



Minutes of a Meeting of the Board of Trustees
Held on 10 December 2019 6.00pm - 9.00pm
in the School Staffroom

Present: Andrew Bason - Acting Chair, Sarah Sutcliffe, Sanjeev Deva, George Tan, Anne Patel, Janine Irvine, Nick MacKeson-Smith
Apologies: Kirstin Fleming, Nick Mackeson-Smith (late)
In Attendance: Shanthan Naidu, Dawn Wood
Scribe: Janet Glover

Time/Speaker	Ref	CPDS Board Karakia	
		The board joined in a Karakia	
6.01pm-6.05pm	1.	Administration	Recommended Motion/ Actions Required
Nick	1.1	Trustees and attendees were welcomed to the meeting.	
	1.2	Declaration of Conflict of Interest - nil	
	1.3	<u>Request from the Auditors</u>	
	1.4	It was identified by the Auditors during their audit review in December that the minutes of meeting held on 28 May 2019 needed to be corrected to read	
		<u>2019 Budget - Minutes Change</u> Motion: That the minutes of the meeting held on 28 May 2019 be corrected to read... " 2019 Budget - the final 2019 budget with a deficit of \$78,037 be accepted Moved: Sarah Sutcliffe, Seconded Janine Irvine MOTION: Agreed" and "Recommendation that the Annual Report and Audited Financial Accounts for the Year Ended 31 December 2018 be accepted. Moved: Sarah Sutcliffe, Seconded: Sanjeev Deva MOTION: Agreed Moved: Andrew Bason, Seconded: Sanjeev Deva MOTION: Agreed"	
		<u>Minutes of Meeting</u> Motion: That the minutes of the previous meeting held on 23 October 2019 (no November meeting) be accepted. Moved: Acting Chair: Andrew Bason MOTION: Agreed	

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6.05-6.20		NZSTA - Governance Scenario Cards	Motion/Action Required
Nick	1.5	This months scenario cards - focus point to discuss: Deferred to next meeting	
6.20pm-6.30pm	2.	Correspondence	Motion/Action Required
Chair	2.1	<p><u>Inwards</u> The inwards correspondence was distributed prior to the meeting.</p> <p><u>MOE School Donations Letter</u></p> <p><u>CPDS School Donation letter to parents</u> Motion: That the School Donations for 2020 be \$450 per child per annum, \$10 discount if paid by 31 March 2020. Moved: Janine Irvine, Seconded: Andrew Bason MOTION: Agreed</p> <p><u>MOE - Resourcing Audit and Review of Attendance Management</u></p> <p><u>CPDS - Y5/6 Camp Letter</u> School Camps to be held between 4th - 15th May 2020 Motion: That the Board accepts the concept of the camp with the cost difference of buses or using parent transport helpers, be reviewed. Moved: Sarah Sutcliffe, Seconded: Andrew Bason MOTION: Agreed</p> <p><u>Enrolment request relating to the Alex Park complex.</u> Discussed and approved.</p>	
	2.2	<p><u>Outwards</u></p> <p>Mitre 10 thank you letter for lock down kit buckets was now completed, signed and sent.</p> <p>Staff Christmas cards signed by the trustees, to be distributed by the Principal.</p> <p>Nick MacKeson-Smith arrived, resumed the chair.</p> <p>Motion: That the inwards correspondence be accepted and outward correspondence be ratified.</p>	

