



CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees

Held on Tuesday 21 November 2017 at 6.00pm in the School Board Room

Present: Lee-Ann Lucas (Chair), Janine Irvine (Principal), Sarah Sutcliffe, Jamie Galloway, Gowan Duff, Chris Porteous, Michael O'Brien and Nicki Taylor

Apologies: Jamie Galloway, Gowan Duff and Lou Dennis (Trustees)

In Attendance: Dawn Wood and Alicia Whata (Associate Principals)

Scribe: Janet Glover

No		Meeting Items	Action and Follow Up
1.	1.1 Administration	<p><u>Declaration Conflicts of Interest</u> There were no conflicts noted in relation to the set agenda.</p>	
	1.2 Minutes	<p><u>Minutes of the Previous Meeting</u> Minutes of meetings held on 24 October were accepted as a true and correct record.</p> <p><u>Motion discussed since the previous meeting</u> As discussed at the previous meeting it was agreed that the Reading Recovery programme for 2018 would be supported by the Board. <i>Recommendation that the Board continues to support the Reading Recovery Programme at CPDS for another year. That the Board supports additional funding for a staff member to be trained in this role – a full time position.</i> <i>Moved: Lee-Ann Lucas</i> <i>MOTION: Agreed</i></p>	
2.	Correspondence	<p><u>Inwards/Outwards Correspondence</u> 2.1 Inwards - letter received - to be discussed in committee. 2.2 Outwards - there was no outwards correspondence <i>Recommendation that the inwards correspondence be accepted and outwards correspondence be ratified.</i> <i>MOVED: Lee-Ann Lucas</i> <i>MOTION: Agreed</i></p>	
3.	Monitoring: Annual Plan	<p><u>3.1 Principal's Report</u> Principal's report was distributed prior to the meeting. Janine presented her report.</p> <p><u>Well-Being at School</u> - I Survey results distributed prior to the meeting. Teachers found this very informative, providing ideas to unpack feedback and issues.</p> <p><u>Principal Blog</u> - to include regular feedback on what bullying means to students. Asking for feedback.</p> <p><u>Staff Appraisals</u> are currently being held. <u>Police Vetting and Teachers Registrations</u> are all up to date.</p>	Janine to add to her blog.

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		<p><i>The past week has been a particularly difficult week for staff. In recognition of how well staff have coped with additional stresses this week, the BOT will arrange Morning Tea later this week.</i></p> <p>Recommendation that the Principal's Report for November 2017 be accepted.</p> <p>Moved: Janine Irvine, Seconded: Chris Porteous</p> <p>MOTION: Accepted</p>	
4.	Committee Reports	<p>4.2.1 Property Report</p> <p><u>Property Report</u> The finance and property minutes and action plan were distributed at the meeting.</p> <p><u>Redevelopment of Room 8/10</u> The school Project Manager is working hard to get compliance of Rm8/10 building project.</p> <p><u>Redevelopment of Area Under Room 27</u> Successful tender contracts still progressing. Contractors may be able to start work prior to Christmas. Reinforce the building after students have left. If timeframes go well should be finished prior to Fair.</p> <p><u>Pool Security</u> - cameras have been installed - pool area and gate. Electronic gate installed with new key tag system. Key tags are currently being re-coded. A meeting will be called when these arrive.</p> <p>Wheturangi Road Sign - new branding signage is in process of being changed. New logo signage around the school is also being updated.</p> <p><u>Financial Report</u> Financial report was distributed prior to the meeting. Sarah presented the Finance report to the meeting. Nearly at budget for donations. New wooden seating in pool area complete.</p> <p>Recommendation that the Financial Statements for the month ending 30 September 2017 with a surplus of \$46,689 be accepted.</p> <p>Moved: Sarah Sutcliffe, Seconded: Janine Irvine</p> <p>MOTION: Agreed</p> <p>2018 Budget Draft budget with a deficit of (\$66,636) was distributed prior to the meeting.</p> <p>Recommendation that the Draft Budget as at 15 November for the 2018 year with a \$66,636 deficit(not including) PTA expenses and Fair of \$60,000, be accepted</p> <p>Moved: Janine Irvine, Seconded: Lee-Ann Lucas</p> <p>MOTION: Agreed</p> <p>4.2.2 Health and Safety Report Jamie attended the meeting held on 1 November 2017. Jamie advised the Finance Committee that there was nothing new to report.</p> <p>4.2.3 Personnel Committee Report Discussed in-committee</p> <p>4.2.4 Policy Committee Term 4 review in progress. Staff have been sent policies to review. Nicki and Janet to collect feedback.</p>	Nicki/Janet to liaise to collect feedback.

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		<p>4.2.5 Community Committee Report Agreed that the Charter does not need to be changed in light of review feedback. To come back to February meeting for final approval.</p> <p>4.2.6 Student Discipline Nothing to report.</p>	
5.	Strategic Discussions	<p>5.1 Board Work Plan Work Plan for 2018 reviewed.</p> <p>NZSTA Workshops - Lee-Ann and Sarah attended workshops in November. To provide a report at the next meeting.</p> <p>5.2 Action Register Action register was updated.</p>	Report to Dec meeting.
6.	Self Review - against our role	<p>Self Review Do not need to self-review every month. How we progressed over the year. The trustees fed back to the meeting.</p> <p>Thanked Chris Porteous for his role as trustee. Chris moves on to another school next year. Wish</p>	
7.	General Business	Update BOT hours schedule – this is required every month.	
8.	In-Committee Meeting	The trustees went into in-committee business. Time: 8.05pm	