



## MINUTES OF MEETING OF THE BOARD OF TRUSTEES OF

### CORNWALL PARK DISTRICT SCHOOL

Held in the Boardroom on 27 August 2019 6.00pm

**Present:** Nick Mackeson-Smith (Chair), Sarah Sutcliffe, Andrew Bason, Gowan Duff, Anne Patel, Janine Irvine, Kirstin Fleming (Trustees)

**Not Present:** Sanjeev Deva

**In Attendance:** Nil

**Scribe:** Janet Glover

	Ref	CPDS Board Karakia	
		The board joined in a karakia.	
6.01pm-6.05pm	1.	Administration	Actions Required
Nick		<p><u>Declaration of Conflict of Interest</u> No conflicts</p> <p><u>Minutes of Meeting</u> The minutes of the meeting held on 30 July 2019 were distributed prior to the meeting.</p> <p><b>Motion:</b> <b>That the minutes of meeting held on 30 July 2019 be accepted.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p><u>Election of Officeholders</u> The amended list was distributed prior to the meeting. Agreed to remove Student Discipline. This comes under policy and procedures.</p> <p><b>Motion:</b> <b>That the amended Election of Officeholders and Committees as amended be accepted.</b> <b>Moved: Andrew Bason, Seconded: Sarah Sutcliffe</b> <b>MOTION: Agreed</b></p>	Update list.
6.05-6.25		NZSTA - Governance Scenario Cards	Action Required
Nick		<p>This months scenario cards focus point to discuss: Leadership # 2 Employer Role # 2 The trustees discussed the scenario cards. Performance Review - to tidy up practice relating to staff in attendance at Board meetings. Clarification required.</p>	Janine to follow up



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6.25pm-6.35pm	2.	Correspondence	Motion/Action Required
Chair	2.1  2.2	<p><u>Inwards</u> 2.1.1 NZEI - Primary Principals Settlement Settlement has now been settled.</p> <p>2.1.2 NZSTA Membership Matters.</p> <p>2.1.3 BOT Scholarship Applications (In-committee) (x2) To be discussed in-committee.</p> <p>2.1.4 Trustees Email Thread - Painting Quotes The contract between the school and Programmed Maintenance (schools painting contractor) has now expired. An E-Motion was distributed to Trustees prior to the meeting outlining the urgent requirement to approve a painting contractor for booking of work required to Rooms 12-15 and the Administration Block. Quotes were distributed with this E-Motion.</p> <p><b>Motion:</b> <b>That the Board accept Quote #1 for painting of Rooms 12-15 - \$10,621 and the administration block - \$9,426.</b> <b>Moved: Sarah Sutcliffe, Seconded: Kirstin Fleming</b> <b>MOTION: Agreed</b></p> <p><u>Outwards</u> No outgoing mail</p> <p><b>Motion:</b> <b>That the inwards correspondence be accepted.</b> <b>Moved: Gowan Duff, Seconded: Janine Irvine</b> <b>MOTION: Agreed</b></p>	Audited Annual Report for the year ended 31 December 2018 - to go on the website - Janet to follow up.
6.35-6.50pm	3.	Monitoring: Annual Plan	Motion/Action Required
Principal (Janine Irvine)	3.1	<p><u>Principal's Report</u> The Principal's Report for August 2019 was distributed prior to the meeting, taken as read.</p> <p><u>Report - August 2019</u> Janine presented her report to the meeting. The following reports were included:</p>	