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		Moved: Nick Mackeson-Smith MOTION: Agreed	
6.30-6.45pm	3.	Monitoring: Annual Plan	Motion/Action Required
Principal (Janine Irvine)	3.1	<p>Principal's Report - Janine Irvine - Principal The Principal's Report was distributed prior to the meeting taken as read.</p> <p>Principal's Report - December 2019 Janine presented her report to the meeting.</p> <p>Items discussed:</p> <p>Hero - Linc-Ed - New Student Management System - Shanthan updated the trustees on a new platform to be used in Term 1 2020 by teachers for assessment data, moving into parents being able to have access to monitor their children's progress later in the year..</p> <p>Etap will continue to be run as a dual platform over the 2020 year for the school student finance package with rolling out a new administration and enrolment process in Term 2.</p> <p><u>Student Placement for 2020</u> As per Principal's report.</p> <p><u>Flag Day - Taiwan Flag</u> Concern was raised regarding the use of the Taiwan Flag on Flag Day. Board supported the management stance that reinforced our school values where diversity is celebrated.</p> <p>The following reports are included:</p> <p>3.1.1 Maths Initiative 3.1.2 Movement of Teachers 3.1.3 SOLO Group 3.1.4 SOLO Shift in Practice 3.1.5 Well Being at School 2015-2019 Comparisons Bullying Survey results discussed. Agreed to continue to review. 3.1.6 Smarter Together</p> <p>Reports discussed and accepted.</p>	

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		<p>Motion: That the Principal's report be accepted Moved: Janine Irvine, Seconded: Andrew Bason MOTION: Agreed</p>	
6.45-7.30		Board Committees	Motion/Action Required
Treasurer (Sarah)	<p>3.2</p> <p>3.2.1</p>	<p><u>Sub- Committee Reports</u> <u>Finance / Property Committee - a meeting was held on Tuesday 10 December prior to the Board meeting.</u></p> <p>Sarah presented a verbal report to the meeting Guttering and carpet, and general building maintenance are being upgraded over the holidays.</p> <p><u>Arborist</u> - \$2,250 plus GST cost. Due diligence, report would help us to understand the tree trimming and maintenance requirements.</p> <p><u>Property</u> - front boundary. Students are climbing the fence and causing some of the chain-link fencing to become unsafe. More of an issue of it being climbable. Shane is looking at options for deterring inappropriate use.</p> <p><u>Hall Upgrade</u> Standard upgrade costs received \$44,000 plus GST Open out the south wall for additional storage and landscaping \$120,000 minimum.</p> <p><u>LED Lighting</u> There have been some deductions in our power costs but it is still too early to get a clear picture of real savings due to seasonal use of heat/air conditioning pump usage.</p> <p><u>Solar Energy</u> Solar energy is another medium that could be explored across the school,</p> <p>Proposal to apply for a government grant. MOE has a \$5million fund that can be accessed to support solar energy in the school. School to do its due diligence however the closing date is 31 January 2020.</p>	<p>Nick to follow up lottery applications between meetings</p> <p>Update Declaration of Interest register.</p>

