



## CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees  
Held on Tuesday 26 February 2019 at 6.00pm in the School Board Room

**Present:** Nicola Taylor (Acting Chair), Janine Irvine (Principal), Sarah Sutcliffe, Gowan Duff, Nick Mackeson-Smith, Sanjeev Deva and Shanthan Naidu, (Trustees)

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

**Apologies:** Jamie Galloway

**Scribe:** Janet Glover

No		Meeting Items	Action and Follow Up
1.	1.1 Administration	<p><b><u>Welcome</u></b></p> <p><b><u>Declaration Conflicts of Interest</u></b> There were no conflicts noted in relation to the set agenda.</p>	
	Election of Offices	<p><b><u>2019 Election of Chair and Officers</u></b></p> <p><b><u>Election of Chair</u></b> Nomination for Chair: Nick Mackeson-Smith Moved: Nicola Taylor, Seconded: Gowan Duff <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>Election of Officeholders and Committees</u></b> The following nominations were received: Deputy Chair – Jamie Galloway Treasurer – Sarah Sutcliffe</p> <p><b><u>Committees:</u></b> Finance/Property Committee – <b>Sarah</b>, Gowan, Jamie (Property Manager, Shane Moser) in attendance)</p> <p>Health and Safety Committee – <b>Sanjeev</b> becomes our representative on this committee and attends all 4 meetings</p> <p>Personnel – <b>Nick</b>, Jamie, Nicola Community – <b>Gowan</b>, Nick, Sanjeev, Shanthan Policy – <b>Nicola</b>, Shanthan Family and Friends – <b>Sarah</b> becomes our representative on this committee Fair Committee – <b>Nick</b> becomes our representative on this committee</p>	

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		<p>Student Discipline Committee (as required) <b>Gowan</b>, Nicola, Jamie Janine Irvine to sit on all committees as Principal</p> <p><b>Moved: Nicola Taylor, Seconded: Nick Mackeson-Smith</b> <b>Recommendation that the nominations of officeholders and committees as above be accepted</b> <b>MOTION: Agreed</b></p>	
	<b>Karakia</b>	<p>The trustees joined in a karakia Words to be distributed each meeting</p>	Janet to action
	<b>1.2 Minutes</b>	<p>Minutes of a meeting held on 11 December 2018 were distributed prior to the meeting.</p> <p><b>Recommendation that the minutes of meeting held on 11 December 2018 be accepted with typographical errors corrected.</b> <b>Moved: Nicola Taylor, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p><u>Meeting Dates</u> 2019 Board meeting dates - as per distributed schedule</p> <p>Health and Safety Meetings - Week 6 or 7 each term to be held on Wednesday morning at 8.00am.</p> <p>Policy Committee Meeting - Week 8 each term to be held on Wednesday at 7.30am</p> <p>If more than two trustees do not like a date to reschedule.</p>	Janet to add all dates to the calendar and send items to each committee.
<b>2.</b>	<b>Correspondence</b>	<p><b><u>Inwards Correspondence</u></b></p> <p><u>Kohia Terrace School</u> - Board PD - distributed by email prior to the meeting. Sarah attend a workshop.</p> <p><u>Email</u> - Kimberley Russell - Strategic Plan Feedback Nicola updated trustees of Jamie's meeting feedback on her concerns.</p> <p>It was agreed that the Board continue to celebrate staff and will continue with skite bites or something similar.</p> <p><u>OIA</u> - Coal Heating in Schools - defer to Property Report</p> <p><u>NZSTA</u> - Annual General Meeting- 14 July 2019 Book two places for trustees from new election to attend</p>	Janet and Nick to liaise.