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	<p><u>3.1a ACCOS - Maths Report</u> Erin gave her apologies for not being able to present her report. To defer to the next meeting.</p> <p><u>3.1b Principal's Sabbatical Report - Nov 2018</u> The Principal's Sabbatical Report was distributed to trustees prior to the meeting. Janine advised her report has been redistributed for their information.</p> <p>Maori Language Week - teachers are engaging in this initiative by creating new resources for their class.</p> <p><u>Student Led Conferences</u> - were well received. A couple of classes were rescheduled due to teacher absence.</p> <p>Ways for feedback from parents - survey monkey, exit slip, google form.</p> <p>Kahui Ako - Nick attended a meeting with other schools at Epsom Normal, focus - painting contracts and LED lighting changeover, STEM Room, CPDS to host the next meeting in October</p> <p><u>Physical Restraints</u> Compliance reviewed, assurance that all teacher aides have contracts in place should they be required to restrain a child. Only new teachers aides outstanding.</p> <p><u>Gate access</u> - looking at whether there is a requirement for intercoms at the gates.</p> <p><u>3.1c Attendance Review</u> Attendance Report to Ministry delayed due to NZEI Principal strike action.</p> <p><u>3.1d Retention of Records</u> A list of archived records was distributed prior to the meeting outlining documents ready for destruction in line with SchoolDocs and the Ministry of Education guidelines.</p> <p><b>MOTION:</b> <b>That the Retention of Records - list of documents for destruction, be approved.</b> <b>Moved: Anne Patel, Seconded: Kirstin Fleming</b> <b>MOTION: Agreed.</b></p>	<p>Invite Erin to attend the September meeting.</p> <p>Nick and Janet to liaise to arrange letters.</p> <p>Janine to discuss with Shane</p> <p>Defer to next meeting</p>
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		<p><u>Well-being / Mental Health Week</u> - acknowledge staff</p> <p><b>MOTION:</b>  <b>That the Principal's Report be approved.</b>  <b>Moved: Nick Mackeson-Smith</b>  <b>MOTION: Agreed</b></p>	Nick
<b>6.50-7.20</b>		<b>Board Committees</b>	<b>Motion/Action Required</b>
	3.2	<u>Sub- Committee Reports</u>	
	3.2.1	<p><u>Finance / Property Committee</u></p> <p>Finance Report  Financial Statements - July 2019  Thanks to all those paid donation - reminder to those that have not yet paid.</p> <p><b>Motion:</b>  <b>That the Financial Statements for the month of July 2019 be accepted.</b>  <b>Moved: Sarah Sutcliffe, Seconded: Anne Patel</b>  <b>MOTION: Agreed</b></p> <p><u>LED Lighting</u> - full installation through the school  Two quotes have been received to changeover the whole school lighting to LED lighting. With the saving of costs for electricity and less equipment replacement, the cost of this initial could be recovered in approximately 3 years.</p> <p><b>MOTION:</b>  <b>That the Board agree to use uncommitted funds in support of Quote #2 to the value of \$60,000 exclusive of GST to replace the school lighting for LED Lighting.</b>  <b>Moved: Sarah Sutcliffe, Seconded: Andrew Bason.</b>  <b>MOTION: Agreed</b></p> <p>Also to be considered - whether dimmers could be included in the changeover to LED lighting. Shane to make inquiries and take back to the next Finance Committee meeting.</p>	<p>To go out in the Newsletter</p> <p>Shane to follow-up</p>



