



**Cornwall Park**  
District School  
*Te Kura O Maungakiekie*

## Minutes of a Meeting of the Board of Trustees

10 May 2022 6.00pm - 9.00pm

Zoom Meeting

**Present:** Nick-Mackeson-Smith, Janine Irvine, Vijay Patel, Anne Patel,  
Andrew Bason, Anne-Marie Shepherd, Anthony Fong  
**Apologies:** Sarah Sutcliffe, Sanjeev Deva  
**In Attendance:** Dawn Wood  
**Scribe:** Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
6.00pm	1.1 1.2 1.3	<b>Welcome</b> <b>Any changes to Agenda</b> Late inclusion to inwards correspondence - Email - Caren Brodie - SPaR Survey Accepted  <b>Apologies</b> - Sarah and Sanjeev	
6.05pm-6.15pm	2.0		
<b>Karakia</b>	2.1	The trustees joined in a karakia.	
<b>Mihimihi</b>	2.2	The Chair shared a mihimihi.	
6.15pm-6.30pm	3.0	<b>Administration</b>	
<b>Chair</b> Nick Mackeson-Smith	3.1 3.2	No Conflict of Interest declared  <b>MOTION:</b> <b>That the minutes of the meeting held on 29 March 2022 be accepted</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b>	
	4.	<b>Correspondence</b>	
<b>Chair</b> Nick Mackeson-Smith	4.1	<u>Inwards</u> <u>Attendance Reports</u> Term 4 Report was distributed prior to the meeting. The Term 1 2022 report was distributed and then removed as this report was based on MOE Funding Year Level (Yrs 1-7) rather than actual Year 0-6 Year levels. A new report will be provided by MOE .  <u>Board Matter - Term 2 2022</u>	



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	4.2	<p><u>Deloitte - School Audit</u> Nothing further to note.</p> <p><u>Leave Request - In Committee</u></p> <p><u>SchoolDocs - Review Update</u> Policies were distributed prior to the meeting. Review to happen during Term 2. Any trustees wanting to provide feedback to send to Janet. No review for parents this term.</p> <p><u>Caren Brodie - SPaR Survey</u> Responses are being encouraged from Trustees. Does the Board want to reply as one voice or individual. It was decided that trustees can reply individually - also to send to the community. Trustees were asked to pdf and send their reply to Janet</p> <p><u>NZSTA email</u> Nick to be forwarded to all trustees.</p> <p><u>Trustees Professional Development</u> PD that was deferred from last year has finally now become available. Email will be sent if you are interested in applying.</p> <p><u>Outwards</u> Parent email - regarding air flow in classes. Reply by the Board Chair outlining that the school would continue to work within the Government guidelines.</p> <p><b>Motion:</b> <b>That the inwards correspondence be accepted and the outwards correspondence be ratified.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	<p>Trustees to feedback on any recommended changes to policies.</p> <p>Trustees to send their reply to Janet.</p> <p>Nick to add to the community.</p> <p>Nick - Email to be sent to Janet</p>
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	5.	Monitoring: Annual Plan	
Principal (Janine Irvine)	5.1	<p><b>Principal's Report</b> - Janine Irvine - Principal The Principal's report was distributed prior to the meeting.</p> <p>Janine presented her report to the meeting.</p> <p><u>Attendance</u> Term one was pleasing to see our numbers up to 90% attendance as we continue to navigate through the impact of Covid.</p> <p>The school has had good engagement with most families over the covid affected period. There was some concern from our Chinese and Indian communities of sending children back to school, and from families waiting for their children to be vaccinated. Regular communication helped to support parent decisions.</p> <p><u>Staff Survey</u> A survey has been distributed to staff seeking feedback on mask wearing. Good data was received. It has resulted in high encouragement to continue to wear masks at school inside by students and staff.</p> <p>One class has canvassed parents. Only 2 out of 26 student's had parents who were happy for their child not to wear a mask.</p> <p>We have been really impressed by our community's acceptance of our processes.</p> <p><u>Assurances</u> Assurance was given to the Board that the school has good practices in:- Digital Technology and Cyber Safety Student Attendance Risk Management</p> <p><u>Under Y9 International Students Review Update</u> A final decision will be provided next week. Janine will send an email to trustees to update after that meeting.</p> <p><u>Board Elections 2022</u> Janine is currently looking at two options to have this arranged by an outside service.</p>	<p>Janine to advise trustees of the result.</p> <p>Distribute dates and process to the community</p>



