

Minutes of a Meeting of the Board of Trustees
2 August 2022 (July Meeting) 2022 6.00pm - 8.30pm

Held by Zoom Meeting

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

IN ATTENDANCE: Dawn Wood, Shanthan Naidu (Associate Principal's), Vicki Brooke (Teacher), Michelle Nayagam and Nina Green (Parents)

SCRIBE: Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai (Chair)	1.1	Apologies	
	1.2	In Attendance <ul style="list-style-type: none"> - Vicki Brooke - Curriculum - SOLO Report - Michelle Nayagam - parent in attendance - Emily Colmore-King - parent in attendance - Nina Green - parent in attendance <p>Nick welcomed all visitors to the meeting.</p>	
	2.0	Welcome	
Welcome / Nau mai haere mai (Chair)	2.1	Karakia Nick shared a karakia for the meeting.	
	2.2	Mihimihi Nick shared a mihimihi for the meeting.	
	3.0	Administration	
Admin / Kaiwhakahaere (Chair)	3.1	Declaration of Conflict of Interest No new declarations.	
	3.2	Any changes to Agenda Timings updated. Standard Committee Reports were omitted - added.	
	3.3	Minutes of the Previous Meeting Moved: <i>That the Minutes of Meeting held on 28 June 2022 be accepted.</i> Moved: Vijay Patel, Seconded: Andrew Bason MOTION: Agreed	

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	4.	Correspondence	
Correspondence Nga reta reta (Chair)	<p>4.1</p> <p>4.2</p>	<p>Inwards - taken as read.</p> <p>4.1.1 <u>Cornwall Park Trust Board</u> - Email - Meeting between CPDS and the CP Trust Board was deferred to later in Term 3 due to commitments of those attending.</p> <p>4.1.2 <u>Ministry of Education</u> - Covid Support and Mask Wearing - FYI</p> <p>4.1.3 <u>MOE</u> - Notice of Initiation of Bargaining - FYI</p> <p>Governance Sessions at Newmarket, anyone wanting to attend - it is not too late. Management will all be attending.</p> <p>Outwards</p> <p>4.2.1 Trustees Email Trail - Fitness Trail - taken as read.</p> <p>Moved: <i>That the Inwards Correspondence be accepted and the Outwards Correspondence be ratified.</i> <i>MOTION: Agreed</i></p>	
	5.	Monitoring: Annual Plan	
Principal's Report Te Ripoata a te Tumuaki (Janine Irvine)	5.1	The Principal's Report and respective reports were distributed prior to the meeting. Taken as read.	
Presentation	5.1.1	<p><u>Curriculum Report on SOLO (Vicki Brooke)</u></p> <p>The Curriculum Report on SOLO was distributed prior to the meeting, taken as read. Vicki presented her report.</p> <p>School concentrating on SOLO Inquiry Based Learning using the Questioning Frameworks. Looking to move this framework in other curriculum areas as well next year. Teachers are working at individual comfort levels with the support from Vicki for additional assistance and development.</p> <p>6.15pm - Sanjeev arrives at the meeting.</p> <p>The Board had the opportunity to ask questions.</p> <p>The Board and Chair thanks Vicki for an excellent report.</p>	

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	5.1.2	<p><u>Comparing Data from Pre Covid-2019 through to Mid 2022</u> (Janine Irvine)</p> <p>Janine presented her report to the meeting. It was important to note that reading this report in conjunction with the additional reported - Examples of "On the Cusp" - uploaded to the drive on the day of the meeting for reference when reading the Comparing Data from Pre-Covid 2019 Report - sheds a light on the trend of students almost meeting target which is promising that there are many students that may be over the At target later in the year.</p> <p>The Board had the opportunity to ask questions.</p> <p>The Board requested that progress is continued to be reported as we move through the year. <i>(anecdotally)</i></p> <p>Board asked: Is there anything that Management needs from the Boards to increase data results? For the students that are struggling vs the availability of staffing and funding to support additional students At Below.</p> <p>COVID is also impacting our teaching staff this week.</p> <p>There have been a lot of families leaving mainly to go out of Auckland or going overseas.</p> <p>Additional cost for the BOT Elections as we will be going to a mail voting system. We have been assured that the cost will be capped at what the Ministry will pay the school for the process.</p> <p>Offer of a parent supervising the carpark was turned down.</p> <p>Nick thanked Janine for her report</p> <p>Motion: <i>That the Principal's Report be accepted.</i> Moved: Janine Seconded: Nick MOTION: Agreed</p>	<p>Comparative Data Report - Feb 2023</p> <p>Janine to add to her Principal's Report</p>
	5.1.3	<p><u>2021 Annual Report - Deloitte Audit - Update</u> The Ministry has provided an extension to the auditors.</p>	
7.30-8.10pm		Sub-Committee Reports	

