

## Notice of a Meeting of the Board of Trustees

25 October 2022 6.00pm - 8.45pm

Held at 193 Green Lane West, Greenlane

### MINUTES

**Present:** Nick Mackeson-Smith, Janine Irvine, Vijay Patel, Anthony Fong, Michelle Nayagam, Emma Henderson, Vicki Brooke  
**In Attendance:** Veeninder Kaur  
**Apologies:** Anne-Marie Shepherd  
**Scribe:** Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai (Chair)	1.1	<b>In Attendance</b> - Veeninder Kaur (Presenting Report)	
<b>6.00-6.05pm</b>	<b>2.0</b>	<b>Welcome</b>	
Welcome / Nau mai haere mai (Chair)	2.1 2.2 2.3	Nick welcomed everyone to the meeting. The group shared a karakia. Nick shared a mihi. Being a new board due to elections in September, the trustees introduced themselves.	
<b>6.05-6.10pm</b>	<b>3.0</b>	<b>Administration</b>	
Admin / Kaiwhakahaere (Chair)	3.1 3.2 3.3 3.4	3.1 Declaration of Conflict of Interest - Strategic Plan - for discussions relating to staffing Vicki Brooke and Emma Henderson  3.2 Agenda Change - PTA Accounts for Term 3 have been uploaded today  3.3 <b>Approval of Minutes held on 30 August 2022</b> <b>Motion:</b> <b>That the minutes of the meeting held on 30 August</b> <b>2022 be accepted.</b> <b>Moved: Vijay Patel, Seconded: Anthony Fong</b> <b>MOTION: Agreed</b>  Minutes of the September meeting were not available. This meeting was held prior to the trustee Professional Development - predominantly an In-committee Meeting, however, it was still opened out of in-committee so that the Election of the Board Chair could be approved. Minutes will be made available at the November meeting.  3.4 <b>Appointment of Officeholders as required</b> Expressions of Interest were accepted for the following positions: Deputy Chair - Anthony Fong Treasurer - Vijay Patel	Create minutes for September

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	3.5	<p><b>Motion:</b> <b>That the officeholder positions for Deputy Chair and Treasurer be accepted.</b> <b>Motion: Agreed</b></p> <p>The full board all have the responsibility to review the financial statements each month. To go to Vijay or Janine if further clarification is needed prior to a board meeting.</p> <p>Specialty areas that trustees have a specific interest in Community, Health and Safety, Personnel, Policy, Cultural, etc.</p> <p><b>Urgent Matters Arising From the Minutes</b> Deferred to 6.3 Action Register</p>	Janet is to send out a form to get feedback from trustees.
<b>6.10-6.15pm</b>	<b>4.0</b>	<b>Correspondence</b>	
Correspondence Nga reta reta (Chair)	4.1 4.2	<p><u>Inwards</u> 4.1.1 E-Motion - Leave of Absence - trustee email trail (in-committee)</p> <p><u>Outwards</u> 4.1.1 - Scholarship Application 4.1.2 - Leave Request (In-committee)</p> <p><b>Motion:</b> <b>That the inwards correspondence be accepted and the outwards correspondence be ratified.</b> <b>MOTION: Agreed</b></p>	
<b>6.15-7.00pm</b>	<b>5.</b>	<b>Monitoring: Annual Plan</b>	
Principal's Report Te Ripoata a te Tumuaki (Principal)	5.1	The Principal's Report and respective reports were distributed prior to the meeting (taken as read)	
Presentation	5.1.1	<p><b>Report - Maths at CPDS (Veeninder Kaur - Maths Leader)</b> Veeninder presented the CPDS Maths Report for 2022.</p> <p>Vicki (teacher) thanked Veeninder for great organisation and resources during maths week. Thanks to Jan Quensell for her support of Veeninder for the 'Otago Maths Challenge' (24 participants) - 5 achieved excellence.</p> <p>Trustees were given the opportunity to ask questions or feedback.</p>	