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### Zoom Meeting

		<p>An electronic process may encourage a higher voting quantity result. Translation to other languages will also be available.</p> <p>The candidate process will be fine tuned to be supported electronically.</p> <p>Co-opted trustees are able to be a candidate. If not elected they could continue out their co-opted time.</p> <p>It was noted that the contribution of the current co-opted trustees is highly valued and their expertise on the Board was recognised.</p> <p><u>International Students</u> - 4 students</p> <p><u>Powhiri</u> A very successful Powhiri was held on Wednesday 4th April. Well turned out and well received. This was held in the Bunker garden which worked perfectly.</p> <p>A contact with Dilworth school was formed to help with the haka groups and support to the school.</p> <p><b>MOTION:</b> <b>That the Principal's Report be accepted.</b> <b>Moved: Nick Mackeson-Smith, Seconded: Vijay Patel</b> <b>Motion: Agreed</b></p>	<p>about BOT elections.</p>
<p>Treasurer (Vijay Patel)</p>	<p>5.2 5.2.1</p>	<p><u>Sub- Committee Reports:</u></p> <p><u>Finance / Property Committee</u> <u>Finance/Property Minutes</u> for the month of March were distributed prior to the meeting.</p> <p>(April Finance / Property Meeting was held directly before BOT Meeting.</p> <p>Important to send feedback from the Finance Committee to the Community about what the school is spending money on including future areas of development.</p> <p>Vijay presented his verbal report from the meeting.</p> <p><u>Highlights included:</u> Block Wall - repairs have been finalised.</p>	



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	<p>5.2.2</p>	<p>School Hall - refurbishment complete. Look to invite parents into the school to have a look at the new developments that have happened during the Covid lockdowns that many parents will not have seen ie: astroturf, hall and wall etc.</p> <p><u>Upcoming projects</u></p> <ul style="list-style-type: none"> <li>- Playground Compliance - is now 20 years old. Will need to consider a replacement. Look at approaching the Friends and Family Group.</li> <li>- Floodlights to Court</li> </ul> <p>Meeting date to be set now that parents are back at school - new look Friends and Family Group.</p> <p>Full minutes will be distributed for the next meeting.</p> <p><u>Finance / Property Report</u></p> <p>Camp Payments - are coming in. School Donations are continuing to come in. Thanks to be sent out to the community.</p> <p>Hockey Board - gone quiet. Andrew to follow up.</p> <p>Fencing between courts and carpark Janine to follow up with Shane.</p> <p><u>Meeting with Auckland Council / AT / Police regarding Green Lane West Crossing</u> A good meeting was held. Proposing to put in a raised island with lights. Looking at upgrading the fence on Green Lane West and a new entrance into the school through this fence.</p> <p>Consultation process is still underway. If successful - timeline will not be until mid 2023.</p> <p><u>Financial Statements - March 2022</u></p> <p><b>MOTION:</b> <b>That the Financial Statements for the month of April be accepted.</b> <b>Moved: Vijay Patel, Seconded: Sanjeev Deva</b> <b>MOTION: Agreed</b></p> <p><u>Health and Safety Committee</u> Nothing new to report</p>	<p>Friend and Family meeting to be set up by Dawn and Janet</p> <p>Community to be thanked.</p> <p>Andrew to follow up - received advice during the meeting that they will contact Shane.</p> <p>Janine to follow up courts/carpark fencing with Shane.</p>
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	5.2.3	<u>Personnel Committee</u> <u>To be discussed in-committee</u>	Anne-Marie to update at the next meeting.
	5.2.4	<u>Community Committee</u> Māori Hui to be held soon - communications to go out. Discussion on Matariki, hangi, etc. Date to be decided upon and all trustees advised.  9 staff members have signed up for extensive and emergent off-sight Te Reo professional development.	
	5.2.5	<u>Policy Committee - Term 2 Update</u> Policies up for review for Term 2 Healthcare Behaviour Management No feedback to date.	
	5.2.6	<u>Family and Friends Committee</u> As discussed earlier.	
<b>Chair</b>	<b>6.</b>	<b>Strategic Discussions</b>	
	6.1	Any further Items for Next Newsletter Ideas for our next communications were discussed	Nick to send out.
	6.2	<u>Draft Work Plan 2022</u> No new updates.	
	6.3	<u>Action Register</u> The Action Register from the March meeting was updated.	
<b>Chair</b>	<b>7.</b>	<b>5. General Business</b>	
		No new business.	