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		<p><u>Finance / Property Committee</u> (Meeting to be held directly before BOT Meeting)</p> <p>Finance/Property Minutes were distributed prior to the meeting.</p> <p><u>Report from meeting held on 2 August 2022</u></p> <p>Property Report - July 2022 - verbal Quotes received for the Rock wall (damaged by a car), insurance will cover some, looking at other avenues to help fund this - through 5YA. The recommended work to be done on the wall is not altogether the result of the accident.</p> <p><u>Health and Safety - Playgrounds</u> Shane has been working hard to bring these to a safe status. important to continue to maintain to future proof its continued use.</p> <p>Fitness Trail - \$30-\$40k received to date. Some good leads are coming through. Need a deadline from the board when we will spend the raised money to start the trail and do stage 1.</p> <p>Idea: To put a new driveway onto the field to create a ring-road for a drop off / pick up ONLY zone - NO PARKING. The meeting agreed in principle that this was an idea worth exploring.</p> <p>Janine, Dawn and Shane to contact the Ministry and Council / engineers to get more information. Agreed to implement a Feasibility Study. May decrease the size of the field. Football and Cricket are mainly affected by this.</p> <p><u>Rooms 1-4 Rebuild</u></p> <p>Drawings updated and going out to tenders at the end of next week to get quotes for the full project.</p> <p>Whanau Hui / Pasifika Anne-Marie and Dawn reported back on their community meeting.</p> <p>The Property Report will be distributed at the next meeting.</p> <ul style="list-style-type: none"> a. Financial Report - July Report b. Financial Statements <ul style="list-style-type: none"> - June 2022 \$82,575 surplus 	<p>Vijay and Shanthan to bring back to next meeting</p>
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		<p>Moved: <i>That the Financial Statements for the month of June with a surplus of \$82,575 be accepted.</i> Moved: Vijay Patel, Seconded: Sanjeev Deva MOTION: Agreed</p> <p><u>Family and Friends Committee</u> PTA - Rebecca Heatley (Chair), Ginny Hoy Fong (Treasurer), Secretary-TBC PTA Finances for the year were provided today and submitted to the meeting.</p> <p><u>Health and Safety Committee</u> Nothing new to report.</p> <p><u>Personnel Committee</u> Two leave requests for in-committee.</p> <p><u>Community Committee</u> Whanau Hui planned for September.</p> <p><u>BOT Triennial Elections Update</u> At this stage it looks like we will be going to vote - 5 nominations received to date, closes tomorrow at midday. Staff - 3 nominations received.</p> <p><u>Policy Committee</u> - Term 3 Review Policies have been uploaded for review in Term 3. Any feedback for recommended changes should be sent to Janet.</p> <p><u>Flag Day Feedback</u> There has been good feedback from parents since the communications went out to parents.</p>	<p>Send out message to parents how elections will be held</p> <p>Janet to send out the password</p>
8.10-8.20pm	6.	Strategic Discussions	
(Chair)	6.1	Any further Items for Next Newsletter The trustees gave ideas for the next communications going out.	
	6.2	Work Plan 2022 Any additional changes - Janine to update Eureka, Hautu in support of the new Board coming in and leave.	
	6.3	Action Register reviewed and updated.	

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8.20-8.25pm	7.	5. General Business	
<i>(Chair)</i>		Trustees Attendance / Hours Schedule Reminder to complete your hours Jack Ready (past pupil) has achieved a Bronze medal at the current Under 23 World Cup for Rowing.	
	8.	Self Review – against our role (as required) Hautu - Self Review	
<i>(All Trustees)</i>		Further Hautu Review will be conducted in March 2023 in line with the Work Plan to allow cohesion and time for further development.	

8.25-8.30pm	9.	In-Committee Meeting: (as required)	
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The meeting joined in a closing Karakia

THE MEETING CLOSED AT 8.30pm