



CORNWALL PARK DISTRICT SCHOOL

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

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

Apologies: Michael O'Brien (will be late) and Nicki Taylor

In Attendance: Dawn Wood (Associate Principals), Erin Hooper (Across School COL Coordinator), Julia Jefferd, Carmen Burns and Adele Hatton (In-School COS Leaders)

Scribe: Janet Glover

No		Meeting Items	Action and Follow Up
1.	1.1 Administration	<p><u>Welcome to those in attendance at the meeting</u> In-School COS Team, in attendance, to present their report later in the meeting.</p> <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> <i>Recommendation that the minutes of meeting held on 28 February 2017 be accepted as a true and correct record.</i> Moved: Lee-Ann Lucas MOTION: Agreed</p>	
	COL Report	<p><u>In-School Leaders for ACCOS (Auckland Central Community of Schools)</u> The CPDS In-School COS Team presented their report to the meeting - refer to report. This team was formed in 2016. Their purpose is to collaborate with teachers from the other 12 ACCOS schools and to lead change within our school. Erin has recently taken up a position as an across school facilitator. She will support this group in their role.</p> <p>Michael O'Brien arrived - 6.15pm</p> <p>Strengths of the programme are an evolving learning environment for teachers and students, consistency across the schools (particularly in measurements), and support for teachers in upskilling and bringing this to the classroom.</p> <p>Trustees took opportunity to ask further questions.</p> <p>What would strong connections with parents and whanau look like? The group expanded on the strengths and development of student agency. As the students gain confidence in talking about what they know they will then share this with their families. They explained that RUBIX in child speak enables children to identify the gaps in their learning and the things they have achieved. In turn they can explain this to you and include you in their learning journey. A great start in this are the student led conferences. The 2017 target is to grow this confidence in the students and to build on the consistent development of this across the schools.</p> <p>Targeted release of teachers as part of the team and in upskilling/learning through the programme. Are teachers receiving any adverse feedback from the school community on teacher changes in class? Teachers have not/ are not receiving any negative feedback in this regard. New or relief teachers bring a new freshness and bring a different perspective to the class. Students are very comfortable with a number of teacher changes and cope with this. Being capable of managing their learning means they are less dependent on the person, more dependent</p>	<p><i>Action: COS team to provide the BOT a detailed report of release and what this looks like to a class. How can parents' "Have the finger on the pulse?"</i></p>



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		<p>on access to the learning tools. Innovative Learning Environments (ILE's) enable/ cushion this practice as they ensure consistency if a teacher is released. This is monitored carefully.</p> <p>Furthermore, parents are encouraged to ask feedback from their children on the structure of day to day relievers to ascertain the effectiveness and the management of release.</p> <p><i>The meeting thanked the COS Team for their report.</i></p>	
7pm	1.3 Action Register	Action Register updated	
2.	Election of Committees Update	<p><i>It was recommended that Louese Dennis would sit on the Community and Policy committees.</i></p> <p><i>Moved: Lee-Ann Lucas</i></p> <p><i>Motion - Agreed</i></p>	
3.	Correspondence	<p><u>Inwards/Outwards correspondence advised prior to the meeting</u></p> <p>No inwards or outwards correspondence.</p>	
4.	Monitoring: Annual Plan	<p><u>Principal's Report</u> Janine presented her report to the meeting</p> <p><u>Fast Forward Intervention Report</u> Report was distributed prior to the meeting. This programme will continue to be valuable, going forward to monitor the length of time that students are allowed to stay in the programme.</p> <p><u>Charter/Report</u> Principal's Report has been tied back into the Charter to provide clear reporting back to requirements.</p> <p><u>Maths - Growth Mindset</u> by Carol Dweck - workshop recently run by Adele Hatton for teachers which was well received providing a powerful message.</p> <p><u>Community Engagement</u> - suggested that the committee invite guest speakers to hold talks for the school community to engage them in the education journey for themselves and their children.</p> <p><u>Website</u> - Critical Mass currently working through the process of upgrade.</p> <p><u>Camps</u> - 60% of contributions have been received to date. Trustees discussed the ongoing viability of camps if parents choose not to donate towards the costs.</p> <p><i>Recommendation that the Principal's Report for March 2017 be accepted.</i> <i>Moved: Janine Irvine, Seconded: Sarah Sutcliffe</i> <i>MOTION: Agreed</i></p>	<p><u>Action:</u> Community Committee to organise a guest speaker to talk to our school community. "How we take our parents on our educational journey"</p> <p><u>Action:</u> <i>Janine and team to make direct contact with parents regarding donations towards camp costs.</i></p>
		<p><u>Property Report</u> Room 8/10 rebuild is progressing well. Students can not return until compliance has been received.</p> <p>\$73,000 surplus, BOT funding of \$60,000 looks like this will not be needed.</p> <p><u>Resource Room</u> Reading books moved to resource room. Will need to repile the floor to support additional shelving.</p>	



