



**Minutes of a Meeting of the Board of Trustees**  
**23 October 2019 6.00pm - 9.00pm (Date was changed)**

**School Board Room**

**Present:** Nick Mackeson-Smith, Kirstin Fleming, George Tan, Anne Patel, Janine Irvine (Trustees)  
**Apologies:** Sarah Sutcliffe, Gowan Duff, Sanjeev Deva (late)  
**Scribe:** Janet Glover

Time/Speaker	Ref	CPDS Board Karakia	
		<p>He hōnore, he korōria ki te Atua            He maungārongo ki te whenua            He whakaaro pai ki ngā tāngata katoa            Hangā e te Atua he ngākau hou            Ki roto, ki tēnā, ki tēnā o mātou            Whakatōngia to wairua tapu            Hei awhina, hei tohutohu i a mātou            Hei ako hoki i ngā mahi mō tēnei rā, āmene</p>	
6.01pm-6.05pm	1.	Administration	Recommended Motion/ Actions Required
Nick	1.1	<p><u>Welcome</u>            Welcome to George Tan who was co-opted at the last meeting.</p>	
	1.2	<p><u>Declaration of Conflict of Interest</u>            Conflicts of Interest Practice Guide - Institute of Directors, was distributed prior to the meeting.            Document - taken as read.</p> <p>There were no conflicts of interest.</p>	
	1.3	<p><u>Minutes of Meeting</u>  <b>Motion:</b>  <b>That the minutes of meeting held on 24 September 2019 be accepted.</b>  <b>Moved: Anne Patel, Kristin Fleming</b>  <b>MOTION: Agreed</b></p>	
6.05-6.20		NZSTA - Governance Scenario Cards	Motion/Action Required
Nick		<p>This months scenario cards - focus point to discuss:            L3 Leadership - Preparation of Charter responsibility - this is the role of the Board with the support of the Principal.            E3 Employee Role</p> <p>The trustees had a robust discussion.</p>	Add to agenda for next meeting - Charter preparation

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6.20pm-6.30pm	2.	Correspondence	Motion/Action Required
Chair	2.1  2.2	<p><u>Inwards</u> <b>Email - NZSTA - Notification of a possible Official Information Act</b> No request has been received to date.</p> <p><u>Outwards</u> No outgoing mail <b>Motion:</b> <b>That the inwards correspondence be accepted</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	
6.30-6.45pm	3.	Monitoring: Annual Plan	Motion/Action Required
Principal (Janine Irvine)	3.1	<p>Principal's Report - Janine Irvine - Principal <a href="#">Principal's Report - October 2019</a> Janine presented her report to the meeting. The following report was distributed prior to the meeting</p> <ul style="list-style-type: none"> <li>- Leadership Opportunities for Teachers</li> </ul> <p>Strategic Review has been initiated with staff.</p> <p><u>2020 Management Units</u> Janine gave an overview of the units up for distribution in 2020. These will be included in the 2020 budget. The board were advised that additional RRR units could also be included yet to be confirmed.</p> <p><u>Term Dates 2020</u> Getting to Know Your Child Meetings 3 February Start Date Tues 4 February End Date Wednesday 16 December Teacher Only Days 30 and 31 January 27 March 29 May (together with Queen's Birthday - 1 June) 28 August Teacher only days have been increased to 3 during the school terms. This may impact parents - the Board agreed to give clear communications to parents ahead of time.</p> <p><b>Motion:</b> <b>That the Principal's Report be accepted.</b> <b>Moved: Andrew Bason, Seconded: Kirstin Fleming</b> <b>MOTION: Agreed</b></p>	Add to action register

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6.45-7.30		Board Committees	Motion/Action Required
Treasurer (Sarah)	3.2 3.2.1	<p><u>Sub- Committee Reports</u></p> <p><u>Finance / Property Committee</u></p> <p>Finance / Property Committee did not meet prior to the meeting. Minutes of previous meeting held on 24 September 2019 were distributed prior to the meeting.</p> <p>LED Lighting has now been fully out-filled through the school. There has been very positive feedback from staff.</p> <p>George asked whether there was a subsidy the MOE provide for schools with LED lighting in place. He will discuss this with Shane.</p> <p>Cornwall Park Trust Arborist - the Trust has a full list of trees on the school site. He advised the school should arrange an independent report done on the school.</p> <p><u>Finance Report</u> (deferred to next meeting)</p> <ul style="list-style-type: none"> <li>a. Agenda / Finance/<u>Property Committee Minutes</u> and <u>Action Plan</u></li> <li>b. <u>Financial Statements - September 2019</u></li> </ul> <p><b>Motion:</b> <b>That the Financial Statements for the month of September 2019 be approved.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Moved</b></p>	<p><b>Motions:</b></p> <p>Approve:</p> <ul style="list-style-type: none"> <li>- Financial Statements</li> <li>- Budgeted Financial Position</li> <li>- Finance and Property Report</li> </ul>
(Sanjeev)	3.2.2	<p><u>Health and Safety Committee</u></p> <p><b>Nothing new to report.</b></p> <p>Next meeting to be held 10 November 2019</p>	
(Janine)	3.2.3	<p><u>Personnel Committee</u></p> <p>(deferred to incommittee)</p>	
(Kirstin)	3.2.4	<p><u>Community Committee</u></p> <p>Kirstin has been in touch with the Cornwall Park Trust Board to build relationships. There was advice of our centenary - they are looking at their minutes to search for items on the school.</p> <p>Sanjeev arrived at the meeting.</p> <p>Pou - there has been some progress for the carving of</p>	

