



CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees
Held on Tuesday 7 May 2019 at 6.00pm in the School Board Room

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

In Attendance: Dawn Wood (Associate Principal)

Apologies: Nil

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 March 2019 were distributed prior to the meeting.</p> <p>Recommendation that the minutes of meeting held on 26 March 2019 be accepted subject to changes:</p> <p>That the recommendation that a new house shirt be included as school uniform is deferred to the next meeting.</p> <p>Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
2.	Correspondence	<p><u>Outwards Correspondence</u> Proposed Zone Change - Janine reported back to the meeting. No change will be proposed by Oranga for the CPDS zone.</p> <p><u>ACCOS meeting</u> - Sarah was thanked for attending. Nick and Sarah reported back to the meeting.</p> <p><u>E-Motion</u> Recommendation the the e-motion as distributed after the last meeting be ratified Moved: Nick Mackeson-Smith MOTION: Agreed</p> <p>Leo McCormack - Letter appointing Leo McCormack as the Returning Officer was sent.</p>	

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		<p><u>NZSTA - School Trustees Elections</u> Structured induction to be arranged for the incoming board. To be made aware of the NZSTA workshops. Treasurer to sit in with Property Manager COL workshops will be made available - EGGS On-line workshops were valuable</p> <p><u>Inwards Correspondence</u> NZSTA - Board elections E-Motion replies</p> <p>Recommendation that the Inwards Correspondence be approved and the Outwards Correspondence be ratified. Moved: Nick Mackeson-Smith MOTION: Agreed</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 There has not been a lot of term time since the last meeting so report is brief.</p> <p><u>Auckland Library Request</u> Letters to mosques were collected from outside and have been picked up by the Auckland Library to showcase and keep for archives.</p> <p><u>Strike Action</u> Teachers will be out on strike over a number of days to minimise school closures. Likelihood of a school closure once a decision has been made at the next round of union meetings.</p> <p><u>Fair 2019</u> An outstanding effort and great job from the committee. Teachers played a huge part in the success. Make contact with the community Opt parents in so that they have to opt out. Expectation of support - rather than hope for volunteers Why do people not engage with the fair Volunteers - Rostered who didn't turn up - why</p> <p>Make contact with parents -= what worked, who did it work for - who not and why. Why do people not engage with the fair. Volunteers - rostered who didn't turn up - why</p>	Community feedback survey to be sent

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		<p>Agenda item for next board - Do we have a Fair or not?</p> <p>Recommendation that the Principal's Report be accepted. Moved: Janine Irvine, Seconded: Sarah Sutcliffe MOTION: Agreed</p>	
	<p>Deferred from previous meeting</p>	<p><u>House T-Shirts</u> The school uniform is owned by the Board of Trustees The House T-Shirts are not currently compulsory or uniform.</p> <p>PE-Uniform Recommendation that the school PE uniform be compulsory for wearing to PE for Years 5 and 6, voluntary for Years 3 and 4. Recommeed : Moved: Nick MacKeson-Smith MOTION: Agreed</p> <p>Recommendation that boys to wear uniform PE top and shorts. Boys and give have the option of wearing top and bottom or alternative bike pants - navy only. Moved: Nick Mackeson-Smith Motion: Agreed</p> <p>Uniform centre to stock bike pants to support parents.</p> <p><u>School Houses</u> The board had a robust discussion on houses - it was decided that House t-shirts are not expected to be a compulsory item.</p> <p><u>Power surges</u> There had been some power surges at the end of Term 1 - the board were assured that this was not an issue going forward.</p>	<p>Newsletter item</p> <p>Advise Uniform Centre of update to uniform</p>

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	<p>Property and Finance</p>	<p>3.2 Property and Finance 3.2.1 Finance/Property Committee Report 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. Quotes being received for Cyclical Maintenance. To be taken the next meeting.</p> <p><u>Toilets</u> A mid-day clean is not practical. Managing the issue with a deep clean and an acid wash through the pipes. Sanitises put into the water and new atomisers.</p> <p><u>Led-Lighting</u> Savings can be made by replacing current lighting fittings with LED lighting. This will be reported on at a future meeting once a review had occurred.</p> <p>School donations - down on last year. Send out to the communities a reminder to pay these.</p> <p>5YA Review - still in progress. Review has been done. The report is being compiled. Inflation adjustment may be available</p> <p>Recommendation that the Financial Statements for months ending 31 March 2019 with a surplus of \$126,603 be accepted. Moved: Sarah Sutcliffe, Seconded: Gowan Duff</p> <p>Recommendation that the Friends and Family budget for 2019 be accepted. Moved: Sarah Sutcliffe, Seconded: Gowan Duff</p> <p>MOTION: Agreed Finance Report Recommendation that the Finance Report be accepted. Moved: Sarah Sutcliffe, Seconded: Shanthan Naidu MOTION: Agreed</p>	<p>Shane to provide a funding review for next meeting.</p> <p>Janine to follow up with Shane</p> <p>Newsletter - Nick</p> <p>Janine and Shane to review.</p>
4.	<p>Committee Reports</p>	<p>3.2.3 Health and Safety Report</p> <p><u>Policy Committee</u> NZSTA have published best practice policies. Janet to liaise with committee to book a date to finalised the Term 1 review.</p>	

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		<p><u>Community</u> No new items</p> <p><u>Friends and Family</u> No new items</p> <p><u>Fair Committee</u> Board to put out a thank you to the Fair committee</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. Send out a note to the community asking for interested parties for the committee</p> <p>Recommendation the Committee Reports be accepted. Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith MOTION: Agreed</p>	Add to agenda for new board
	Thanks	<p><u>Dawn Wood</u> - A child having a serious asthma attack and transported to hospital was duly cared for by Dawn Wood. The board would like to recognise and thank Dawn for her outstanding care of duty. Also Carmen Burns was recognised for her quick reactions in alerting the office.</p>	
5.	Strategic Discussions	<p><u>WorkPlan</u> Updated Workplan was accepted.</p> <p>The trustees self-reviewed the meeting. The trustees went into In-Committee - 8.00pm</p>	
	Board Induction How: By One on one Coffee Catch-ups	<p>Governance / Management Code of Conduct Administration</p> <ul style="list-style-type: none"> - Minutes - Workplan - Action register - Communication platforms / electronic <p>Committee Structure (one on one handover)</p> <ul style="list-style-type: none"> - why 	



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		<ul style="list-style-type: none"> - what - do - options <p>Major Issues</p> <ul style="list-style-type: none"> - Fair / Hall upgrade - Flag Day - Reunion - ERO - Education reform <p>School Struction / Systems</p> <ul style="list-style-type: none"> - Delegations - Reporting - Data Analysis <p>Went into in-committee at 7.40pm Dawn left the meeting.</p>	
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The Board of Trustees Meeting Ended at 7.45pm
Next Meeting Date - 28 May 2019 - 6pm