



**CORNWALL PARK DISTRICT SCHOOL**  
**Minutes of the Meeting of the Board of Trustees**  
**Held on Tuesday 25 June 2019 at 6.00pm in the School Board Room**

**Present:** Nick Mackeson-Smith (Chair), Janine Irvine (Principal), Sarah Sutcliffe, Gowan Duff, Kirstin Fleming, Sanjeev Deva and Anne Patel (Trustees)

**Apologies:** Andrew Bason

**In Attendance:** Dawn Wood (Associate Principal)

**Scribe:** Janet Glover

No		Meeting Items	Action and Follow Up
1.	1.1 Administration	<p><b><u>Welcome</u></b>  <b>Janine opened the meeting and welcomed the new trustees to the Board.</b></p> <p><u>Election of Board Chair</u>            Nomination for Chair: Nick Mackeson-Smith            Moved: Gowan Duff, Seconded: Sarah Sutcliffe  <b>Recommendation that Nick Mackeson-Smith be appointed Chair for the Board of Trustees of Cornwall Park District School.</b>  <b>MOTION: Agreed</b></p> <p><b><u>Declaration Conflicts of Interest</u></b>            There were no conflicts noted in relation to the set agenda.</p> <p>Nick continued to Chair the meeting.</p>	
	<b>Election of Offices</b>	<p><u>2019 Election of Officeholders and Committees</u></p> <p>The BOT Governance Manual was distributed prior to the meeting outlining roles of the board.</p> <p><b>The following nominations were received:</b></p> <p><u>Election of Treasurer</u>            Nomination for Treasurer: Sarah Sutcliffe            Moved: Gowan Duff, Seconded: Nick Mackeson Smith</p> <p><b>Recommendation that Sarah Sutcliffe be appointed as Treasurer for the Board of Trustees of Cornwall Park District School.</b>  <b>Motion: Agreed</b></p> <p><u>Committees:</u>            Finance/Property Committee  <b>Sarah Sutcliffe, Anne Patel</b>            (Shanthan Naidu and Shane Moser = in attendance)</p>	



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		<p>Health and Safety Committee  <b>Sanjeev Deva</b>  (Board representative attends all school Health, Safety and Welfare meetings (4 meetings).</p> <p>Personnel  <b>Nick Mackeson-Smith</b>, Kirstin Fleming, Anne Patel</p> <p>Community  TBC</p> <p>Policy  TBC</p> <p>Family and Friends  <b>Sarah Sutcliffe</b>  (Board representative attends meeting)</p> <p>Fair Committee  <b>Kirstin Fleming</b>  (Board representative on this committee  Student Discipline Committee (who is available as required)</p> <p>Janine Irvine to sit on all committees as Principal</p> <p>Reunion Working Group  <b>Kirstin Fleming</b>, Sarah Sutcliffe</p> <p><b>Recommendation that the nominations of officeholders and committees as above be accepted.</b></p> <p><b>Bring back to the next meeting for final approval</b></p>	
	<b>Karakia</b>	The trustees joined in a karakia	
	<b>1.2 Minutes</b>	<p>Minutes of a meeting held on 28 May 2019 were distributed prior to the meeting.</p> <p><b>Recommendation that the minutes of meeting held on 28 May 2019 be accepted subject to changes:</b>  Gowan Duff - did not attend, move to apologies  1.2 Date of minutes - should ready 26 May (not March)  3.2 - Recommendation of Annual Report, seconded by Janine Irvine</p> <p><b>Moved by Sarah Sutcliffe, Seconded: Janine Irvine</b>  <b>MOTION: Agreed</b></p>	



