

## Minutes of a Meeting of the Board of Trustees

29 June 2021 6.00pm - 9.00pm

School Board Room - Zoom Meeting

**Present:** Nick Mackeson-Smith (Chair), Janine Irvine (Principal), Sarah Sutcliffe, Anthony Fong, Vijay Patel, Andrew Bason, Anne Patel, Anne-Marie Shepherd, Kirsty Fleming and Sanjeev Deva (Trustees)

**In Attendance:** Dawn Wood, Shanthan Naidu, and Jan Quensell

**Scribe:** Janet Glover

| Ref        | Welcome                                                                                                                                                                                                                                                                                                                                         | Motion/Action |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.1        | <p><b>Karakia</b><br/>Tihei mauri ora!<br/>E ngā mana, e ngā reo, e ngā hau e whā<br/>Tēnā koutou, tēnā koutou, tēnā koutou katoa<br/><u>Translation</u><br/>Behold the breath of life!<br/>To all the authorities, all the voices, to the four winds gathered here.<br/>Greetings, greetings, greetings to everyone.</p>                       |               |
| 1.2        | <p><b>Welcome from the Chair</b></p> <p><b>Mihimihi</b><br/>Kei ngā maunga whakahī, Kei ngā wai tuku kiri,<br/>Kei ngā mātāwaka o te motu, Ka nui te mihi.<br/><u>Translation</u><br/>To those who connect to the mountains, the rivers and oceans across the land. Hello and welcome to you</p>                                                |               |
| 1.3        | <p><b>Any changes to the Agenda -</b><br/>New inward correspondence item - Deloitte</p> <p><b>New Board Member</b> - Anthony Fong, introduced himself at the meeting.</p>                                                                                                                                                                       |               |
| <b>2.0</b> | <b>Administration</b>                                                                                                                                                                                                                                                                                                                           |               |
| 2.1        | Apologies                                                                                                                                                                                                                                                                                                                                       |               |
| 2.2        | Declaration of Conflict of Interest                                                                                                                                                                                                                                                                                                             |               |
| 2.3        | Adopt_of previous meetings Minutes - May 2021                                                                                                                                                                                                                                                                                                   |               |
| 2.4        | <p><b>Recommendation:</b><br/>That the minutes of the meeting held on 25 May 2021 be accepted.<br/><b>Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith</b><br/><b>MOTION: Agreed</b></p> <p><b>Mahi</b><br/>Ehara taku toa i te toa takitahi, engari he toa takitini.<br/>My strength is not mine alone, it comes from the collective.</p> |               |

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| <b>3.0</b> | <b>Actions to Follow Up</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>3.1</b> | <b>Matters Arising - Action Register</b><br>The Action Register was updated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>4.</b>  | <b>Correspondence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 4.1        | <p><u>Inwards</u><br/>LeDeloitte's - Audit Arrangements for 2021-2023<br/>It was agreed to roll over the School Audit Arrangement for the 2021-2023 Financial Years with Deloitte NZ.<br/>Email - Lisa Rolle<br/>Newsletter - ERO<br/><b>Email</b> - <u>Deloitte's - Annual Report - End of Year 2020</u><br/>Deferred for discussion in the Finance Report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 4.2        | <p><u>Outwards</u><br/>Nil<br/><b>Recommendation:</b><br/><b>That the inwards correspondence be accepted.</b><br/><b>Moved: Sarah Sutcliffe, Seconded: Anne-Marie Shepherd</b><br/><b>MOTION: Agreed</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>5.</b>  | <b>Monitoring: Annual Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 5.1        | <p><b>Principal's Report</b> - Janine Irvine - Principal<br/>The Principal's report was distributed prior to the meeting. Taken as read.<br/><br/><u>Principal's Report - June 2021</u><br/><br/><u>Mid Year Progress Against 2021 Annual Plan</u><br/>Report taken as read.<br/><br/>Janine asked Dawn Wood to present her reports. Jan Quensell (SENCo Assistant) is in attendance to provide support for any queries of the Children with Additional Needs reports. Reports are taken as read. Dawn and Jan answered questions asked by the Board.<br/><br/><u>Reports on Children with Additional Needs</u><br/>The following reports are for End of Year 2020</p> <ul style="list-style-type: none"> <li>- Early Intervention programme</li> <li>- Fast Forward</li> <li>- Learning Support</li> <li>- Middle Intervention Programme</li> <li>- Quick 60</li> <li>- Spring into Maths</li> <li>- STEPS</li> <li>- Maths Extension</li> <li>- RAP Reading</li> </ul> <p>Numacon maths was introduced this year to support some other students.</p> |  |

