



## CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees  
Held on Tuesday 13 December 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, Jamie Galloway, and Lou Dennis (Trustees)

**In Attendance:** Dawn Wood (Associate Principals)

**Scribe:** Janet Glover

No		Meeting Items	Action and Follow Up
1.	1.1 Administration	<p><b><u>Declaration Conflicts of Interest</u></b> There were no conflicts noted in relation to the set agenda.</p>	
	1.2 Minutes	<p><b><u>Minutes of the Previous Meeting</u></b> Minutes of meetings held on 21 November were accepted as a true and correct record. <b>Moved: Lee-Ann Lucas</b> <b>MOTION: Agreed</b></p>	
2.	Correspondence	<p><b><u>Inwards/Outwards Correspondence</u></b> 2.1 Inwards - letter received - to be discussed in committee. 2.2 Outwards</p> <p><u>Ratification of Approval of Contractors for Breakout Room</u> <b>Motion: Recommendation that the tender of Construction Management Group (Building) Limited be accepted with an offer of \$124,116 to complete works as per tender documents issued on 6th October 2017 and subsequent negotiations.</b> <b>Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas</b> <b>MOTION: Agreed</b></p> <p><b>Recommendation that the inwards correspondence be accepted and outwards correspondence be ratified.</b> <b>MOVED: Nicki Taylor, Jamie Galloway</b> <b>MOTION: Agreed</b></p>	
3.	Monitoring: Annual Plan	<p><b><u>3.1 Principal's Report</u></b> No December report</p>	
4.	Committee Reports	<p><b><u>4.2.1 Property Report</u></b></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> Compliance has been finalised.</p> <p><u>Redevelopment of Area Under Room 27</u> Successful tender contracts are still being progressed. 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. Estimated completion date end of Term 1.</p>	

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		<p><u>Graffiti</u> There has been a lot of graffiti around the school. Community to be vigilant and let the Principal know if anything suspicious is seen. Security camera to be turned around to the courts to help catch any activity.</p> <p><u>Security Gates</u> Expected in during the holidays.</p> <p><u>Financial Report</u> Financial report was distributed prior to the meeting. Sarah presented the Finance report to the meeting. Noting, nearly at budget for donations, new wooden seating in pool area complete.</p> <p><b><i>Recommendation that the Financial Statements for the month ending 31 October 2017 with a surplus of \$46,689 be accepted.</i></b> <b><i>Moved: Sarah Sutcliffe, Seconded: Janine Irvine</i></b> <b><i>MOTION: Agreed</i></b></p> <p><u>Appointment of Auditors</u> <b><i>Recommendation that Deloitte Limited continue to be appointed as the school auditors.</i></b> <b><i>Moved: Sarah Sutcliffe,, Seconded: Nicki Taylor</i></b> <b><i>MOTION: Agreed</i></b></p> <p><u>School Donation</u> There has been some movement from Ministry of Education to subsidise each child in the school by \$150 rather than schools asking for a donation. This would be a shortfall of approximately \$100,000. Janine to survey community schools to see if they would be opting into this govt scheme. Consultation with school community should be done in many different mediums to ensure a high percentage of feedback. Decision will need to be made fairly quickly in the new year so as to inform parents in a timely way.</p> <p><u>National Standards</u> There was an announcement today from ministry that National Standards are to be abolished. The Board would discuss how Management is to report back to the board is to be brought up in the new year.</p> <p><b><u>4.2.2 Health and Safety Report</u></b> No report - next meeting Term 1 2018</p> <p><b><u>4.2.3 Personnel Committee Report</u></b> Discussed in-committee</p> <p><b><u>4.2.4 Policy Committee</u></b> Minimal response - happy with status quo.</p> <p><b><u>4.2.5 Community Committee Report</u></b> Nothing to report</p> <p><b><u>4.2.6 Student Discipline</u></b> Nothing to report.</p>	<p>Janine to make contact with other schools.</p> <p>Add to agenda</p>
5.	Strategic Discussions	<p><b><u>5.1 Board Work Plan</u></b> No update</p>	



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		<p><b>5.2 Action Register</b> Action register was updated.</p>	
6.	Self Review - against our role	<p><b>Self Review</b> No need to self-review every month.</p>	
7.	General Business	<p><b>Update BOT hours schedule – this is required every month.</b> Ballot</p> <p><b>Ballot -</b> <i>Recommendation to open a ballot in the new year for enrolment of out of zone students after 1 May 2018 (Year 0). The trustees delegated the Senior Leadership to review and open the ballot as demand required for Year 0 and other Year levels as needed..</i> <b>Moved: Lee-Ann Lucas</b> <b>MOTION: Moved</b></p> <p><u>Relievers - Year 1</u> Additional classroom needed at the beginning of term 1 due to increase of unexpected enrolments being received.</p> <p>Endorsed congratulations to Janine for supporting the professional journey of Alicia, who recently secured a Principal position at Grey Lynn school.</p>	
8.	In-Committee Meeting	<p>The Trustees went into in-committee business. Time: 8.05pm</p>	

**The Board of Trustees Meeting Ended at 8.15pm**

**Next Meeting Date - 12 December 2017 - 6pm**