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	<p><u>Friends and Family</u> - June accounts were distributed prior to the meeting. Accepted.</p> <p><u>Property Report</u> - July 2019 Property Vision was distributed for final approval.</p> <p><b>MOTION:</b> <b>That the Property Vision 2019-2021 with recommended changes be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Gowan Duff</b> <b>MOTION: Agreed</b></p> <p><u>Assurances:</u> Weekly Property equipment checks have been completed. Playground safety check completed.</p> <p><u>Hall Upgrade:</u> The Hall is utilised for a number of different activities and organisations. Therefore storage is vital. Hall egress on Green Lane West side (south wall) could be an option. If no boundary issue identified - to look at a storage unit to house gymnastic equipment and hall items being moved regularly. This is not a ministry owned building so full funding would not be covered under Ministry funding. Board accumulated funds would be required. Architect is being contacted for initial ideas with indicative costings. 2019 Fair proceeds are available to support some of this upgrade.</p> <p><u>5YA Upgrade - Student Toilets</u> - recommendation that the board consider new flooring, windows and self flushing toilets. Shane to arrange quotes</p> <p><u>Health and Safety Committee</u> - Next meeting to be held 4 September 2019</p> <p><u>Personnel Committee</u> Deferred to in-committee</p> <p><u>Community Committee</u> Nothing new to report.</p> <p><u>Policy Committee</u></p>	<p>Send Property Vision out to the community.</p> <p>Shane to arrange drawings and indicative costings</p> <p>Shane to bring quotes back to next meeting</p>
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		<p>Andrew and Janine met prior to the meeting. They have agreed to meet two weeks prior to each meeting. Term 3 review is currently in progress. Term 3 policies are not required to go out to the community.</p> <p>Discussion on the review cycle. Putting new processes in place for a robust review. Schooldocs have updated the responsibilities of Boards reviewing policies.</p> <p><u>Policies for Review</u> The following policies are currently under review for Term 3. Trustees, and staff to review.</p> <ul style="list-style-type: none"> <li>- <u>Performance Management</u></li> <li>- Health, Safety, and Welfare Policy</li> </ul> <p><u>Family and Friends Committee</u> Accounts distributed.</p> <p><u>Student Discipline Committee</u> Nothing to report.</p> <p><u>Centenary Committee</u> A meeting has been arranged for next week with interested people putting their name forward to attend. Friends and Family also invited to attend. Brainstorming, budgeting, ideas, catering etc</p> <p>Reunion archiving has been made ready to be sorted.</p>	
<b>7.20pm-7.50pm</b>	<b>3.2.9</b>	<p><u>Fair Committee</u></p> <p>The board have been discussing this issue since April this year and have asked for feedback from community.</p> <p>Disappointedly, from the previous Board Newsletter distributed to all families, there has been absolutely no feedback from the school community regarding holding another Fair in 2020. It is not an ongoing option for the school to run a Fair on the same structure of 2019 where school leadership and teachers were hugely impacted.</p> <p>It was agreed that the community be advised by a letter to go home with their child, asking if the success of the Fair 2020 is important to their family that feedback be sent to the school urgently.</p>	Approve Committee Reports



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		<p>If the trustees do not hear from the community, the board will decide whether the Fair will be cancelled for 2020. There may be alternatives to the Fair that could be considered.</p> <p>Note: The board will do a financial analysis of previous years including fair taking, expenses, gst, etc to give a clear indication of what the school will be missing should the Fair be cancelled.</p>	<p>Another 30 minute discussion be put on the agenda.</p> <p>Sarah to take to next meeting</p>
		<p><u>Chinese Community</u></p> <p>Our second biggest community in our school is Chinese. It is important that the Board have a representative that is able to support this community. Nick to continue to explore this initiative.</p>	<p>Send out on wi-chat</p>
<b>8.30-8.45</b>	<b>4.</b>	<b>Strategic Discussions</b>	<b>Motion/Action Required</b>
(Chair)	4.1 4.2 4.3	<p><a href="#">Work Plan 2019</a> Nothing new to report.</p> <p><a href="#">Action Register</a></p> <p><a href="#">ERO - School Trustees Handbook</a> THE ERO School Trustees Booklet - Helping you ask the right questions, was distributed prior to the meeting. The board had a robust discussion: student reporting, self review of extra curricular - How is our school doing in offering over and above the programme.</p> <p>The Schedule of Delegations was revised with the new trustees. To provide another link to this document.</p>	<p><b>Action:</b></p> <p>Review Action Register</p> <p>Add to agenda for next meeting. Janine to take report to next meeting</p> <p>Janine to add to her next report.</p>
<b>7.50-8.00</b>	<b>5.</b>	<b>5. General Business</b>	<b>Motion/Action Required</b>
(Chair)		No new business	
<b>Chair</b>	<b>6.</b>	<b><u>In-Committee</u></b>	<b>Motion/Action Required</b>
<b>9.00pm-9.10pm</b>	<b>7.</b>	<b>In-Committee Meeting: (as required)</b>	<b>Motion:</b>



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		<ul style="list-style-type: none"> <li>- <a href="#">BOT Scholarship Applications</a></li> <li>- Personnel</li> </ul>	Approve Scholarship Applications
		<b>Self Review - against our role (as required)</b>	
		Review question:	

Next Board Meeting - 24 September - 6.00pm  
 Next Health and Safety Meeting - 4 September 8.00am

**THE MEETING CLOSED AT 8.42PM**