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		<p><b><u>Board of Trustees Code of Conduct</u></b>  The Trustees agreed and signed the Board of Trustees Code of Conduct.</p> <p><b><u>Introductions</u></b>  The trustees introduced themselves. A common thread was their love for the school and the amazing environment and experiences their children have had at Cornwall Park District School.</p> <p><b><u>Governance</u></b>  Trustees discussed the difference between governance and management.</p> <p><b><u>NZSTA Scenario Cards</u></b>  NZSTA have distributed a Governance pack including scenario cards which provide a resource for the chair to start each meeting with a focus point to explore. The meeting agreed to continue to use these scenario cards in all meetings going forward.</p>	<p>Add scenario card to agenda</p>
<p><b>2.</b></p>	<p><b>Correspondence</b></p>	<p><b><u>Inwards Correspondence</u></b></p> <p><b><u>NZSTA - BOT Professional Development</u></b>  (defer to later in meeting - Strategic Discussion)  Trustees encouraged to put their name forward to attend Governance Essentials Professional Development as a group. To look at the dates available and feedback dates to the Chair.</p> <p><b><u>NZSTA AGM</u></b> - cancel registration for conference.</p> <p><b><u>Education and Workforce Select Committee</u></b>  A survey was received giving school Board's the opportunity to feed back on Education (School Donations) Amendment Bill. This was received during the Board election process which did not give enough time for the Board to feedback on changes of payments of School Donations. Nick and Janine to work on a draft submission</p> <p><b><u>Baradene College of the Sacred Heart - Amendment to existing Proposed Enrolment Scheme</u></b>  Baradene are looking for an amendment to its zoning. This does not affect CPDS. No action required.</p> <p><b><u>Governance Workshops</u></b>  Workshops available as distributed. Trustees to attend as a group. Those interested to let Nick know.</p>	<p>Submission to be drafted</p>



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		<p><u>NZSTA - Trustees Handbook</u>          NZSTA distributed a valuable resource for trustees to read. This was distributed to trustees prior to the meeting.</p> <p><u>BOT Scholarship</u> - deferred to in-committee</p> <p><b>Outwards Correspondence</b>          MOE - Final Audited Annual Report 2018</p> <p><b>Recommendation that the Inwards Correspondence be approved and the Outwards Correspondence be ratified.</b>  <b>Moved: Sarah Sutcliffe, Seconded: Gowan Duff</b>  <b>MOTION: Agreed</b></p>	
3.	<b>Monitoring Annual Plan</b>	<p><b>3.1 Principal's Report</b>          Principal's Report for June was distributed prior to the meeting.</p> <p>Janine presented her report to the meeting, taken as read.</p> <p>Will include "Gems" from students. Students visit Janine each week and share their work. Janine will add some of these highlights each month in her report.</p> <p>Growth Mind-Set - try to get parents along on this journey to support their child/ren's progress. Janine to arrange for outside facilitator to come to talk to parents.</p> <p>The school is looking at upgrading its Student Management System. Discussion on any risks. Dual platforms can be run together for a period of time.          Shares student learning by integrating a fully functioned Student Management System. school will be able to store all student data, use this to provide reporting and generate the data that management and teachers need to support learning and administration. Some time will need to be taken to transfer over the data in all areas.</p> <p>The board agreed to cover the cost of both platforms during the time of transferring over data.</p> <p><u>Pasifika Plan</u>          The school is continuing to use the MOE Pasifika Plan, this has still not been updated by the Ministry of Education (under review) .</p> <p><u>Compliance</u>          Casual use agreements - Agreements are currently under review to ensure Ministry requirements are met.</p>	Calendar item - Parent Meeting