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<p>(Janine/Andrew)</p>	<p>3.2.5</p>	<p>the Pou.</p> <p><u>Policy Committee</u></p> <p><u>Policies for Review</u></p> <ul style="list-style-type: none"> <li>- <u>Term 3 Update</u></li> <li>- <u>Term 4 Review</u></li> </ul> <p>Education Outside the Classroom (EOTC) Sun Protection Board continue to inform the community of sun safe policies and its procedures.</p> <p>Have an area - drinks station available - under the shade sale outside the Bunker.</p>	
<p>(Sarah)</p>	<p>3.2.6</p>	<p><u>Family and Friends Committee</u></p> <ul style="list-style-type: none"> <li>- Financial Statements - June 2019</li> </ul> <p>Jesters Pie fundraiser was very successful.</p>	
<p>(Sarah/Kirstin)</p>	<p>3.2.7</p>	<p><u>Centenary Committee</u></p> <ul style="list-style-type: none"> <li>- Update</li> </ul>	
<p><b>7.30pm-8.00pm</b> (Nick)</p>		<p><u>Fair Committee</u> (allow half an hour discussion) Nick presented his feedback from the community meetings held Week 1 Term 4.</p> <p>The board held a robust discussion</p> <p>Out-source Food Out-source Field Downsize the number of stalls Online only Auction items</p> <p><b>Motion:</b> <b>That the Fair 2020</b> <b>Moved: Seconded:</b> <b>MOTION: Agreed</b></p> <p><u>Most Important areas to be filled:</u> Sorting Team Field Coordinator/Team - outsource all activities Food Coordinator/Team- outsource all food trucks Auction Coordinator/Team - in house Online Coordinator/Team - in house General Stalls - Team Hireage Communication Advertising Sponsorship</p>	<p>Approve Committee Reports</p> <p>Action Plan</p>

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		<p>Security Volunteers Coordinator/Team High value / low effort or</p> <p><b>Motion:</b> <b>That the Board of Trustees continue with the 2020 Fair - down-scaled, on the condition that we out-souce the food and field activities, communicate and stick to a time-line, if not met Fair will be cancelled, refund any income received</b> <b>Moved: Nick Mackeson</b> <b>MOTION: Agreed</b></p> <p>The board to put together a timeline for key positions to be filled prior to end of year December Board meeting.</p> <p>Refining and restricting donations Less stalls and classroom usage</p> <p>Next step Containers and rubbish</p> <p>Rider: 10 Feb decision board will still attend the community meetings.</p> <p>Communications - thanks to those that have run stalls that are being out-sourced.</p>	<p>9th Dec 10th Feb</p>
<b>8.00-8.15</b>	<b>4.</b>	<b>Strategic Discussions</b>	<b>Motion/Action Required</b>
(Chair)	4.1	<a href="#">Work Plan 2019</a>	<b>Action:</b>
	4.2	<a href="#">Action Register</a> The trustees reviewed the action register and updated.	Review Action Register
<b>8.15-8.20pm</b>	<b>5.</b>	<b>5. General Business</b>	<b>Motion/Action Required</b>
(Chair)		<p>Friends of the School Criteria Parents of Eldest (Year 6) and only child at school A Board representative, a Committee member.</p> <p><u>Staff Christmas Gifts</u> <b>MOTION:</b> That the board approve \$50 Westfield Vouchers for each staff member. Moved: Nick Mackeson-Smith</p>	



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		<u>Production Tickets</u> Trustees were offered one free ticket for all board members to contact Janet.	
<b>Chair</b>	<b>6.</b>	<b><u>In-Committee</u></b>	<b>Motion/Action Required</b>
<b>8.20pm-8.30pm</b>	<b>7.</b>	<b><u>In-Committee Meeting: (as required)</u></b> The trustees moved in-committee.	
		<b><u>Self Review - against our role (as required)</u></b>	
		The board reviewed their input to governance: How well did you we as a board complete our role tonight.	

**The meeting closed at 9.10 pm**