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|  | <p>The school is always looking for other successful programmes or opportunities within school resources to support as many students as possible within budget guidelines or ongoing support from the Board.</p> <p>Maths support can support advanced students up to NCEA level.</p> <p>Dawn is very grateful for the support that the Board provides for the Learning Support programmes.</p> <p>Nick thanked Dawn and Jan and the staff for their input to these successful programmes.</p> <p>Jan Quensell left the meeting.</p> <p><u>SOLO / Taxonomy / Teacher Only Day</u><br/>Shanthan presented a verbal report to update the Board on new exciting professional development opportunities for staff.</p> <p>An idea was put forward for the Board to visit classes some time in the future.</p> <p>Vital networking between teachers and schools is so valuable and is progressing well and will continue going forward.</p> <p>Professional Development for trustees is coming up. More information will be provided. A great opportunity for trustees to attend.</p> <p><u>Parent/Teacher/Student Discussions</u><br/>Celebration of our pasifika and maori families engaging around learning. Whanau hui has been scheduled for Term 3.</p> <p>5.1.3 <u>E-Waste Schedule</u> - Destruction of Records<br/>The schedule of e-waste assets to be destroyed was distributed prior to the meeting.</p> <p><b>Recommendations:</b><br/><b>That the Schedule of e-waste assets to be destroyed be accepted.</b><br/><b>Moved: Janine Irvine, Seconded: Nick Mackeson-Smith</b><br/><b>MOTION: Agreed</b></p> <p><b>Principal's Report be accepted.</b><br/><b>Moved: Nick Mackeson-Smith</b><br/><b>MOTION: Agreed</b></p> |  |
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| 5.2   | <p><u>Sub- Committee Reports:</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                       |
| 5.2.1 | <p><b>Finance / Property Committee</b></p> <p><u>Finance/Property</u><br/>Agenda, Minutes of last meeting and Action Plan distributed prior to the meeting, taken as read. (June Meeting to be held directly before BOT Meeting)<br/>- Centennial Budget</p> <p>a. Property Report - 29 June 2021 - verbal report from meeting held prior to the meeting.</p> <p>Property Vision is up for renewal. The 10 Year Property Plan is also up for renewal. in conjunction with a visit to the school by MOE. Sarah and Janine updated the trustees on this process.</p> <p><b>Recommendation:</b><br/><b>That the 10 Year Property Plan be approved by email.</b><br/><b>Moved: Sarah Sutcliffe</b></p> <p>Including<br/>Refurbishing Rms 1-4<br/>Toilets - Room 20<br/>Refurbish Boiler Room/ Lost Property area (this needs to have an access (internal door) to a classroom<br/>A percentage of the 5YA will have a furniture grant.</p> <p><b>Summary from MOE to be distributed</b></p> <p><u>Financial Report - 29 June 2021</u> - verbal report from meeting held prior to the meeting. Sarah presented the financial report from the Finance meeting held prior to the Board Meeting.</p> <p>The Finance Committee discussed whether the Board would commit to spending up to \$100,000 or whatever only the balance of the available SIP funds be used for the Hall Refurbishment.</p> <p><b>Recommendation:</b><br/><b>That the Board approve expenditure up to the value of \$100,000 to be taken from uncommitted funds to be used for the Hall Refurbishment.</b><br/><b>Moved: Sarah Sutcliffe, Seconded: Andrew Bason</b><br/><b>MOTION: Agreed</b></p> <p>Financial Statements - May 2021</p> <p><b>Recommendation:</b><br/><b>That the Financial Statement for May 2021 with a surplus of \$74,929 be accepted.</b><br/><b>Moved: Sarah Sutcliffe, Seconded: Andrew Bason</b><br/><b>MOTION: Agreed</b></p> | <p>Proposal for the 10 Year Plan to be distributed to the trustees for an email approval. Sarah to send this out.</p> |

