



Minutes of Meeting of the Board of Trustees of Cornwall Park District School

2 April 2024 - 6.30pm - 8.30pm - GOOGLE MEETS

Attending: Nick Mackeson-Smith, Janine Irvine, Vijay Patel, Anne-Marie Shepherd, Michelle Nayagam, Emma Henderson, Vicki Brooke, Anthony Fong

Apologies: Anne-Marie Shepherd (will attend electronically)

Scribe: Janine Irvine

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai <i>(Presiding Member)</i>	1.1 1.2 1.3	Attending- Anne Marie by phone. Apologies- None Visitors in Attendance - nil	
6.00-6.05pm	2.0	Welcome	
Welcome / Nau mai haere mai <i>(Presiding Member)</i>	2.1 2.2	Karakia The trustees shared a karakia. Mihimihi Nick shared a mihimihi.	
6.05-6.15pm	3.0	Administration	
Admin / Kaiwhakahaere <i>(Presiding Member)</i>	3.1 3.2 3.3 3.4	Declaration of Conflict of Interest (Register) - none Any changes to Agenda - A couple of late documents were made available - all read <u>Approval of Minutes</u> Motion: <i>That the minutes of a meeting held on 28 February 2024 be accepted.</i> <i>Moved: Janine Irvine, Seconded: Nick Mackeson -Smith</i> <i>MOTION: Agreed</i> Urgent Matters Arising From the Previous Minutes (all other non urgent matters are deferred to 6.3 Action Register) - Hoodies - artwork to be shared with the trustees by WhatsApp.	Janine / Dawn to email sample pictures to the board
6.15-6.20pm	4.0	Correspondence	
Correspondence Nga reta reta <i>(Presiding Member)</i>	4.1 4.2	Inwards - Personnel Resignations - to discuss in-committee Outwards - nil Moved: <i>That the Inwards Correspondence be accepted.</i> <i>Moved: Nick Mackeson-Smith</i> <i>MOTION: Agreed</i>	

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6.20-7.00pm	5.	Monitoring: Annual Plan	
<p>Principal's Report Te Ripoata a te Tumuaki (Principal)</p>	<p>5.1</p>	<p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read)</p> <p><u>Final Principal's Delegation Summary</u> the final summary with amendments was accepted.</p> <p><u>Board Assurances</u> - accepted</p> <p><u>Evacuations</u> - there have been 3 unscheduled fire alarms activated this term - due to a circuit issue and all similar. Shane will check before paying to ensure we don't pay if there is any come back on the servicing of the system</p> <p><u>Policy Review</u> The new versions of Cellphones and Other Personal Digital Devices, and Curriculum and Student Achievement Policy are now available on the SchoolDocs website.</p> <p><u>Attendance Summary and Comparison</u> 12 on the register at the moment. Our goal is in the 90 percentile.</p> <p>Only a few families are causing a concern and we are working with them.</p> <p><u>Donations</u> Community likes to see how many people have paid/ who haven't paid. - % in BOT newsletter</p> <p><u>Property Update</u> Water testing. Letting the community know about the testing.</p> <ul style="list-style-type: none"> ● 2024 Term Dates ● Leadership - Units of Responsibility ● Donations ● Property Vision ● Concurrence ● International Students <p>Moved: That the Principal's Report be approved Moved: Janine Irvine, Seconded: Vicki Brooke MOTION: Agreed</p>	<p>- Put in BOT update</p>

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<p>Finance Reports (Treasurer)</p>	<p>5.2</p>	<p><u>Annual Report - For Year Ended 31 December 2023</u></p> <p>Moved: <i>The Annual Report and Financial Statements for the year ending 31 December 2023 with a surplus of \$199,802 be accepted.</i> Moved: Vijay Patel, Seconded: Anthony Fong MOTION: Agreed</p> <p><u>Financial Statements - January - February 2024</u> Donations strong</p> <p>Moved: <i>The Financial Statements for the months of January and February with a net surplus of \$77,000 be accepted.</i> Moved: Vijay Patel, Seconded: Nick Mackeson-Smith MOTION: Agreed</p>	
<p>Friends and Family Report (Delegate)</p>	<p>5.4</p>	<p>Minutes of Meeting of the <u>Friends and Family</u> Nothing new to report.</p> <p><u>Fiesta</u> Nicola will give staff allocations of jobs.</p>	
<p>Health and Safety Committee (Delegate)</p>	<p>5.5</p>	<p><u>Health and Safety Meeting</u> March Meeting update:</p> <ul style="list-style-type: none"> - Basics around school. No major hazards - Smelly toilets especially Rm 12. Issues around the vents. - Investigate options and bring them back to the Board if cost is incurred. 	
<p>7.00-8.00pm</p>	<p>6.</p>	<p>Strategic Discussions</p>	
<p>(Presiding Member)</p>	<p>6.1 6.2</p>	<p>Any further Items for Next <u>Newsletter</u></p> <p><u>Proposed WorkPlan 2024</u> (this will be available at the end of Monday) A working document Community survey may not occur</p> <p>Dawn- To include conversation with Mr Seymour</p>	



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	6.3	<u>Policy Review</u> Refer to the Principal's report. All reference to Associate Principal has been changed to Deputy Principal. Phones - Incidents Recorded on HERO.	Put a tag on Timeout for phones.
	6.4	<u>Action Register</u> Updated	
8.00-8.10pm	7.	5. General Business	
<i>(Presiding Member)</i>		<u>Trustees Attendance / Hours Schedule</u> Please update the schedule of hours regularly and don't leave it to the end of the year	
Not required	8.	Self Review – against our role (as required) Hautu - Self Review To be held once per term	
<i>(All Trustees)</i>		<u>Leadership</u> The trustees discussed the evidence gathered and evaluated their progress since the last review of Leadership in April 2021. Review for next meeting - Representation - Term 3	Next review T3 Representation

8.10-8.15pm	9.	In-Committee Meeting: (as required)	
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**The meeting went in-committee at 7.53pm
The meeting closed at 8.00pm**