

Minutes of a Meeting of the Board of Trustees

13 April 2021 6.30pm - 9.00pm

School Board Room - by **Zoom Meeting**

Present: Nick Mackeson-Smith (Chair), Janine Irvine (Principal), Andrew Bason and Sarah Sutcliffe (Trustees) - Quorum maintained

Apologies: Anne Patel, Sanjeev Deva, Kirstin Fleming (Trustees)

In Attendance: Shanthan Naidu

Scribe: Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
6.00pm	1.1 1.2	Welcome / Karakia Any changes to Agenda	
6.05pm	2.0	Actions to Follow Up	
Chair	2.1	Matters Arising / Review of Action Register 2.1.1 Review of BOT Governance Manual - March Review	
6.15pm	3.0	Administration	
Chair	3.1 3.2 3.3	Apologies Declaration of Conflict of Interest Adopt_of previous meetings Minutes - March 2021 Moved: That the BOT minutes dated 23 March 2021 be accepted. Moved: Andrew Bason, Seconded: Sarah Sutcliffe MOTION: Agreed	
6.20pm	4.	Correspondence	
Chair	4.1 4.2	Inwards Deloitte - Draft 2020 Annual Accounts. No action required. Email - concern received Outwards - Clarification sought on concern email. Moved: That the Inwards Correspondence be accepted and the Outwards Correspondence be ratified. MOTION: Agreed	

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	5.	Monitoring: Annual Plan	
Principal (Janine Irvine)	5.1 5.1.1 5.1.2	<p>No Principal's Report this month</p> <p><u>Verbal Assurances - Evacuation Drill</u> Early Unplanned Evacuation Drill as a result of the burglar alarms being accidentally triggered by a serviceman. Completed on 13 April in 5mins 35secs. Coincidentally the Remuera Fire Brigade visited at morning tea to view new building layouts.</p> <p><u>Uniform Update</u> Hoodies and T-Shirts have been printed and are available for ordering. The BOT trustees agreed prior to the meeting that the child hoodie and t-shirt could be worn as school uniform for the rest of the 2021 Centenary Year so that this could be advised at the Fiesta over the weekend.</p> <p>Moved: That the Centenary Hoodies and T-Shirts be accepted as school uniform from the date of purchase and to include through to the end of the 2022 year. Moved: Sarah Sutcliffe, Seconded: Andrew Bason MOTION: Agreed</p>	<p>Update School Docs and advise School Uniform Centre</p>
Treasurer (Sarah Sutcliffe)	5.2 5.2.1	<p>No Finance/ Property Report</p> <p>Sarah presented a verbal property received today from a representative of the Ministry of Education.</p> <p>Advised Shane and Janine that this that this was the best outcome of SIPs funding that she'd seen to date</p> <p><i>"Janine should be acknowledged for, if she hasn't been already, for an outstanding design of the admin area. The artificial play surfaces and fencing, which all adds to the environment".</i></p> <p><i>The feedback was that this is one of the best kept and maintained schools that they've visited which is a direct result of Janine's leadership and Shane as Property Manager".</i></p> <p>Nick thanked Janine and Shane on behalf of the board for their outstanding part in achieving such a complimentary report from MOE. Nick to make direct contact with Shane.</p> <p>Flood lights to be looked into for the courts.</p>	<p>Nick to contact Shane</p> <p>Shane to take to Finance Meeting</p>

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Chair	6.	Strategic Discussions	
	6.1	<p><u>Governance Manual</u> A draft Governance Manual was distributed at the previous meeting and trustees were asked to make any recommended changes. The trustees carefully went through this document to update in line with current practice. This was done electronically so trustees attending could see the final draft.</p> <p>Moved: That the BOT Governance Manual as updated electronically at the meeting be approved and implemented immediately. Moved: Nick Mackeson-Smith MOTION: Agreed</p> <p>6.1.2 Ka Hikitia</p> <p>Ka Hikitia - Objectives for Education were discussed at the meeting. This document must be made aware of by all Trustees and overarches all governance expectations</p> <p>Trustees were asked to take some time to be aware of its content.</p> <p>6.1.3 Self Review</p> <p>The board conducted a self-review using the Hautū framework In conjunction with the Ka Hikitia document.</p>	
Chair	7.	Self Review	
Hautū - Self Review		LEADERSHIP – gathering the evidence	
Focus		Governance framework (policy, plans, processes and documentation)	Where are we at?
Evidence		<ul style="list-style-type: none"> Built into the BOT Code of Conduct Governance Manual was approved April 2021 Invite a Māori voice, seek council with our school komatua including him in our school events, connections with local iwi Protocol of inviting guests in our meeting, include Māori karakia in all our meetings, we act with manaakitanga 	Sitting between emerging and moving into developing

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	Shanthan Naidu left the meeting.	
Focus	Strategic Plan	Where are we at?
Evidence	<ul style="list-style-type: none"> • Invite Māori community consultation, set monitor and review strategic goals for Maori progress. • Consult with Māori about what it means for Māori students at CPDS to be successful learners as Māori • Provide the budget to meet these goals and referred specifically to Māori achievement in our Strategic Plan • Actively building capacity in our staff by using the skill set within our staff. • Tikanga for our school being created. 	Developing
Focus	Professional development for trustees and staff in cultural competencies	Where are we at?
Evidence	<ul style="list-style-type: none"> • Professional Development regularly held for staff • Have invited school mātua in for PD for staff • Education Perfect lessons in Te Reo Māori for staff- Tātaiako • Identified the need for PD for BOT 	Solidly moving from developing into integrating with staff Still in emerging with BOT
Focus	Relationships across the whole school community	Where are we at?
Evidence	<ul style="list-style-type: none"> • Growing leadership within staff in Te Reo Maori • Understand transitions • Tūrangawaewae is a major inquiry this year, across classes 	Developing moving into integrating

Chair	8.	General Business	
		<u>Items for Next Newsletter</u> Family Fiesta, Uniform policy change, started the Ka Hikitia and Hautu processes, BOT positions (two) - seek school community interest (fixed term - 3 years to support transition of new board), celebrating the visit from MOE representative, reminding community of use of Ministry funding.	



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Chair	9.	In-Committee Meeting: (as required)	
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Nick closed the meeting with the new BOT Karakia.

Ka kite ano

Meeting closed at 9.15pm

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