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| <p>5.2.2</p> | <p>Very pleasing to see 88% of donations have been received.</p> <p><u>Delayed Draft 2020 Annual Accounts</u><br/>Accounts were not available at the time the Board pack was distributed.</p> <p>These were received the day of the meeting and emailed to trustees prior to the meeting.</p> <p>The CPDS 2020 Annual Report with a deficit of (\$96,554) was received. Clarification is being sought on the difference between the draft deficit of approx (\$35,000) and (\$96,554). Trustees will be advised by email.</p> <p><b>Recommendation:</b><br/><b>That the Finance Report and the Property Report be accepted.</b><br/><b>Moved: Vijay Patel, Seconded: Kirsten Fleming</b><br/><b>MOTION: Agreed</b></p> <p><b><u>Other Committees:</u></b></p> <p><u>Centenary Committee</u><br/>A tentative Programme of Events was presented and accepted.</p> <p><u>Health and Safety Committee</u><br/>The Sick Bay report for Term 1 2021 was distributed prior to the meeting.</p> <p>The Health and Safety meeting was held in June.</p> <p>Sanjeev presented his report to the meeting.</p> <ul style="list-style-type: none"> <li>● Walk zones was a highlighted problem area</li> <li>● Playground supervision after school - lots of incidents were occurring after school.</li> <li>● A decision was made to ban the playgrounds after school and teachers take up another duty after school every day to ensure there are no children on the playgrounds as it is impossible to decipher who is supervised by a parent and what children are using the playground to play while waiting for parents to arrive.</li> <li>● Sports Uniforms - non compliance. Time out being given out to help this issue.</li> </ul> <p><u>Personnel Committee</u><br/>In-Committee</p> <p><u>Student Discipline</u><br/>In-committee</p> | <p>Clarification to be sent by email</p> |
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|           | <p><u>Community Committee</u><br/>Whanau Hui being arranged for Term 3. Anne-Marie would like to support this event.</p> <p><u>Policy Committee</u><br/>Nothing new to report.</p> <p><u>Family and Friends Committee</u><br/>Meeting was held last week. A good selection of committed, new faces and staff. Sarah presented a verbal report on the events coming up.</p> <p>The Term 1 2021 Accounts below were distributed prior to the meeting.</p> <ul style="list-style-type: none"> <li>- Profit and Loss as at 31 March 2021<br/>Surplus \$98,912.72</li> <li>- Receipts and Payments as at 31 March 2021</li> <li>- YTD Summary as at 31 March 2021</li> </ul> <p>It was noted that the Friends and Family committee is a committee of the Board.</p> <p>A Wine and Cheese Nibbles evening is being arranged to encourage parents/caregivers to come along without the expectations of taking on a role but more to come along and find out more about the importance of the F&amp;F Committee.</p> <p><b>Recommendation:</b><br/><b>That the Friends and Family reports with a Surplus of \$98,912.72 be accepted.</b><br/><b>Moved: Andrew Bason, Seconded: Anthony Fong</b><br/><b>MOTION: Agreed</b></p> |  |
| <b>6.</b> | <b>Strategic Discussions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|           | <p><u>Workplan</u> - no new updates.</p> <p><u>Flag Day - Plans for 2021</u><br/>For many years there have been an increased number of cups presented at Flag Day.</p> <p>In keeping with the school's motto, Honour Not Honours - over the past number of years the school has been considering moving away from presenting students with so many cups on Flag Day as it is becoming harder to distribute awards based on the learning style that the school is teaching.</p> <p>It was noted that the Flag Day Ceremony was important to keep and incorporate it with a Farewell for the Year 6 students.</p> <p>The Board held a robust discussion - bringing in ideas on the Local</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

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|           | <p>Curriculum and pathways to learning.<br/>There is a bigger conversation needed based on:</p> <ul style="list-style-type: none"> <li>Local Curriculum</li> <li>Assessment and Reporting</li> <li>Community and Partnership</li> </ul> <p>Flag Day is a tradition of the school and being 100 Years in 2021 reiterated the importance of this event.</p> <p>It was agreed that the Leadership Team discuss some options for recommendation to the Board and would be distributed prior to the next meeting for further discussion. Remembering that it is okay to celebrate success.</p> | Leadership Team to create a new Flag Day Programme |
| <b>7.</b> | <b>Self Review – against our role (as required) Hautū</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                    |
|           | <p>Hautū - in line with Ka Hikitia review<br/><b>Representation</b> - refer to Hautū pg6 and pg10<br/>The Board reviewed where they are at using the form attached.</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                    |

### HAUTAU - SELF REVIEW - Gathering the evidence

Use the questions below to identify the evidence your board has for the representation governance area, in relation to Māori enjoying and achieving education success as Māori.

### REPRESENTATION – gathering the evidence

**Rapa** of the hoe represents the face of the community



#### Guiding Questions:

What evidence is there that the board has valued representation of parents and whānau in supporting the effective governance of the school and the success of Māori students?

What evidence do you have that the aspirations of your Māori community have been sought, considered and responded to in the development of your school's strategic goals? (use the representation criteria if required)

Use the grid below as a guide to make any notes you would like to bring to the meeting.

| Focus | Evidence | Where are we at? |
|-------|----------|------------------|
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| <p>Engaging with our Māori</p>                                                     | <p>Matariki Dawn Ceremony<br/>Maori Hui - Term 3<br/>Actively looked for Board representation to represent Maori and support consultation<br/>Release the Te Reo Maori Coordinator one day a week.<br/>Waiata written for our school specifically<br/>Haka has been crafted.<br/>Transitions for new enrolments to the school</p> <p>Connections and relationships grown from previous years, by teachers welcoming whanau to - students having a belonging in their classrooms - building possibilities going forward.<br/>Maori Success Plan - currently being updated</p> | <p>Emerging</p> <p>Developing</p> |
| <p>Actively seek and consider the voice and aspirations of our Māori community</p> | <p>Voice: Dawn reaches out to students and parents from a pastoral care perspective<br/>Teachers building relationships with students</p> <p>Matua Godfrey actively supports and is involved in wider school/community events.</p> <p>Aspirations (Definition: a strong desire to achieve something high or great)</p> <p>The Board agreed that this is an area needing improvement.<br/>- what is important for your tamariki<br/>- what do you as parents want<br/>- what do your children want<br/>Would once a term be more successful. Helps to build trust.</p>        | <p>Emerging</p>                   |
| <p>Actively seek Māori input into our governance</p>                               | <p>Co-opted a new board trustee in May 2021<br/>Building relationship with ngati whenua /manu whenua<br/>Vijay / Shanthan to share a document</p>                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Emerging</p>                   |

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| Responsiveness to Māori parents and whānau concerns | Flexible approach based on inclusive guidelines to be appropriately responsible to Maori families | Emerging |
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| Chair | 8. | General Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
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|       |    | <p><u>Items for next newsletter</u></p> <ul style="list-style-type: none"> <li>• Promoting F&amp;F and Centenary</li> <li>• School Donations</li> <li>• Whanau Hui and date</li> <li>• Kirstin Fleming - stepping down from the Board</li> </ul> <p>Nick thanked Kirstin for all time and support she has given to the Board, especially for the 2021 year when she had no students at school this year.</p> <p><u>Ratify the inwards / outwards correspondence</u></p> <p><b>Recommendation:</b><br/><b>That the inwards correspondence be accepted.</b><br/><b>Moved: Nick Mackeson-Smith</b><br/><b>MOTION: Agreed</b></p> |  |
| Chair | 9. | In-Committee Meeting: (as required)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|       |    | <p><b>Closing Karakia</b><br/>Unuhia, unuhia.<br/>Unuhia ki te uru tapu nui,<br/>Kia wātea, kia māmā te ngākau, te tīnana, te wairua, ki te ara tangata. Kōia rā e Rongo, whakairihia ake ki runga.<br/>Kia tina! Tina! Hui e! Taiki e!</p> <p><u>Translation</u><br/>Draw on and fully immerse yourselves in a sense of peace and togetherness. Draw together. Together. Draw together. Together.</p>                                                                                                                                                                                                                        |  |

Meeting Closed at 8.35pm