



CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees
Held on Tuesday 28 February 2017 at 6.00pm in the School Board Room

Present: Lee-Ann Lucas (Chair), Janine Irvine (Principal), Nicki Taylor, Michael O'Brien, Sarah Sutcliffe, Jamie Galloway, Chris Porteous (Trustees), also Gowan Duff (6.30pm)

Apologies: Gowan Duff (late), Louese Dennis

In Attendance: Dawn Wood (Associate Principals)

Scribe: Janet Glover

No		Meeting Items	Action and Follow Up
1.	Administration	<p><u>Declaration Conflicts of Interest</u> There were no conflicts noted in relation to the set agenda.</p> <p><u>Welcome</u> Welcome back to 2017 year.</p>	
2	Election of Board Chairperson and Committees	<p><u>Nominations called for BOT Chair</u> <i>Lee-Ann Lucas was nominated.</i> Moved: Nicki Taylor, Seconded: Sarah Sutcliffe No further nominations.</p> <p><i>Recommendation that Lee-Ann Lucas be elected as Board Chair.</i> MOTION: Moved</p> <p>Lee-Ann advised that although not a requirement it would be her preference to have a Deputy Chair elected.</p> <p><u>Nominations called for Deputy Chair</u> <i>Michael O'Brien was nominated</i> Moved: Lee-Ann Lucas <i>Jamie Galloway was nominated</i> Moved: Sarah Sutcliffe, Nicki Taylor Michael declined his nomination</p> <p><i>Recommendation that Jamie Galloway be elected as Board Deputy Chair</i> MOTION: Agreed</p> <p><u>Nominations called for Sub-Committee Members</u> <i>Recommendation that the sub-committee structure remain unchanged with the exception of the following:</i></p> <p><i>Michael O'Brien and Shane Moser be removed from Finance/Property</i> <i>Add Gowan Duff to Finance/Property</i> <i>Chris Porteous added to Personnel, Community and Policies</i> <i>Michael O'Brien and Gowan Duff be added to Policies</i> Moved: Nicki Taylor, Seconded: Lee-Ann Lucas MOTION: Moved</p> <p><u>Nominations called for Treasurer</u> <i>Sarah Sutcliffe was nominated.</i> Moved: Lee-Ann Seconded: Jamie Galloway</p> <p><i>Recommendation that Sarah Sutcliffe be elected as Board Treasurer.</i> MOTION: Agreed</p> <p>Absent Trustee, Louese Dennis, to be placed at a later date.</p>	



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	Confirmation of 2017 Board of Trustees Sub-Committees Structure				
	Finance and Property	Personnel	Community	Policies	Student Discipline
	Sarah Sutcliffe Jamie Galloway Gowan Duff Michael O'Brien Janine Irvine	Nicki Taylor Jamie Galloway Janine Irvine Chris Porteous	Lee-Ann Lucas Nicki Taylor Sarah Sutcliffe Michael O'Brien (Inclusive Practice) Chris Porteous	Nicki Taylor Lee-Ann Lucas Janine Irvine Chris Porteous Michael O'Brien Gowan Duff	All
3.	Minutes	Minutes of the Previous Meeting <i>Recommendation that the minutes of meeting held on 13 December 2016 be accepted as a true and correct record.</i> <i>Moved: Lee-Ann Lucas</i> <i>MOTION: Agreed</i>			
4.	Action Plan	Action Plan updated. <u>Fair Proceeds</u> Ideas have been called for the use of 2017 Fair proceeds. Noted that minimal feedback had been received from the school community. Ideas accumulated were discussed. There is a shortage of multi use spaces, eg: learning support / cultural group / choir / orchestra, and music room spaces for itinerant music programme. <i>Recommendation that the space under Room 27 be developed using available fundraising proceeds from the 2017 Fair.</i> <i>Moved: Lee-Ann Lucas (Chair)</i> Noted that Shane is currently looking into the viability of this development. If not viable then BOT to go back to the community.			
3.	Correspondence	<u>Inwards/Outwards correspondence advised prior to the meeting</u> No further discussion <i>Recommendation that the Inwards Correspondence be accepted and Outwards Correspondence be ratified.</i> <i>Moved: Lee-Ann Lucas</i> <i>MOTION: Agreed</i>			
	Principal's Report	<u>Janine presented her report to the meeting</u> <u>ACCOS/Community of Learning - Kahui Ako Report</u> Mike advised that the Kahui Ako Report should be written more for the Boards in mind, "How is this to be measured? Who is the audience". Janine to feed this back. <u>Analysis of Variance</u> Target Analysis - include visiting other schools. Looking for more innovative - individual difference, cultural difference in Maori students. To look further afield to look at schools that are making a difference with increasing Maori student successes. Check the maths on the tables as some inconsistencies The BOT acknowledged good results across Reading, Writing and Maths and that they should be celebrated. <u>Charter - Strategic Goals</u> <i>The Charter was distributed to the BOT prior to the meeting.</i> <i>Quantitative information included. The Charter is required to be reviewed and</i>			Action Plan: Check calculations of tables Action: Add to Annual Plan



