

Minutes of a Meeting of the Board of Trustees
to be held on 28 July 2020 6.00pm
in the School Boardroom

Present: Nick Mackeson-Smith (Chair), Janine Irvine (Principal), Sarah Sutcliffe, Andrew Bason, George Tan, Kirsten Fleming, Anne Patel and Sanjeev Deva (Trustees)

Apologies: Sanjeev Deva (late)

Scribe: Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
Chair		Welcome - The board joined in a karakia.	
		Administration	
Chair		<p><u>Declaration of Conflict of Interest</u> No conflicts recorded.</p> <p><u>Minutes of Meeting</u> Recommendation: That the minutes of the meeting held on 30 June 2020 be approved and the minutes of the meeting held on 2 June, changes be ratified. Moved: Andrew Bason, Seconded: Sarah Sutcliffe MOTION: Agreed</p> <p><u>Scenario Cards to discuss</u> L4 and A4 cards were discussed.</p>	
	2.	Correspondence	
Chair	2.1 2.2	<p><u>Inwards</u> Letter received from a parent - early finishes - deferred to management.</p> <p>Email received - sharing that a school BOT had been charged for negligence of Health and Safety. Reminder to ensure good practices within our school.</p> <p>Email received during the meeting that a parent/police had witnessed a near miss of a parent and student being hit by a car using the island outside the school grounds on Green Lane West. Police to follow up with Management.</p>	



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		<p><u>Outwards Correspondence</u> No Community Newsletter sent last month, deferred to July. Recommendation: That the inwards correspondence be approved. Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
	3.	Monitoring: Annual Plan	
<p>Principal (Janine Irvine) 15mins</p>	3.1	<p><u>Principal's Report</u> - Janine Irvine - Principal</p> <p>The Principal's report for July was distributed prior to the meeting.</p> <p>Janine presented her report.</p> <p>Update on Teacher Only Day - Term 2 PD was cancelled, new date planned for October.</p> <p>Camp 72% Paid / 28% Unpaid, week 5 will be when decided whether this will go ahead or not. Increase of cost has also been received.</p> <p>Carpark Update - meeting with Cornwall Park Trust Board, NZ Police, Cornwall Park Tennis Club and the school - notes from meeting attached to board pack.</p> <p>Recommended to install a camera in the carpark at the school expense.</p> <p><u>Authority to Trespass</u> - permission given by CPTB for the Principal to issue in the event of serious inappropriate behaviour.</p> <p>Sanjeev arrived.</p> <p><u>Out of Zone Ballot</u> The board discussed the enrolment recommendations for 2021. Agreed to continue with the current process that Management continues to maintain good roll growth.</p>	

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	<p>Recommendation That the proposed Ballot dates for closing and drawing as presented be accepted. Moved: Janine Irvine, Seconded: Nick Mackeson-Smith MOTION: Agreed</p> <p><u>Assessment Data Report</u> The Achievement Data for Mid 2020 Report was distributed prior to the meeting. Janine presented her report. It was noted that the report is only a snapshot in time with data taken during a difficult year as a result of COVID19. This is also a growing number of ESOL students on the programme - more than double than previous years.</p> <p>Week 5 - Community Form - Literature - by Zoom Also looking at other areas.</p> <p>Disappointing feedback from students when asked if they had seen their school report, that they had not discussed their report with their parents or had not seen their report at all.</p> <p>Feedback - that effort was not included in the report. Will be highlighted in work that students are presenting to their teachers, with the teachers feedback included. Management to see how this can be included in reporting.</p> <p>Recommendation: That the Principal's Report be accepted. Moved Janine Irvine, Seconded: Nick Mackeson-Smith MOTION: Agreed</p> <p>Janine was commended on her report.</p>	
<p>Treasurer (Sarah Sutcliffe)</p>	<p>3.2 3.2.1</p> <p><u>Sub- Committee Reports</u></p> <p><u>Finance / Property Committee</u> No minutes for June as no meeting was held</p> <p>A Finance Committee meeting was held prior to the Board meeting. Sarah presented her verbal report to the meeting.</p>	



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<p>Officeholders</p>	<p><u>Property Report</u></p> <p>Update on building project. Going out to tender. Ministry process being followed. Some minor vandalism has occurred - no insurance claim required. New bell/intercom system has now been installed. Great feedback from children. Admin will move out before the end of the term into temporary library/class space dependent upon contracts being confirmed.</p> <p><u>Finance Report</u></p> <p>Financial Statements for June 2020 Recommended: The financial statement for the month of June with a surplus of \$33,765 be approved. Moved: Andrew Bason, Seconded: Anne Patel MOTION: Agreed</p> <p><u>Health and Safety Committee</u> (Sanjeev) To ensure that Health and Safety of all students and staff is maintained - check on last time that external audits are up to date, Test and Tag electrical testing is done every year. Playground Safety Checks up to date.</p> <p><u>Personnel Committee</u> Resignation - deferred to in-committee.</p> <p><u>Community Committee</u> Creation of a cultural piece to represent the school - Rangi visited the school - he would like to be involved in the community consultation process. Will take the "narrative" accumulated from this consultation to create a piece significant to the school. Tangata whenua to be involved with this project. Zoom Hui could be organised.</p> <p><u>Policy Committee</u> Term 3 Review is now available - links provided to SchoolDocs for review of the following policies:</p> <ul style="list-style-type: none"> - Learning Support - Appointment Procedure 	
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		<p><u>Family and Friends Committee</u> No meeting has been held this term. A uniform sale was held during the holidays.</p> <p><u>Centenary Committee</u> Next meeting Thursday 13 August - 7.00pm 100 Year Lightbox has been purchased. Ideas discussed to be taken to the next meeting.</p> <p><u>Student Discipline Committee</u> Nothing new to report</p> <p>Recommendation: That the Board Committee reports be accepted Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
Chair	4.	Strategic Discussions	
10mins	4.1 4.2 4.3	<p>Any further Items for Next Newsletter</p> <p>Work Plan 2020 New ideas were discussed. Maori Success Plan a priority. Janine to be updated in line with the next consultation of Maori Whanau.</p> <p>Action Plan</p>	
Chair	5.	5. General Business	
Chair	6.	Self Review - against our role (as required)	
Chair	7.	<p>In-Committee Meeting: (as required)</p> <p>The meeting moved in-committee.</p>	