

CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees

Held on Tuesday 26 March 2019 at 6.00pm in the School Board Room

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

In Attendance: Dawn Wood (Associate Principal)

Apologies: Jamie Galloway, Nicola Taylor

Scribe: Janet Glover

No		Meeting Items	Action and Follow Up
1.	1.1 Administration	<p><u>Welcome</u></p> <p><u>Declaration Conflicts of Interest</u> There were no conflicts noted in relation to the set agenda.</p>	
	Karakia	The trustees joined in a karakia	
	1.2 Minutes	<p>Minutes of a meeting held on 26 February 2019 were distributed prior to the meeting.</p> <p>Recommendation that the minutes of meeting held on 26 February 2019 be accepted subject to inclusions of one word 'not'... <u>5YA/Capital Works</u> - to read Contingency 'not' utilised. Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
2.	Correspondence	<p><u>Inwards Correspondence</u></p> <p>Template - BOT Election - to go to Leo Requested payment of only \$500. Email from Leo McCormack - Confirmation of Board of Trustees Election Dates summary.</p> <p><u>Inwards Correspondence</u> Letter of resignation Letter of maternity leave Application for leave To be discussed in-committee</p> <p><u>Outwards Correspondence</u></p> <p><u>Updated Delegation of Authority</u> Email sent to trustees to vote on an e-Motion. Recommendation that the Board of Trustees accept the revised Updated CPDS Board of Trustees Delegation of Authority as distributed by email on 18 March 2019 at 4.05pm with recommended changes highlighted. Moved: Nick Mackeson-Smith, Seconded: Janine Irvine</p>	Janet and Nick to liaise.

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		<p>Trustees voted by email. Documentation on file. MOTION: Ratified</p> <p><u>BOT Scholarship</u> Email sent to staff advising process for applying for staff scholarship from the Board.</p> <p><u>Oranga School - Enrolment Zone Change</u> Recommendation that the Board reply to Oranga school in opposition to the proposed Oranga School zone change. to continue with a natural divide down Campbell Road. Moved: Janine Irvine, Seconded: Nick Mackeson-Smith MOTION: Agreed</p> <p>Additional information - Zone is small - clear demarcation Impact on purchase price - bought in zone</p> <p><u>ACCos Board Attendance</u> Sarah and Sanjeev to attend.</p> <p><u>Email - Ruth Wilkie BOT workshop and Joint Submission</u> Meeting of School Boards regarding Mentoring for School/Guidance for Principals. The email attachments were not distributed in the board pack. As submission reply is required by Friday - E-Motion to be sent out to trustees.</p> <p><u>Christchurch Support</u> No further action</p> <p>Recommendation that the Inwards Correspondence be approved and the Outwards Correspondence be ratified. Moved: Nick Mackeson-Smith MOTION: Agreed</p>	<p>Nick/Janet E-Motion to be sent to trustees</p>
3.	Monitoring Annual Plan	<p><u>3.1 Principal's Report</u> Principal's Report for March was distributed prior to the meeting.</p> <p>Janine presented her report to the meeting - Student Learning - Progress Report</p> <p>MOE / Pasifika Plan still not updated - we are still measuring against the current plan and doing well.</p> <p><u>V-Logs (Video Blogs)</u> Class teachers have recorded vlogs and sent out to all their parents. Positive feedback received.</p> <p><u>Lock-Down Kits / Drills</u> We are working on getting some sponsorship to put lock down kits into all classes. Lock-Down practice has been postponed until next term in light of the sensitivity around</p>	