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		<p><u>School Uniform Centre</u> - email dated 18 February - School Jacket <b>Recommendation that the School Uniform Centre be approved to source the new style jacket as part of the uniform.</b> <b>Moved: Nicola Taylor, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p><u>Letter - Year 5 and 6 Camps</u> <b>Recommendation the the Puriri and Nikau overnight camps to be held at Shakespear Lodge as set out in the letter dated Feb 2019. Subject to due diligence including police vetting for all parents supporting camp.</b> <b>Moved: Nicola Taylor, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p><b><u>Outwards Correspondence</u></b> No correspondence</p> <p><b>Recommendation that the Inwards Correspondence be approved.</b> <b>Moved: Nicola Taylor, Seconded: Gowan Duff</b> <b>MOTION: Agreed</b></p>	<p>Janet to advise School Uniform Centre</p>
3.	<b>Monitoring Annual Plan</b>	<p><b><u>3.1 Principal's Report</u></b> Principal's Report for February was distributed prior to the meeting.</p> <p>Janine presented her report to the meeting.</p> <p><u>Strategic Plan</u> The Board met in January and discussed the draft Strategic Plan and distributed to the community and staff for feedback.</p> <p><b>Recommendation that the Strategic Report 2019-21 be approved.</b> <b>Moved: Nicola Taylor, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p><u>Analysis of Variance</u> The analysis of Variance was distributed prior to the meeting.</p> <p>Behaviour, Racial Slurs and Swearing have noticeably worsened by students. More effort targeting respect of others. Duty teachers used to 'blitz' zero tolerance in the playground. Discussions of impact on others around.</p>	<p>Janine to bring an updated Workplan to next meeting.</p>

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		<p>To ensure that community is communicated a strong message that this is not acceptable.</p> <p><b>Recommendation that the Analysis of Variance be accepted.</b> <b>Moved: Janine Irvine, Seconded: Nicola Taylor</b> <b>MOTION: Agreed</b></p> <p><u>Achievement Data for 2018</u> The Analysis of Variance was distributed prior to the meeting.</p> <p>Reporting showed a slippage of achievement in 2018 in some students. Management reviewing that moderation happens in a timely fashion to catch changes early, ie: analysing data prior to reporting to parents.</p> <p>Data analysis - Janine to continue to delve into data trends and bring back to another meeting.</p> <p>Sanjeev brought up that the levels of "achievement" in our school is high and we shouldn't be too hard on ourselves. Celebrate the Maori and Pasifika results were very pleasing. The trustees agreed that Janine report back to the Board twice a year.</p> <p><u>2019-21 Milestones</u> The 2019-2021 Milestones report was distributed prior to the meeting.</p> <p><b>Recommendation that the 2019-21 Milestones report be accepted.</b> <b>Moved: Janine Irvine, Seconded: Nicola Taylor</b> <b>MOTION: Agreed</b> Nicki commended Janine for her Mihi at the Powhiri at the beginning of the year.</p> <p><u>Annual Plan 2019</u> The Annual Plan 2019 was distributed prior to the meeting. <b>Recommendation that the Annual Plan 2019 be accepted.</b> <b>Moved: Janine Irvine, Seconded: Sanjeev Deva</b> <b>MOTION: Agreed</b></p> <p><u>Charter 2019</u> CPDS Charter was distributed prior to the meeting.</p> <p><b>Recommendation that the Charter be accepted</b> <b>Moved: Janine Irvine, Seconded: Sarah Sutcliffe</b> <b>MOTION: Agreed</b></p>	
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		<p>Janine to arrange for Charter and Analysis of Variance to be sent to Ministry of Education.</p> <p><u>Staff Well-Being</u> Report distributed prior to the meeting. Report was well received.</p> <p><u>Term 1 2019 Review</u> Community meeting was held of parents for information sharing on Year 5 and 6 programmes, programmes that parents value, what is best for our Year 5 and 6 children. A powerpoint was sent out to the community after the meeting together with a survey. A good response has been received.</p> <p>Parent feedback was discussed.</p> <p><u>Delegation of Authority</u> Delegation of Authority was tabled at the meeting.</p> <ol style="list-style-type: none"> <li>1. Janet to distribute</li> <li>2. Trustees to feed back before end of week to Nick any changes/feedback</li> <li>3. E-Motion to be distributed for trustee approval.</li> </ol> <p><u>Assurances</u> Recommendation that the Assurances as distributed in the Principal's Report be accepted.</p> <p><b>Recommendation that the Principal's Report be accepted.</b> <b>Moved: Janine Irvine, Seconded: Nicola Taylor</b> <b>MOTION: Agreed</b></p>	Distribute an E-Motion for email approval by trustees. Janet
	<b>Property and Finance</b>	<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 was distributed to prior to the meeting.</p> <p>Sarah provided a report on the meeting held prior to the Board meeting.</p> <p>Opening of the Garden to Table project to be officially held at the Friends and Family picnic. A local neighbour is supporting the school planter boxes. Friends and Family agreed to fund \$5,000 for the Garden to Table project.. Footpaths/wheelchair access being finalised Electrical supply being finalised.</p>	