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		<p>How to bring 'the community in' How do we get parents to engage and come to an evening Give parents a list of challenges How to help parents understand strategies that schools are teaching their children, when they have learned a very different strategy when parents were at school? Work on number knowledge - not the strategy Use Hero - worksite - rather than on site. Student Led Conferences - Week 7. Dress ups for Maths Week was very successful.</p> <p>Veeninder was thanked for an excellent report. Veeninder left the meeting.</p>	
<p><b>Principal Reporting</b></p>	<p>5.1.2</p>	<p>Continuation of Principal's Report Taken as read.</p> <ul style="list-style-type: none"> <li>• ERO Report - is now live on the <a href="#">ERO website</a>.</li> <li>• 2021 Annual Report - Deloitte Audit - should be received for the next meeting.</li> <li>• Attendance Report - graphs provided - refer to report.</li> <li>• Policy Review</li> <li>• Pay Equity Update - important to note admin staff have received a good backdated increase. - Budget for 2022 has taken this into consideration so the cost to the school has mostly been covered for this year.</li> <li>• Draft 2023 Budget and 2023 Staffing - currently being compiled. <ul style="list-style-type: none"> <li>- trustees were asked to consider what deficit they could accept for the additional costs required for specialist teachers not covered by Teachers Salaries. These have been covered by fundraising events like the Fair and the enrolment of International Students.</li> <li>-</li> </ul> </li> </ul> <p><b>Motion:</b> <b><i>That the trustees agree to commit for a one year \$70,000 deficit (approx) so that staffing can be managed to ensure the additional new 2023 booster groups, and current specialist teachers be employed using the 2022 structure.</i></b> <b>Moved: Nick Mackeson-Smith</b> <i>Vijay is in agreement but is not comfortable long term.</i> <b>Motion: Agreed</b></p>	

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		<p><u>Property Update</u> Pool usage over the holidays - the council guidelines are very strict and are causing the school serious issues to open the pool.</p> <p><i>Action:</i> <i>That the trustees continue to look at Pool usage options.</i></p> <p>Rider: To look at the overall costs to run the pool. To offer keytags to parents so that costs can be covered. Costs for:- Pool filtering/daily management (specialist testing) Chemical costs LifeGuard / Supervisor Costs Security First Aid requirement Timetable for opening vs support</p> <p><u>Health and Safety meeting</u> to be held Week 6. Report to come to next meeting (16 Nov)</p> <p><u>Assurances</u> - taken as read.</p> <p><u>Finance Report</u> Financial Statement for months of - August surplus - September surplus</p> <p><b><i>Moved:</i></b> <b><i>That the financial statement for September year to date with a surplus of \$147,212 be accepted.</i></b> <b><i>Moved: Vijay Patel, Vicki Brooke</i></b></p> <p><b><i>That the financial statements for August with a surplus of \$105,847 be accepted.</i></b> <b><i>Moved: Nick Mackeson-Smith</i></b></p> <p><b><i>MOTIONS: Agreed</i></b></p> <p><u>Friends and Family Finance Report</u> - deferred</p>	<p>Bring back costs to next meeting</p> <p>Report to the Board on cost of Water Emma to go to meeting next week - take ideas for fundraising</p>
<b>7.45-8.00pm</b>	<b>6.</b>	<b>Strategic Discussions</b>	
<i>(Chair)</i>	6.1	Nick received items for next newsletter.	
	6.2	Parent / Student Conferences - 1 December - Student Led Conferences	<b>Add date to BOT</b>

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	6.3	<ul style="list-style-type: none"> <li>- Patterns Display in the Hall (whole school visual effect)</li> <li>- BOT Showcase (property updates, strategic planning etc)</li> <li>- Friends and Family Table</li> </ul> <p><u>Work Plan 2022</u> - Items for review (Aug/Sept) Refer to the principal's Report</p> <ul style="list-style-type: none"> <li>• Consultation on Charter and Strategic Plan - to be discussed at the November meeting.</li> <li>• Friends and Family Report / Financials - Term 3 - deferred to November.</li> <li>• 2022 Review of Leadership Opportunities for Teachers - deferred to November.</li> <li>• Health and Safety Report - deferred to November.</li> <li>• Writing Report for November will be deferred to the beginning of next year.</li> </ul> <p>Anthony Fong left the meeting - 8pm</p> <p><u>Action Register</u> The action register was updated.</p>	<b>calendar - and whakatau</b>
<b>8.00-8.10pm</b>	<b>7.</b>	<b>5. General Business</b>	
<i>(Chair)</i>		Trustees Attendance / Hours Schedule <b>-Reminder to complete your hours prior to election of new BOT</b>	
<b>Not required</b>	<b>8.</b>	<b>Self Review – against our role (as required)</b> <b><u>Hautu</u> - Self Review</b> <b>To be held once per term (deferred to March 2023)</b>	
<i>(All Trustees)</i>			
<b>8.40pm</b>	<b>9.</b>	<b>In-Committee Meeting: (as required)</b>	

Closing Karakia

**THE MEETING CLOSED AT 8.45PM**