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		<p>the Christchurch massacre.</p> <p><u>Behaviour Plan</u> Management Team have been diligent in following up on all behaviour issues. Management explained the processes put into place to create a transparent and proactive procedure. Duty Teacher notebooks are a useful resource to show evidence that this new process will be taken seriously.</p> <p><u>Workplan</u> Hautu- copy to be given to Nick and Sanjeev.</p> <p><u>New Board Induction</u> What do we need to set ourselves up going forward Nick to circulate the NZSTA schedule of workshops.</p> <p>Add Pasifika Plan to WorkPlan - prior to next election (May) - bring back plan to May meeting.</p> <p>Recommendation that the Principal's Report be accepted. Moved: Janine Irvine, Seconded: Shanthan Naidu MOTION: Agreed</p>	<p>Janet to send to Nick and Sanjeev</p> <p>Update Workplan</p>
	<p>Property and Finance</p>	<p><u>3.2 Property and Finance</u> <u>3.2.1 Finance/Property Committee Report</u> The Finance / Property Committee meeting minutes and action plan were distributed to prior to the meeting.</p> <p>Sarah provided a report on the meeting held prior to the Board meeting.</p> <p><u>Shade Sail over Cultural Garden</u> - will go in before the school fair.</p> <p><u>Fair 2019</u> - revitalisation of the school hall using proceeds from the Fair. Shane to start a working party representative of all hall users and community groups. Ideas for providing good renting facilities. What is necessary for a primary school.</p> <p>Request that up to \$5,000 be approved to meet initial costs. It is important to get ideas in first before getting any concept plans drawn up. Shane to bring to next meeting.</p> <p>Lack of volunteers - at critical levels</p> <p>Recommendation that the Financial Statements for months ending 28 February 2019 with a deficit of \$22,173 be accepted.</p> <p>Fixed asset budget is not connected to accounts.</p>	<p>Shane to follow up.</p> <p>Janine to follow up with Shane</p>

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		<p>5YA Review - still in progress.</p> <p><u>House T-Shirts</u> Discussion of use of House T-Shirts as part of the uniform. New students to be compulsory, discuss further whether to be part of the compulsory sports uniform.</p> <p>Recommendation that a new house shirt be included as school uniform. Moved: Sarah Sutcliffe Deferred for further discussion at the next meeting.</p> <p>Bring back to the next meeting for discussion.</p> <p>Ask the Friends and Family of their interest in covering the cost while this is recoverable by sales of shirt.</p> <p><u>5YA / Capital Works</u> Currently in our 4th year. Contingency utilised. Shane and Janine to look into this.</p> <p><u>Finance Report</u> Recommendation that the Finance Report be accepted. Moved: Sarah Sutcliffe, Seconded: Sanjeev Deva MOTION: Agreed</p>	<p>Janine and Shane to review.</p> <p>Janine and to bring to the next meeting Give ½ hr Bring sample t-shirts to meeting.</p>
4.	Committee Reports	<p><u>3.2.3 Health and Safety Report</u> Sanjeev presented the Health and Safety Meeting. Points of concern - steps outside the office (paint or tape). Shoes outside the library - Shane to erect a set of shelves. Climbing rules around the school - student/teacher voice to be included. Tuck shop wrappers - remember the no rubbish policy.</p> <p><u>Policy Review</u> Term 1 Schooldocs 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>Community Committee</u> Gowan presented a Community Committee update. A very positive meeting. Ideas for a marae visit, scholarship for getting Te Reo imbedded - would like to see more lessons in class for both language and culture, Matariki schedule for early June - dates to be confirmed, Kapa Haka group (combined ages), carving of the Pou, implementing tikanga. To be deferred to next meeting.</p> <p><u>Other Community Groups</u> - send list to Gowan Sanjeev has connections with maraes, will look at which could be suitable for a marae visit. Nick also has contacts. Gowan to discuss further.</p>	<p>Send out to parents</p> <p>Nick to include in BOT newsletter</p> <p>Janine / Gowan and Shanthan to put report for next meeting.</p>

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		<p><u>CPDS Friends and Family Report</u> Report was distributed prior to the meeting. In good financial position.</p> <p>Recommendation that the Friends and Family budget for 2019 be accepted. Moved: Sarah Sutcliffe, Seconded: Gowan Duff MOTION: Agreed</p> <p><u>Fair Committee</u> There is a great core group of people in behind the scenes but parents are not coming forward. Epsom Girls Grammar School have volunteer students who have offered their time. The future of the fair will be based on the success of parents stepping up</p> <p>Janine believes emphatically that it has nothing to do with having a Convenor.</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>Reunion Committee</u> It was discussed that the 2021 School Reunion would need to go on the boards agenda. Defer to next meeting.</p> <p>Recommendation the Committee Reports be accepted. Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith MOTION: Agreed</p>	<p>BOT newsletter to include Fair.</p> <p>Add to agenda</p>
5.	Strategic Discussions	<p><u>WorkPlan</u> Discussed earlier in the meeting.</p> <p>The trustees self-reviewed the meeting. The trustees went into In-Committee - 8.00pm</p>	

The Board of Trustees Meeting Ended at 8.35pm
Next Meeting Date - 7 May 2019 - 6pm