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		<p><u>Burglary</u>                  Two classes have had ipads stolen. Latch strike plates have been installed to all old doors to prevent doors being jimmed open.</p> <p>7.17pm - The meeting went in-committee                  Those in attendance remained in the meeting.                  7.19pm - The meeting came out of in-committee</p> <p><b>Recommendation that the Principal’s Report be accepted.</b>  <b>Moved: Anne Patel, Seconded: Kirstin Fleming</b>  <b>MOTION: Agreed</b></p> <p><b>Reports</b></p> <p><u>ACCOS</u> - Report was distributed prior to the meeting, taken as read. Erin will attend the July meeting to report back on the ACCOS report.</p> <p><u>Learning Support / Gifted and Talented 2018</u>                  Dawn presented her report to the meeting.</p> <p>In 2018 there was 314 students in learning support programmes. The great success from having these learning support programmes and also the importance of “early intervention” is a testament to the Learning Intervention Programmes that the school has in place,                  The Learning Support staff, (it was noted that these staff are not trained teachers) are all responsible for the many successes of these programmes and were recognised for the huge increases they have been a part of.</p> <p>The trustees were very pleased with these results.</p>	<p>Update workplan                  Solo - July                  Maths - Aug</p> <p>Workplan - change                  Additional Needs                  Report to now be in February</p>
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	<p><b>Property and Finance</b></p>	<p><b>3.2 Property and Finance</b>  <b>3.2.1 Finance/Property Committee Report</b>  The Finance / Property Committee meeting minutes and action plan were distributed prior to the meeting.</p> <p>Due to the changeover of boards as a result of elections there was no Finance/Property meeting held prior to the Board Meeting.</p> <p>Sarah presented the financial statements to the meeting. There are some changes that need to be made to the accounts - to be taken up for discussion at the next Finance Committee meeting.</p> <ul style="list-style-type: none"> <li>- Staff Appraisal - 46861 - to be recoded</li> </ul> <p><u>Property Report</u>  Wellness - the school staffroom is up for an upgrade including wall panels, seating and seclusion room - an area for staff should they feel unwell.</p> <p><b>Recommendation that the Financial Statements for the month ending 30 April 2019 with a surplus of \$230,564 be accepted.</b></p> <p>Principal's Expenses - no allowance was given to this code in the budget. It was agreed that this code be approved to go over budget by \$5,000 for 2019 year.</p> <p>Principal's email has been hacked, sending random emails. Discussion of installing phishing protection to email accounts. Phishing file wall protection</p> <p><b>Moved: Sarah Sutcliffe, Seconded: Anne Patel</b>  <b>MOTION: Agreed</b></p> <p><b>Lock Down Buckets</b>  Lock Down kits are being arranged for all classes. A bright orange buckets has been donated by Mitre 10 Mt Wellington. Send a letter of thanks.</p> <p><b>Civil Defence Cupboard</b>  Cupboard is being purchased</p> <p><u>Finance / Property Report</u>  <b>Recommendation that the Finance / Property Report be accepted.</b>  <b>Moved: Sarah Sutcliffe, Seconded: Anne Patel</b>  <b>MOTION: Agreed</b></p>	<p>Sarah to add to the finance committee meeting</p> <p>Janet to advise Laihar to update accounts</p> <p>Nick to follow up</p>
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4.	<b>Committee Reports</b>	<p><b><u>3.2.3 Health and Safety Report</u></b></p> <p><u>Policy Committee</u> Overview of School DOcs</p> <p><u>Community</u> No new items</p> <p><u>Friends and Family</u> Next meeting will be held on Wed 3rd July.</p> <p><u>Fair Committee</u> Deferred to next meeting - allow half an hour.</p> <p><u>Student Discipline Committee</u> Nothing to update.</p> <p><u>Personnel Committee Report</u> New appointments (defer in-committee).</p> <p><u>Centenary Committee</u> The school will be 100 in Term 1 2021. To look for further support group to arrange this important occasion. Sarah would like to head up this committee. Kirstin in support.</p> <p><u>Pou</u> - revisit the carving of the tree timber currently in storage. The timber is rotting of one of the trees. Importance of linking the carving to student learning. Looking at a local carver to work in the school.</p> <p><b>Recommendation the Committee Reports be accepted.</b>  <b>Moved: Nick Mackeson-Smith</b>  <b>MOTION: Agreed</b></p>	<p>Liaise to the community for interested</p> <p>Gowan to follow up and bring back to the next mtg</p>
5.	<b>Strategic Discussions</b>	<p><b><u>WorkPlan</u></b> Nick gave an overview of the Workplan - currently on target. Note to update in relation to changes earlier in meeting.</p> <p>Education Review Office (ERO) expected to be visiting later this year- Term 4 2019</p> <p>Board will need to set aside some time to meet with ERO when they visit. Also time should be set aside to hear their feedback from their findings.</p> <p>The trustees self-reviewed the meeting.</p> <p>The meeting went in-committee</p>	



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	<b>Board Induction:</b>	Induction workshop - please send back dates to Nick. Have a look at the workshops online with NZSTA.	

**The Board of Trustees Meeting Ended at 8.45pm**  
**Next Meeting Date - 30 July 2019 - 6pm**