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	3.2.2	<p>Declaration of Interest by George Tan - Solar Energy proposal. Any decisions required by the Board George will not vote.</p> <p>MOTION: That the board directs the school to do due diligence before engaging in consultation to support a grant application for the roll out of solar energy through a Ministry of Education Sustainability Contestable Fund.</p> <p>The BOT agreed not to commit to putting in solar energy should the school not receive a successful grant application result.</p> <p>Consultation Fees - it was noted that there will be no consultation costs incurred unless an approved grant is received.</p> <p>Shane to follow up with Colin Tunnicliffe for an opinion. George will not be included in the email trail.</p> <p>All trustees were happy with this process.</p> <p>Moved: Nick MacKeson-Smith MOTION: Agreed</p> <p>Finance Report (deferred to next meeting)</p> <ol style="list-style-type: none"> a. Agenda / Finance/Property Committee Minutes and Action Plan No November meeting. b. Financial Statements - October and November 2019 <p>Receipt of school donations are still down slightly from last year..</p> <p>Motion: That the financial statements for October with a surplus of \$162,353, and the financial statement for November with a surplus of \$75,704 be accepted. Moved: Sarah Sutcliffe, Janine Irvine MOTION: Agreed</p>	
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	<p><u>Ministry Funding Injection - \$400,000</u> \$400,000 to be provided by MOE for property upgrades completed over the next two years.</p> <p>Possible projects:</p> <ul style="list-style-type: none"> - Astroturf - Rm 6/7 ILE Upgrade <p>This opportunity should be reviewed with all options on the table with costings so that true comparisons can be drawn up.</p> <p><u>Draft Budget for 2020</u> No Fair income has been included in this budget.</p> <p>Trustees held a robust discussion on individual items in the draft budget:</p> <p><u>International Students</u> The demand for international student enrolment is growing. No marketing is entered into, all enquiries received are through the school website or by word of mouth or agents. All 2019 students are continuing in 2020 and there is more interest in the pipeline to start at the beginning of the year. The Board agreed to increase the intake in 2020 to 2 students per teacher per class. There is now a growing need for an International Student Director. It was agreed that as Janet is already doing this role, so change her title accordingly.</p> <p>The board held a robust discussion on the International Student programme and this potential platform for raising funds for costly projects around the school could be utilised.</p> <p>Diversification - important to ensure the future of sustainability in the case of a downturn of income stream.</p> <p>Consider the review the impact on staffing requirements</p> <p>Adjustments were agreed upon for inclusion into the final 2020 budget.</p> <ul style="list-style-type: none"> - \$2,250 plus gst Arborist Report - \$5,000 Centenary / Reunion - \$10,000 BOT scholarship - \$10,000 teachers aides - \$30,000 deficit accessible for reading recovery 	
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(Sanjeev)		An updated budget will be provided at the February meeting for final approval.	
(Janine)		Motion: That the board accepts the draft budget in principal with the agreed adjustments made with a deficit of (\$108,420).	
(Kirstin)		Moved: Janine Irvine, Seconded: Sarah Sutcliffe MOTION: Agreed	
(Janine/Andrew)	3.2.3	<u>Health and Safety Committee</u> Meeting held on 10 November 2019	
(Sarah)		A sick bay report was distributed prior to the meeting - taken as read.	
(Sarah/Kirstin)		Sanjeev provided a verbal report of the Health and Safety meeting.	
		<u>School Canteen</u> Rubbish from canteen items is increasing around the grounds especially during morning tea and lunchtime. Students are spending lunch money at the canteen by making bad choices for their lunch items instead of the healthier online items or menu items. A robust discussion was held. Anne Patel will make contact with Dee Jays to discuss further. It is important to support parents who want to treat their children by buying lunch at school,	Janet to make arrangements with Dee Jays to meet.
	3.2.4	<u>Personnel Committee</u> (deferred to incommittee)	
	3.2.5	<u>Community Committee</u> Nothing new to report.	
	3.2.6	<u>Family and Friends Committee</u> New parents attended. Events to come - Quiz night. Feedback that calendar art and Jack n Jill to be reviewed going forward. Treasurer and Second Hand Uniform Coordinator positions available	
		Class captains - new initiative in classes being explored. Parents were sent advice in their class placement letter for feedback at GTKYC meetings.	
	3.2.7	<u>Centenary Committee</u> Sarah advised the meeting of updates from their last meeting.	

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7.30pm-8.00pm (Nick)	3.2.8	<u>Fair Committee</u> A few responses have been received for fair team members. These parents will be reached out to in the new year. Auction is still questionable as not enough people have come forward to support this.	
8.00-8.15	4.	Strategic Discussions	Motion/Action Required
(Chair)	4.1 4.2 4.3	Work Plan 2019 Reviewed - no new updates. Action Register - updated Charter 2020 - a strategic plan was set at the February 2019 meeting for a 3 year period. No further action required.	Action:
8.15-8.20pm	5.	5. General Business	Motion/Action Required
(Chair)		Flag Day feedback.	
Chair	6.	<u>In-Committee</u>	Motion/Action Required
8.20pm-8.30pm	7.	In-Committee Meeting: (as required)	
		Self Review - against our role (as required)	
		Review question:	