | |
| | 4.1 | Any further Items for Next Newsletter | |
| | 4.2 | <p><u>Work Plan 2020</u> Any recommended changes - bring back to the next meeting</p> | |
| | 4.3 | <p><u>Action Register</u> - updated</p> | |
| Chair | 5. | 5. General Business | |
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| Chair | 6. | <p>Self Review - against our role (as required) Defer to next meeting.</p> | |
| Chair | 7. | In-Committee Meeting: (as required) - 9.30pm | |

The Meeting Closed at 9.40pm