



Minutes of a Meeting of the Board of Trustees
held on 28 September 2021 6.00pm
(No August meeting held due to COVID Lockdown)
School Board Room - Zoom Meeting

MINUTES

Present: Nick Mackeson-Smith, Janine Irvine, Sanjeev Deva, Sarah Sutcliffe, Andrew Bason, Anne-Marie Shepherd, Anthony Fong, Vijay Patel, Anne Patel

In Attendance: Dawn Wood, Shanthan Naidu, Raupo Fleet

Scribe: Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
	1.1	<u>Karakia</u> The trustees joined in a karakia.	
	1.2	<u>Welcome from the Chair</u> - Nick said a Mihi Nick welcomed everyone to another zoom meeting as a result of ongoing Covid Level 3 lockdowns. Raupo was welcomed to the meeting.	
	1.3	<u>Changes to the Agenda</u> No changes made.	
	2.0	Administration	
Chair	2.1	<u>Apologies</u> No apologies	
	2.2	<u>Declaration of Conflict of Interest</u> No declarations were made.	
	2.3	<u>Minutes</u> Motion: That the Minutes of meeting held on 28 September 2021 be accepted. Moved: Nick Mackeson-Smith (Chair) MOTION: Agreed It was noted on the Agenda that there was no meeting held in August due to Level 4 Covid Lockdown.	
	3.0	Actions to Follow Up	
Chair	3.1	Matters Arising The Action Register was updated.	

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	4.	Correspondence	
Chair	4.1	<p><u>Inwards</u> 4.1a - <u>ERO 20247</u> 4.1b - <u>Letter from : Associate Minister of Education</u> <u>Aotearoa School Boards - Sexual Harassment</u></p> <p>BOT Consultation - nothing to give to the school community in relation to the letter. Community is advised of our own in-school programmes. A survey is also sent out to the school community every two years.</p> <p>Best Practice - across the school. Anne feedback that there could be more that the school could be doing and could be looked into with more depth.</p> <p>With Covid lockdowns we are experiencing cancellations of programmes, ie Beach Ed, and others having technicians available, ie: for Bikewise.</p> <p>Board will leave this to management to ensure the availability of these curriculum based programmes.</p> <p>To review the policy to ensure compliance. Shanthan is attending a zoom meeting later, he will share any insightful information</p>	<p>Janine and Dawn to look at getting back more of these programmes and discuss further with teaching staff.</p> <p>Policy review.</p>
	4.2	<p><u>Outwards</u> Confirmation of Auditors for 2021-2023</p> <p>Motion: That the Inwards Correspondence be accepted and the Outgoing Correspondence be ratified. Moved: Nick Mackeson-Smith MOTION: Accepted</p>	
	5.	Governance: Strategic Plan	
	5.1	<p>Principal's Report - Janine Irvine - Principal The Principal's report was distributed prior to the meeting.</p> <p>Janine presented her report to the meeting. Taken as read.</p>	



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		Principal's Report - August / September 2021	
<p>Effective Teaching <i>Teachers deliver and evaluate engaging, effective and relevant programmes consistently across the school that lift student outcomes</i></p>		<p><u>COVID Lockdown Update</u> Of most Concern CPDS has worked diligently to get online learning out to all families. It was noted that some schools have not been able to achieve this.</p> <p>50 devices have been distributed to the school community. One family has chosen for their child not to engage in online learning at any time during lockdown.</p> <p>Two families were followed up as a welfare check to ensure that children were safe as their lack of attendance was concerning teaching staff.</p>	
<p>Student Learning <i>All students will achieve a year's progress for a year's effort through effective teaching and by being active participants in their learning</i></p>		<p><u>Impacts on Learning</u> Year 1 and 2 is tracking that achievement has been slower than previous years., which could be predominantly affected by Covid lockdowns. A true indication will not be known until we get back next term.</p> <p>Anxiety of staff, children returning to school that could be carriers of Covid being in contact with teaching staff that have chosen not to be vaccinated.</p> <p>Masks will be mandatory at the beginning and end of all days (teachers can choose to take them off during the day)</p> <p><u>Vaccinations</u> Health literacy to be made available to staff. Staff that have chosen not to be vaccinated will have made a conscious decision based on their own beliefs.</p> <p>Ensure that parents are treated respectfully when discussing their child showing signs of colds, remembering that allergy symptoms are similar but children should not be excluded from school if this is the case.</p> <p>Our main focus will be to normalise things for</p>	



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		students over and above everything else, teachers will be asked not to make children unnecessarily anxious.	
<p>Whānau / Community <i>Provide a welcoming and supportive environment to enable whānau / community to contribute and connect with their child(ren)'s education Foster a strong sense of community where everyone is an active participant in school life</i></p>		<p><u>Centenary Celebrations</u> - September events cancelled.</p> <p>Prior to going into Level 4 lockdown there had not been a good response to the centenary celebration planned. A committee meeting was held and it was decided that to hold these functions in 2022 would be problematic, we may not be out of COVID issues and it loses it's flair going into a different year.</p> <p>We did however choose to incorporate the Flag Day for 2021 (lockdown allowing) and invite all those that would like to come and have a community celebration after the event.</p> <p>To hold a fun community event.</p> <p>Alcohol will be provided, liquor licence has been arranged.</p> <p>The time capsule will be lowered at the end of the year on the last day of school.</p> <p>Understand the reasoning around these cancellations and look forward to the new event.</p> <p>Thanks were given to the committee that have worked hard behind the scenes in all the organisation and these thanks to be passed on to all those involved.</p>	
<p>Wellbeing <i>All</i></p>		<p><u>Health and Safety Committee</u> September H&S meeting cancelled due to Level 4 Lockdown.</p> <p><u>Aug/September Level 4 Lockdown</u> Well-Being of Staff to continue to be supported.</p>	



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General Business		<p><u>Fundraiser</u> Congratulations to Shanthan for running the fundraising during Lockdown raising nearly \$30,000.</p> <p><u>Whale Tales</u> Dawn is working on this new project, more to come soon.</p>	
Deferred to Incommittee		<p><u>Personnel Committee</u> In-Committee - Resignation</p>	
Ratification of Principal Report		<p><u>Acceptance of the Principal's Report</u></p> <p>That the Principal's Report be accepted Moved: Sarah Sutcliffe, Seconded: Anthony Fong MOTION: Agreed</p>	
	5.	Governance: Budget	
Treasurer (Sarah Sutcliffe)	5.2 5.2.1 5.2.2	<p><u>Sub- Committee Reports:</u> No Finance Committee meeting is to be held prior to the meeting due to level 3 lockdown.</p> <p><u>Property Report</u> No meeting held prior to the BOT Meeting.</p> <p><u>Finance Report</u> a. Financial Statements - July and August 2021</p> <p>Motion: That the Financial Statements for the month of July and August 2021 be accepted.</p> <p>School donations % is very pleasing. A large amount of merchandise has been purchased for the centenary weekend, but we are expecting to get some of this back from sales in Term 4 and at the Flag Day ceremony.</p> <p>Acknowledge all staff that they have put in over lockdown. Recommended by trustees to send a courier to all staff as a way of thank you. Funda could come from uncommitted funds and BOT Scholarship funds will be underspent.</p>	

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		<p>Motion: That the staff be sent a thank you gift box with a cost of approximately \$3,300. Moved: Vijay Patel, Seconded: Sarah Sutcliffe MOTION: Agreed All staff to be included.</p>	
	6.	Governance: Policies	
		<p>Policy Review - SchoolDocs</p> <p><u>Policy Committee</u> Nothing to report.</p> <p><u>Workplan</u> Deferred to next meeting Nothing new to be added to the workplan. Some items may need to be moved around.</p> <p>Hui feedback - it was agreed that the Hui feedback be presented at either the BOT PD meeting or the October meeting, whichever comes first face to face meeting.</p>	
	7.	Principal's Appraisal	
		Appraiser will need another meeting on site, then feedback to the Board, to be advised when ready.	
	8.	Self Review – Hautū (in line with governance role)	
		No Self Review this meeting.	
		The meeting went in-committee.	

Meeting Closure 7.00pm