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	<p>Recommendation that the \$60,000 be used to cover the cost of suring up the flooring of the resource room to a value of approx \$10,000. Moved: Sarah Sutcliffe, Seconded: Louese Dennis. MOTION: Agreed</p> <p>Redevelopment of area under Room 27 - options presented to the Finance/Property meeting.</p> <p>Recommendation to spend approx \$5,000 to get concept plans and quality survey done for the feasibility of redevelopment of area under Room 27. Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas MOTION: Agreed</p> <p>As a result of a meeting between Cornwall Park Trust Board and trustees (Nicki Taylor and Janine Irvine), approval was given for the installation of a new gate, and lifting of the cobblestone pathway to level the ground at the back of the carpark.</p> <p>Electrical Fault under the Hall - As a result of inclement weather a major fault was found under the middle of the school hall. This electricity is feeding the school pool and the use of electricity on the field which is required for our Fair. Urgent attention is needed.</p> <p>Recommendation that the BOT approve up to \$7,000 from uncommitted funds to carry out the work to bypass the electrical loading before the Fair. Moved Sarah Sutcliffe, Seconded: Lee-Ann Lucas MOTION: Agreed</p> <p>Lightning Strike - Recently a lightning strike activated the security alarms at the school. This fault would need to be rectified. As this cost is under the threshold approved by the Ministry, the school will cover the cost.</p> <p><u>Financial Report</u> Financial Statements for the month of January/February 2017 were distributed prior to the the meeting.</p> <p>Recommendation that the Financial Statements ending 28 February 2017 with a surplus of \$33,924 be accepted. Moved: Sarah Sutcliffe, Moved: Louese Dennis MOTION: Agreed</p> <p><u>Budget/Auditors</u> The 2017 Budget is now in effect. Auditors are coming into school this week. Audited Financial Statements are due to the Ministry by May.</p> <p><u>Donation Breakdown</u> Annual Budget \$207,000 - the trustees discussed the breakdown of what parent school donations cover on an annual basis and the implications of what it will look like if school donations are not paid. Discussed how locally raised funds will be imperative to run the school effectively.</p> <p>Community updates on the usage of School Donations - benefits to students and teachers alike. Provide monthly updates. Look at the opportunity that children benefit from - from school donations.</p> <p>Recommendation that the School Donation Fund graph be accepted as presented to the meeting with the changes as discussed made to amalgamate the interventions sections and including website 'stories'. Moved: Michael O'Brien, Seconded: Jamie Galloway MOTION: Agreed</p>	<p><u>Action:</u> Mike to update graph to amalgamate interventions and re-label Special Teachers to read Contribution to ST.</p> <p><u>Action:</u> Community Committee to look at including website clips of students and teachers talking about the to them of the benefits from school donations</p>
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		Mike was thanked for his report.	
		School Docs - Policy Committee Report Due to Fair timeframes, the Policy Committee had not met.	
		Health and Safety Report Report was distributed prior to the meeting.	<u>Action:</u> Janet and Lee-Ann to set up a roster for trustees to attend meeting.
5.	Strategic Discussions	<p>What does student achievement look like at a CPDS Board level? Conflict of Interest Declared - Michael O'Brien works at NZSTA.</p> <p>Michael asked all trustees to explore what educational achievement should look like - The trustees discussed this in depth, including Reading - Writing - Maths - Inquiry Learning including dispositions - life long learners.</p> <p>Charter includes student wellbeing, dispositions, growth mindset, student agencies in annual plan to work forward. These are a foundation of everything that teachers are looking to achieve.</p> <p>Assurance that this is happening. Define reporting to the board.</p> <p>Mike was thanked for his report.</p>	<p><u>Action:</u> Chris - to arrange sharing individual stories digitally</p> <p>Action: Team feedback - list thing we have done to actively incorporate</p> <p><u>Action:</u> Each trustees to bring back to the next meeting ideas that they would like for feedback on education achievement keeping in mind reports to the Board - provide a report format / structure for teachers to use as a guideline</p>
6.	Self Review - against our role	The trustees reviewed the meeting process.	<u>Action:</u> Include guest speakers to be on agenda
7.	General Business	No new business.	
8.	In-Committee Meeting	The trustees broke from the BOT meeting to enter in-committee business. Time:	

The Board of Trustees Meeting Ended at 10.00pm
Next Meeting Dates - 2nd May (April meeting) 2017

Signed by Chairperson:

Lee-Ann Lucas

Date Signed:
