



CORNWALL PARK DISTRICT SCHOOL
Minutes of the Meeting of the Board of Trustees
Held on Tuesday 30 July 2019 at 6.00pm in the School Board Room

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

Apologies: Nil

In Attendance: Shanthan Naidu, Dawn Wood (Associate Principal), Erin Hooper (Across School Leader), Glenys Muir (Reading Recovery)

Scribe: Janet Glover

No		Meeting Items	Action and Follow Up
1.	Karakia	The trustees joined in a karakia	
	1.1 Administration	<p><u>Welcome</u> Nick welcomed Andrew Bason, a new trustee, to the Board. Nick also welcomed Erin Hooper (to report on ACCoS), and Glenys Muir to the meeting.</p> <p>Glenys attended the meeting to personally thank the Board for the opportunity to attend professional development supported by a Board scholarship.</p> <p><u>Declaration Conflicts of Interest</u> There were no conflicts noted in relation to the set agenda.</p> <p>Glenys left the meeting.</p>	
	Minutes	<p>Minutes of a meeting held on 20 July 2019 were distributed prior to the meeting.</p> <p><u>MOTION:</u> That the minutes of meeting held on 30 July 2019 be accepted: Moved by Sarah Sutcliffe, Seconded: Janine Irvine MOTION: Agreed</p>	
	Election of Offices	<p><u>2019 Election of Officeholders and Committees</u></p> <p>To complete the task from the previous meeting, of electing officeholders, Nick called for nominations for the Deputy Chair.</p> <p><u>Election of Deputy Chair</u> The following nomination was received: Andrew Bason</p> <p><u>MOTION:</u> That Andrew Bason be appointed as Deputy Chair for the Board of Trustees of Cornwall Park District School. Moved: Kirstin Fleming, Seconded: Nick Mackeson-Smith Motion: Agreed</p>	



CORNWALL PARK DISTRICT SCHOOL
Minutes of the Meeting of the Board of Trustees
Held on Tuesday 30 July 2019 at 6.00pm in the School Board Room

		<p>Committees: A draft Election of Officeholders and Committees list was distributed prior to the meeting.</p> <p>Additions and alterations: Finance/Property - Gowan Community - Kirstin Fleming Policy - Andrew Bason Remove - Kirstin from Fair Centenary - Sarah (main point of contact), Kirstin in support</p> <p>MOTION: That the amended list of officeholder and committees be approved: Updated list attached to minutes. Moved: Nick Mackeson-Smith Motion: Agreed</p>	
	Scenario Cards	<p>A selection of NZSTA scenario cards were distributed prior to the meeting.</p> <p>The board held discussions on the following: Leadership Scenario #1 Employer Role Scenario#1 Accountability Scenario #1 Representation Scenario #1</p> <p>Policy and Procedure - SchoolDocs are general “best-practice” policies and procedures. It was noted that should the board want ‘CPD school specific’ content (that is not already included in the general SchoolDocs policies), that this can be arranged to be included. Policy committee to review should this be a requirement.</p> <p>It was agreed that the scenario cards are worthwhile. To bring two scenarios to each meeting.</p>	
2.	Correspondence	<p><u>Inwards Correspondence</u></p> <p><u>Activity Proposal</u> - Chess Tournament (deferred to the Principal’s Report).</p> <p><u>Email - Michael Densem</u> BOT Facebook Group for all schools.</p> <p><u>Email - Governance Training</u> Trustees attended the governance training last week. This was a very useful introduction. Student achievement and student outcomes being the overall focus responsibility of the trustees.</p>	



CORNWALL PARK DISTRICT SCHOOL
Minutes of the Meeting of the Board of Trustees
Held on Tuesday 30 July 2019 at 6.00pm in the School Board Room

		<p><u>NZEI - Notice of Strike</u> Janine thanked the trustees for the support letter sent out to the community.</p> <p><u>BOT Scholarship</u> - x 2 - deferred to in-committee</p> <p><u>Outwards Correspondence</u></p> <p><u>MOTION:</u> That the Inwards Correspondence be approved and the Outwards Correspondence be ratified. Moved: Sanjeev Deva, Seconded: Gowan Duff MOTION: Agreed</p>	
3.	Monitoring Annual Plan	<p><u>3.1 Principal's Report</u> Principal's Report for July was distributed prior to the meeting.</p> <p>Janine handed over to Erin Hooper to present her report to the meeting.</p> <p><u>ACCoS at CPDS</u> - Learners Agency Initiative Erin presented her report to the meeting. Using SOLO to show shift in understanding using: Prestructural, Unistructural, Multistructural, Relational, and Extended Abstract.</p> <p>Erin was thanked for her report. Erin was asked if there is anything needed from the Board. To Erin and the whole team a huge thank you.</p> <p>Janine presented her report to the meeting, taken as read.</p> <p><u>Link-Ed (Student Management)</u> Shanthan updated the trustees. A new student management system is being explored for 2020 - based on Learning Management for everyone from students, parents, teachers, leaders, management, and admin.</p> <p>It was noted that there may be additional costs of relievers to release teachers to get this up and running .</p> <p>Janine thanked Shanthan for all the work he has put into getting this rolling.</p> <p><u>Community Conduct Expectations / Staff Well-Being</u> Although based on a minority of incidences, the Board agreed to send out to the community a reminder to use respectful behaviours when approaching teachers or management when bringing up concerns or complaints. - including use of social media posts.</p>	



CORNWALL PARK DISTRICT SCHOOL
Minutes of the Meeting of the Board of Trustees
Held on Tuesday 30 July 2019 at 6.00pm in the School Board Room

		<p><u>Break-down of Ethnicities</u> Refer to Principal's Report.</p> <p>It was discussed that the board structure is not representative of our highest ethnicity after NZ European. It was agreed that the Board would select a chinese representative. To approach the Chinese community to ask for any interested parties to come forward for selection to the Board.</p> <p><u>Time Out Room</u> Inappropriate language and physical retaliation have been a focus resulting in students being put into time out. A breakdown of behavioural issues identified was documented and shared with the board.</p> <p><u>Dates for 2020</u> Start 3 February - Finish 15 December 2020 Teacher Only Day - 29 May 2020</p> <p>MOTION: That the 2020 Term Dates starting 3 February and ending 15 December 2020 be accepted. And that a Teacher Only Day on 29 May 2020 be accepted. Moved: Janine Irvine, Seconded: Nick Mackeson-Smith MOTION: Agreed</p> <p><u>Health Survey</u> - has been sent to the community for feedback</p> <p><u>Measles Immunisation</u> In line with the Ministry of Education guidelines the Board discussed the need to ensure well-being of staff by providing the opportunity for support to have measles immunisation updates for those not fully immunised and that the Board would fund this initiative.</p> <p>MOTION: That the Board will cover up to \$350 to cover staff measles immunisations. Moed: Janine, Seconded: Gowan Duff MOTION: Agreed</p> <p><u>Consent for Trip to Christchurch for Chess Group</u> As per the school's EOTC (Education Outside the Classroom) Policy the CPDS Chess Team excursion needs approval by the Board due to the 'high risk' nature of flying to the venue.</p>	
--	--	---	--



CORNWALL PARK DISTRICT SCHOOL
Minutes of the Meeting of the Board of Trustees
Held on Tuesday 30 July 2019 at 6.00pm in the School Board Room

		<p><u>MOTION:</u> That the qualifying chess team of 7 students are granted permission to travel to and from Christchurch on Friday 9 October, in order to compete at the <u>Chess Power National Finals 2019</u>, on the condition that the appropriate parental permissions and RAMS forms are completed and approved and families fund their own travel. Moved: Janine Irvine, Seconded: Anne Patel MOTION: Agreed</p> <p><u>Enrolments 2020 - Ballot</u> The board discussed the proposed enrolment status for the beginning of 2020.</p> <p><u>MOTION:</u> That in the October ballot 2019, the school will only offer places in the 2nd Priority; that being Y1 siblings of current students. All other priorities are closed. Moved: Janine Irvine Seconded: Sarah Sutcliffe MOTION: Agreed</p> <p><u>International Students</u> Janet and Wendy have been visiting all the new families and revisiting families renewing their terms.</p> <p>Janet and Dawn have visited Remuera Intermediate to collaborate on enrolment processes for International Students.</p> <p><u>MOTION:</u> That the Principal's Report be accepted. Moved: Janine Irvine, Seconded: Anne Patel MOTION: Agreed</p>	
--	--	--	--



CORNWALL PARK DISTRICT SCHOOL
Minutes of the Meeting of the Board of Trustees
Held on Tuesday 30 July 2019 at 6.00pm in the School Board Room

<p>Property and Finance</p>	<p>3.2 Property and Finance 3.2.1 Finance/Property Committee Report The Finance / Property Committee meeting action plan was distributed prior to the meeting.</p> <p>The Finance/Property Committee met prior to the meeting 30 July 2019.</p> <p><u>Property Report</u> Sarah presented her report to the meeting. Minutes will be provided at the next Board meeting.</p> <p><u>Programmed Maintenance Plan</u> Current contract has now expired.. Shane to seek quotes from other companies to review this going forward. Next work to be done</p> <ul style="list-style-type: none"> • Repaint Rm 12/15 • Chemical roof wash • Buildings washed every year • Buildings all painted in a 3 year rotational plan <p><u>Property Vision 2018-2021</u> An updated vision was presented to the meeting. In support - final draft to be circulated by email for final approval before sharing with the community.</p> <p><u>2019 Fair Profit Expenditure</u> Further ideas have been discussed, the board to discuss these in-depth over the next meeting.</p> <p>MOTION: That the Financial Statements for the month ending 30 June 2019 with a surplus of \$236,612 be accepted. Moved: Sarah Sutcliffe, Seconded: Anne Patel MOTION: Agreed</p> <p><u>Finance / Property Report</u></p> <p><u>Led Lighting</u> Quotes are being sources and will be presented to the next Finance Committee meeting.</p> <p><u>Centenary Reunion</u> A budget will need to be provided to support this event in 2020.</p> <p>MOTION: That the Finance / Property Reports be accepted. Moved: Sarah Sutcliffe, Seconded: Gowan Duff MOTION: Agreed</p>	<p>Final vision to be distributed</p>
------------------------------------	--	---------------------------------------



CORNWALL PARK DISTRICT SCHOOL
Minutes of the Meeting of the Board of Trustees
Held on Tuesday 30 July 2019 at 6.00pm in the School Board Room

4.	Committee Reports	<p><u>3.2.2 Health and Safety Report</u> Nothing new to report. Next meeting 4 September.</p> <p><u>3.2.3 Personnel Committee Report</u> Deferred to in-committee.</p> <p><u>3.2.4 Community</u> Nothing new to report.</p> <p><u>3.2.5 Policy Committee</u> Process discussed. To send out current policies up for review to community in next newsletter for feedback.</p> <p><u>3.2.6 Friends and Family</u> Kirstin fed back to the board on the meeting. Upcoming events - Quiz night, Disco</p> <p><u>3.2.7 Fair Committee</u> The board had a robust discussion on the future of the Fair.</p> <p>Alternative creative ideas for fundraising:</p> <ul style="list-style-type: none"> - Electronic sign on Green Lane West - School carnival (not for the money) <p>Other ideas: Promotional video used as an enrolment tool</p> <p>Fair - agreed that it will be materially different. Financial impact Community and cultural impact</p> <p>To set aside some time for lengthy discussion at the next meeting.</p> <p><u>3.2.8 Student Discipline Committee</u> Nothing new to report.</p> <p><u>3.2.9 Centenary Committee</u> Sarah has received some enquiries of interest. Note to go to the community looking for connections and those interested in being on the committee. Add to newsletter and an independent post.</p> <p><u>Pou</u> Janine and Kirstin to bring back new information.</p> <p>MOTION: That the Committee Reports be accepted. Moved: Gowan Duff, Seconded: Andrew Bason MOTION: Agreed</p>	<p>Sarah to come back to next meeting</p> <p>To continue discussion next month.</p> <p>Add a large section of time to the agenda</p> <p>Sarah to send draft letter to Nick</p> <p>Pou feedback</p>
----	--------------------------	---	--



CORNWALL PARK DISTRICT SCHOOL
Minutes of the Meeting of the Board of Trustees
Held on Tuesday 30 July 2019 at 6.00pm in the School Board Room

5.	Strategic Discussions	<p>WorkPlan Nick reviewed the work plan - on target. Add International Student Report to the Board.</p> <p>The trustees self-review of the meeting - Deferred to next meeting.</p>	
	General Business:	<p>No general business</p> <p>The meeting went in-committee at 8.46pm</p>	

The Board of Trustees Meeting Ended at 9.00pm
Next Meeting Date - 27 August 2019 - 6pm