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<b>Chair</b>	<b>8.</b>	<b>Self Review – against our role (as required)</b>  <b><u>Hautu</u> - <u>Self Review</u> -</b>	
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### EMPLOYER ROLE – gathering the evidence

**Koinga** of the hoe is the impact of the employer on quality provision



#### Guiding questions:

What evidence is there that your board has clearly articulated expectations for culturally responsive practice?

What evidence is there that your board has effective employment practices that strengthen Māori students' achievement?

What evidence is there that your school performance management processes are aligned to a strategic plan that is focused on building and strengthening Māori student achievement? (use the employer role criteria if required)

Focus	Evidence
Staff performance management	
Staff recruitment and retention	
Role as a good employer	

### **Staff Performance Management - Integrating**

Janine is responsible for ensuring the following:

Appraisal system of all teaching staff - individual meetings are held regularly by the Principal with all teaching staff

Commitment by teaching staff to pronouncing names correctly, use of Te Reo in class etc

PD - Commitment to course - feedback evidence of flowing back into class, turn up to cultural events, individual commitment to , Aotearoa curriculum and implementation

Growth and progression

Cultural responsiveness is individual - there is a range of levels of standards met by teaching staff across the school with = many of our teaching staff are working towards standards that are set but a firm set of guidelines. There is no expectation that all teaching staff are fully immersed in the Te Reo language but are expected to be integrating their own comfortable level. There is much support undertaken by the school and emergent leadership in this area.

**Important that teachers learn 'something' that is implemented in classes rather than learning Te Reo but not implemented.**

### **Recruitment, Retention of Staff - Integrating**

What is evident - we have more māori teachers, good balance of genders and cultures across our community

Staffing - was adjusted for the 2022 year so that a Te Reo teacher was released from classroom responsibilities.



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### Understanding Good Employer Requirements - Integrating

Have prioritise funding

Identified in Strategic Plan

Monitor in relation to the Māori Achievement Plan

Endorsed by Management team / Advanced beginners

Emerging other leaders within the school under the guidance of the Te Reo Specialist.

Chair	8.	Self Review continued – against our role (as required)	
		<p>The trustees have completed one round of Hautu review Each trustee was given the opportunity to feed back how this process had worked from them.</p> <p>A robust discussion was held on the challenges boards have adhering to the blurred line between governance and management that can often come up during conversations without being clearly identified during the discussion. The trust between two roles is so important. Clarity was</p> <p>Recommendation “not to achieve the bare minimum, but rather shoot for the stars”. It was noted that the Board can change the level of the bar in the Annual Strategic Plan. This creates a tension for the board to provide the right balance of funding for the right programmes that need to be put into place to be able raise the bar level.</p>	

Chair	9.	In-Committee Meeting: (as required)	

The trustee went in-committee at 8.05pm.

**THE MEETING CLOSED AT 8.30pm**