



Minutes of a Meeting of the Board of Trustees

28 June 2022 6.00pm - 8.30pm

Held in the School Board Room

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

In Attendance: Michelle Singh, Dawn Wood, Jan Quensell, Adam Powell, Minsoo Lee, Vihingum Siriwardane

Scribe: Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
6.05pm	1.1	<p>Welcome Nick welcomed the trustees and visitors to the meeting.</p> <p>Visitors to the Meeting</p> <ul style="list-style-type: none"> - Dawn Wood - Additional Needs - Jan Quensell - SENCo Assistant - Additional Needs - Adam Powell - Digital Fluency Team (DFT) - Minsoo Lee/Vihingum Siriwardane - DFT - Michelle Singh - parent in attendance <p>Shanthan Naidu was unable to attend</p>	
	1.2	<p>Any changes to Agenda Changes to Timeframes - will be moved by 5 mins as starting late.</p>	
	1.3	<p>Apologies</p> <ul style="list-style-type: none"> - Andrew Bason - Anthony to leave early 	
6.05-6.10pm	2.0		
Welcome	2.1	<p>Karakia The trustees joined in a karakia.</p>	
	2.2	<p>Mihimihi Nick shared a mihimihi.</p>	
6.10-6.20pm	3.0	Administration	
Chair Nick Mackeson-Smith	3.1	<p>Declaration of Conflict of Interest No conflicts</p>	
	3.2	<p>Adoption of previous meetings Minutes 10 May 2022 (April meeting)</p> <p>Motion: That the Minutes of meeting held on 10 May (April meeting) 2022 be accepted. Moved: Nick Mackeson-Smith MOTION: Agreed</p>	

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		It was noted that the May meeting was cancelled as there was nothing urgent to discuss.	
6.20-7.00pm	3.1	Reporting to the Board	
		<p>The Digital Fluency Report report was distributed prior to the meeting. Taken as read.</p> <p><u>3.1.1 Digital Fluency Report</u> - Shanthan Naidu (not able to attend), Adam Powell, Vihingum Siriwardane and Minsoo Lee presented their report.</p> <p>Adam thanked the Board for an expansion in numbers in the Digital Fluency Team.</p> <p>Vihingum enjoyed the opportunity of joining the team and finding ways to help CPDS to use digital tools.</p> <p>Minsoo appreciates having the tools available to the team and getting the engagement of the students.</p> <p>The board was given the opportunity to ask any questions. These were answered.</p> <p>There is a firewall on devices to protect students against inappropriate web content and cybersafety agreements signed by parents and students to instill good behaviour with usage, and covers safety, online bullying consequences and signing BYOD agreements.</p> <p>Goal for next year Building depth. Monitor Maori/Pasifika students using these groups. Flip-grid - add to school action plan. Continue to build teacher vision level.</p> <p>Nick thanked the Digital Fluency Team for their report.</p> <p>Minsoo, Vihingum and Adam left the meeting.</p> <p>The Additional Needs Report was distributed prior to the meeting. Taken as read.</p> <p><u>3.1.2 Additional Needs Report</u> - Dawn Wood/Jan Quensell The Additional Needs Team presented their report.</p> <p>Dawn and Jan were available for any questions of the reports providing more in depth explanations of the data.</p>	Add the following goals into processes.

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		<p>The board engaged in robust discussion.</p> <p>Sarah asked if there was any need for more programmes. There is a good balance of programmes at the moment, they do not want to withdraw students from important class time more than necessary.</p> <p>Additional Needs are double ended with some students needing learning support to raise expectation levels and others needing extension (Eureka). 21% of all students are currently getting some form of intervention which is pleasingly very high in comparison to other schools.</p> <p>Sanjeev asked whether communicating with smaller children, while the child and/or the teacher are wearing masks. What impact does this have? Would be a very interesting study to look into. Also for the older students.</p> <p>Nick thanked Dawn and Jan for their report.</p> <p>We have a wonderfully skilled team Dawn thanked Jan as her assistant. The whole team was commended for the amazing job they do - thanks from all the Board for a great report.</p> <p>Jan left the meeting.</p>	
6.40pm	4.	Correspondence	
<p>Chair Nick Mackeson-Smith</p>	4.1	<p><u>Inwards</u> The following inwards correspondence was distributed by email prior to the meeting and included in the BOT pack prior to the meeting. Taken as read.</p> <p>4.1.1 Every Day Matters 4.1.2 Board Matters - Term 2 4.1.3 Effective Governance Webinar 4.1.4 SPaR Survey for BoTs 4.1.5 He Pitopito Kōrero 4.1.6 Action Relating to Minutes of Last Meeting 4.1.7 Paid Union Meetings Notification 4.1.8 Outcome of Year 9 Consultation - Intl Students 4.1.9 School Road Safety Incidents (email trail) 4.1.10 COL Board Sessions - Date Change 4.1.11 Showcase Property Projects (email trail) 4.1.12 Office of the Auditor-General (new)</p> <p>Any new feedback only to be discussed. Traffic Management Report if this is available to read.</p>	

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	4.2	<p><u>Outwards</u> 4.2.1 BOT Community Update (as previously distributed) 4.2.2 Carbon Neutral government Programme 4.2.3 Michelle Nayagam (in attendance) 4.2.4 Emily Colmore-Williams (not able to attend) 4.2.5 Nina Green (not able to attend)</p> <p>Motion: That the Inwards Corresponds be accepted and the Outwards Correspondence be ratified. Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
7.05-7.20pm	5.	Monitoring: Annual Plan	
Principal (Janine Irvine)	5.1	<p>Principal's Report - Janine Irvine - Principal The Principal's report was distributed prior to the meeting.</p> <p>The following were reported on: Staffing Student Numbers raising and falling COVID Numbers Email Protection Paid by the Ministry IEM Device Installation Under Y9 Student Review Update</p> <p><u>Triennial Board Elections</u> Bernadine Vester - School Election Roll Close - 13 July Nominations - 15 July Supplementary Roll - 1 August Nominations Close - 3 August Voting Starts - 10 August Election Day - 7 September Voting count - 13 September New Board - 14 September</p> <p>Motion That MySchoolElections (Bernadine Vester) would be appointed the schools Returning Officer. Moved: Nick Mackeson-Smith MOTION: Agreed</p> <p><u>Additional Uniform Request - Hoodies and T-Shirts</u> Discussion on whether Centennial Hoodies and T-Shirts become part of the school uniform. While there is still interest or until they become unpopular.</p>	



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		<p>Moved: That the Centennial Hoodies and T-Shirts become school uniforms until they become unpopular. Moved: Anne Patel, Seconded: Sanjeev Deva MOTION: Agreed</p> <p><u>Flag Day</u> Time to inform parents of the process for the 2022 Flag Day. Nick to send out communications.</p> <p>Moved: That the Principal's Report be accepted Moved: Janine Irvine, Seconded: Vijay Patel MOTION: Agreed</p>	Nick to send out communications
<p>7.20-8.10pm</p> <p>Treasurer (Vijay Patel)</p>	<p>5.2</p> <p>5.2.1</p>	<p><u>Sub- Committee Reports:</u></p> <p><u>Finance / Property Committee</u> Finance/Property Minutes for the meeting held on 10 May 2022 (April meeting) were distributed prior to the meeting together with Agenda for the 28 June meeting held directly before BOT Meeting.</p> <p><u>Verbal Report from meeting held on 28 June 2022</u> Vijay presented a verbal report from the meeting held prior to the meeting. Minutes to be distributed prior to the next meeting.</p> <p><u>Property Report - May/June 2022</u></p> <p><u>Community Showcase - Property Projects</u> Some developments have been arranged to host a showcase later in the year (Term 3).</p> <p><u>Fitness Trail</u> - fundraising already in hand to be put towards the first phase - Stage I of the fitness trail. Further fundraising efforts would go toward future stages.</p> <p>To explore other avenues of sponsorship from local businesses or parent contacts and grants/commissions/lotteries/ASB etc. Also look at past Fair sponsors.</p> <p>Shanthan is putting together a marketing plan to get this project started as soon as practicable to honour the fundraising efforts that have already been received.</p> <p>Playground Post - maintenance - ask for parents with building skills to help support. Only H&S will be addressed. Finances to be focused on the fitness trail.</p>	<p>Trustees have a look at who they know to contact.</p> <p>Nick to go to the community</p>



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		<p>Church donation over and above School Donations to go towards the project.</p> <p><u>Raised Pedestrian Island</u> (with a push button light system) outside the school exit on Green Lane West is scheduled for somewhere between mid 2023 to mid 2024.</p> <p>The Board will be up for the cost of a new gate into the school from Green Lane West. If done at the same time the Traffic Management systems could be used at the same time that the pedestrian island is being installed.</p> <p>Insurance claim being lodged for a fence and retaining wall damaged as a result of a driver losing control of their vehicle.</p> <p>Plan provided at the meeting to view.</p> <p>Financial Report - May/June Report</p> <p><u>Eftpos Lease Agreement</u> A new Lease Agreement has been signed. We have reduced our machines down from two to one.</p> <p>5.2.2 <u>Financial Statements</u></p> <p>Moved: That the Financial Statements for the months of April with a surplus of \$97,616 and May with a surplus of \$94,560 be accepted. Moved: Vijay Patel, Seconded: Janine Irvine MOTION: Agreed</p> <p>5.2.3 <u>Health and Safety Committee</u> Report and Minutes - Term 1 2022.</p> <p>Stubbed Toes - dramatically reduced - maybe as a result of the new artificial grass installed.</p> <p>Remember to update HERO when a parent picks up a child, not just rely on the sign out tablet.</p> <p>The school has not been severely hit with staff absenteeism. Managing the relievers however at some cost. Preparing for the next wave now that we are heading toward some staff coming out of the 3 months period.</p>	
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	<p>5.2.4</p> <p>5.2.5</p> <p>5.2.6</p>	<p><u>Personnel Committee</u> Deferred to in-committee.</p> <p><u>Community Committee</u> Matariki - Anne-Marie reported back on the very successful Dawn ceremony held last week. Sadly the sound system did not work well. Community feedback -Recommend that we look at getting new microphones. Maybe look at this being in the budget for next year.</p> <p>BOT Triennial Elections Approvals required - Returning Officer - Bernardine Vester, from My School Election - Date of Election between 5 - 23 September 2022 - Sharing of School Data - Authorisation for Transfer of Data - Cost for posting if over 10% of parents require paperwork by mail</p> <p><u>Policy Committee</u> - Term 2 Update Policies up for review for Term 2 Healthcare - no recommended changes to be made Behaviour Management - currently being fully reviewed by teaching staff.</p> <p><u>New Policy for review - Managing Income and Expenditure Policy</u> - in line with new procedures</p> <p><u>Managing Income and Expenditure Policy</u></p> <p>Motion That the proposed changes to the Managing Income and Expenditure Policy as distributed be accepted. Moved: Nick Mackeson-Smith MOTION: Agreed</p> <p><u>Family and Friends Committee</u> Sarah gave a report on the meeting held with the Friends and Family. Reporting back to the board from the beginning of each term on their finances and committee. A thorough look at processes was reviewed in light of a very new committee being set up after the two years of Covid lockdowns. Their first meeting of the year will be held next week. There has been good interest from new parents already received.</p>	<p>Coms to go out as a reminder and also to staff.</p>
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		<p><u>Traffic Management Plan for the Green Lane West Carpark</u> A robust discussion was held on the inappropriate behaviour of parents using the back carpark.</p> <p>Ideas:</p> <ul style="list-style-type: none"> - Education Campaign - involve the children/road patrollers to engage in a classroom inquiry to address this issue to take back to parents. USe of video. - Engage Community Traffic Control - Explore the cost to fund a traffic engineer to provide recommendations - Hierarchy of controls that the school can use. - Engage the community to provide their recommendations for their own use. - Explore a cost to employ a security guard - Coms to the community <p>It was agreed that a conversation be set up with the Cornwall Park Trust Board / Tennis Club (Nick, Anne and Anne-Marie/Vijay)</p>	Janet is to send an invitation to CPTB.
Chair 8.10-8.20pm	6.	Strategic Discussions	
	6.1	Any further items for the next Newsletter accepted. Nick collected.	
	6.2	Draft Work Plan 2022 No new changes	
	6.3	Action Register - updated.	
Chair 8.20-8.25pm	7.	5. General Business	
		No new business	
Chair	8.	Self Review – against our role (as required) Hautu - Self Review To be held once per term (deferred)	
Chair 8.25-8.30pm	9.	In-Committee Meeting: (as required)	

No in-committee meeting required.



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Closing Karakia. The meeting closed at 8.30pm