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		<p>Painting contract ends at the end of 2019. Quotes are being sourced.</p> <p>Solar heating for pool upgrade for replacement in 2020 is being researched.</p> <p><b>Recommendation that the Financial Statements for months ending 30 November 2018 with a surplus of \$61,649, and ending 31 December 2018 with a surplus of \$13,372 be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p><u>5YA / Capital Works</u> Currently in our 4th year. Contingency not utilised. Shane and Janine to look into this.</p> <p><u>SAAR</u> <b>Recommendation that the School Annual Accrual Report Certification be accepted.</b> <b>Moved: Janine Irvine, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p><u>Ballot</u> An out of zone ballot has been opened for Year 0 - 20 places, and Years 3 and 5 - 5 places each. All priorities. Closed are Years 1,2,4 and 6.</p> <p><u>International Students</u> Recommendation that the board agree to short term international student enrolment <b>Moved: Janine Irvine, Seconded: Nicola Taylor</b> <b>MOTION: Agreed</b> <b>Management to put together process.</b></p> <p><u>Teacher Aide - Budget Increase / Fixed Assets</u> <b>Recommendation that up to \$10,00 from uncommitted funds be approved to boost the budget for behaviour needs.</b> <b>Moved: Sarah Sutcliffe, Seconded: Nicola Taylor</b> <b>MOTION: Agreed</b></p>	<p>Jaet and Shane to review.</p> <p>Intl student short term study procedure to be made</p>
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		<p>Budget Depreciation schedule has been included. Direction from auditors to be received</p> <p><b>Recommendation that the financial statements for the month of December 2018 be accepted</b> <b>Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	
4.	<b>Committee Reports</b>	<p><b><u>3.2.3 Health and Safety Report</u></b> Sanjeev will attend all the Health and Safety meetings</p> <p><u>Community Committee</u> Meeting on 4 March 2021 Jubilee Committee - get community</p> <p><u>Policy Review</u> Term 1 School docs policies were distributed prior to the meeting. These have been distributed to staff. To be sent out in the next BOT newsletter.</p> <p><u>CPDS Friends and Family Report</u> Report was distributed prior to the meeting</p> <p><b>Recommendation that the Friends and Family budget for 2019 be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Gowan Duff</b> <b>MOTION: Agreed</b></p> <p><u>Fair Report / Budget / Denise Bray, Treasurer</u> Report was distributed prior to the meeting.</p> <p><b>Recommendation that the 2019 Fair Budget be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p><u>Fair Proceeds</u> The board discussed feedback from community surveys on what fair proceeds should be used for. The board expressed its interest of a <b><u>revitalisation of the school hall</u></b>. To be taken to the Fair Committee, parents and staff.</p> <p><u>Student Discipline</u> Nothing to report</p> <p><u>Personnel Committee Report</u> New appointments (defer in-committee).</p>	Nick to include in BOT newsletter

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		<p><u>Reunion Committee</u> It was discussed that the 2021 School Reunion would need to go on the boards agenda. Defer to next meeting.</p>	Add to agenda
5.	<b>Strategic Discussions</b>	<p><u>WorkPlan</u> Discussed earlier in the meeting.</p> <p><u>Board Elections</u> Ensure that parents update their records to ensure database it correct.</p> <p>The trustees went into In-Committee - 7.50pm</p>	

Nick was very grateful that Nicola Taylor chaired the meeting.

**The Board of Trustees Meeting Ended at 8.10pm**

**Next Meeting Date - 26 March 2019 - 6pm**