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		<p>presented to the MoE before the end of March. The Board had reviewed the Charter prior to the meeting and the notes from these discussions were discussed at the meeting. Once the Charter has been sent and approved by MOE it will be distributed to the community.</p> <p>Recommendation that the Charter 2017 be accepted Moved: Janine Irvine, Seconded: Lee-Ann Lucas MOTION: Agreed</p> <p><u>Professional Development</u> Janine - to attend the APPA Conference in Taupo Alicia and Janine to attend LegalWise professional development</p> <p><u>Police Vets</u> are all up to date.</p> <p><u>Enrolments</u> Our current pre-enrolment numbers are particularly low at this time of year. A low roll return could affect the ability of retaining teachers for the next year. Our school roll is trending to be on a decline.</p> <p>Recommendation that out of zone ballot be opened to secure a minimum of 660 on the roll by 1 July 2017. Moved: Nicki Taylor, Seconded: Janine Irvine MOTION: Agreed</p> <p>In addition offer the remaining Year 1 waiting list places to start prior to the end of the term. Janine to continue review current enrolment numbers and decide on the spaces available and year levels to maintain minimum of 660 students by 1 July.</p> <p>Janine moved her report be accepted. Recommendation that the Principal's Report for March 2017 be accepted. Seconded: Lee-Ann Lucas MOTION: Agreed</p> <p>Dawn left the meeting.</p>	<p>Action Plan: Add percentages</p> <p>Action Plan: Distribute Charter to community when approved.</p>
5.	Financial / Property Report	<p>Financial Statements for the month of November and December 2016 were distributed prior to the the meeting.</p> <p>Discussed:</p> <p>New Building Upgrade - Progress Report - tracking to time frame and budget.</p> <p>Withdrawal spaces - concerns of lack of spaces as a result of ILE classrooms. Property manager currently looking at alternative options to come back to next Property/Finance meeting.</p> <p>Cornwall Park Trust Board - has been contacted regarding the back boundary of the school - new gate system.</p> <p>VOIP phones - phones have been installed throughout the school including in all classrooms.</p> <p>Room 12 overhang - poles needing maintenance.</p> <p>Recommendation that the Financial Statements ending 30 November 2016 with a surplus of \$158,088 be accepted. Moved: Sarah Sutcliffe, Moved: Jamie Galloway MOTION: Agreed</p> <p>Recommendation that the Financial Statements ending 31 December 2016 with a surplus \$68,098 be accepted.</p> <p>School Donation break-down - to distribute to school community. School Donation 2017 - areas of usage. BOT to bring this back to the next Finance Committee meeting to finalise</p>	<p>Action Plan: Add to Finance Committee Agenda</p>



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		<p>Budget 2017 Recommendation that the Final CPDS Budget for 2017 with a deficit of (\$38,697) be accepted Moved: Sarah Sutcliffe, Seconded: Chris Porteous, MOTION: Agreed</p> <p><u>Fair Budget</u> Fair budget was distributed prior to the meeting.</p> <p>Recommendation: That the Fair Expenses 2017 with a total of \$29,950 as distributed be accepted. Moved: Lee-Ann Lucas (Chair) MOTION: Agreed</p>	
	School Docs - Policy Review	<p>Term 4 2017 Review - not finalised as yet. Term 1 2017 Review - to be distributed in the next BOT Update to the school community.</p> <p><i>There is still some concern that School Docs have not formerly advised boards and schools how to differentiate governance and management policy/procedures as they are currently overlapping in the current format.</i></p> <p>Michael O'Brien - notes his conflict of interest - School Docs</p> <p><i>Defer to the policy committee meeting for discussion</i> <i>Lee-Ann to arrange a meeting of the committee</i></p> <p>Health and Safety <i>Lock-Down practice will be held in school this week.</i></p>	<p>Action Plan: Policy Review to go to community</p> <p>Action Plan: Lee-Ann to arrange Policy Review meeting</p>
	Community Engagement	<p>Work Plan A 2017 plan to be put together for calendar year.</p>	<p>Action Plan: Lee-Ann to structure and circulate a work plan for further review</p>
	ERO	<p>Final feedback has been received from ERO for the 2016 review. This will be distributed to the community. Link is already available on KnowledgeNet. The BOT congratulated all concerned for a great review.</p>	<p>Action Plan: Include in BOT Update</p>
	NZSTA AGM	<p>Lee-Ann advised that she would like to attend as BOT Chair. Michael O'Brien will also be attending. Meeting to be held in Dunedin. Mike advised that flights and accommodation would not be a cost to the BOT. The meeting agreed that Lee-Ann Lucas (Chair) and Michael O'Brien to attend.</p>	<p>Action Plan: Janet to book registrations, flights, accommodation.</p>

The meeting broke to go in-committee - 9.45pm
The Board of Trustees Meeting Ended at 10.00pm
Next Meeting Dates - 28 March 2017

Signed by Chairperson:

Lee-Ann Lucas

Date Signed:
