

Minutes of a Meeting of the Board of Trustees

30 June 2020 at 6.00pm

COVID-19 LEVEL 4 - ZOOM MEETING

Present: Nick Mackeson-Smith, Janine Irvine, Anne Patel, Sarah Sutcliffe, Andrew Bason, George Tan, Kirstin Fleming, Sanjeev Deva

Apologies: Sanjeev - will be late

In attendance: Dawn Wood, Shanthan Naidu

Scribe: Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
6.00pm	1.1	Welcome The Board joined in a Karakia	
		Administration	
Chair	1.2	Apologies	
	1.3	Declaration of Conflict of Interest No conflicts.	
	1.4	The minutes of a May meeting held on 2 June 2020 were distributed prior to the meeting. Recommendation: That the Minutes of Meeting held on 2 June be accepted Moved: Sarah Sutcliffe, Seconded: Janine Irvine MOTION: Agreed	
	2.	Correspondence	
Chair 5mins	2.1	<u>Inwards Correspondence</u> No correspondence. Invitation for Board Chairs to meet - Nick attended. Nick reported to the meeting of items discussed.	
	2.2	<u>Outwards Correspondence</u> Newsletter to Community distributed. Centenary Communications - we have received a number of new names of parents wanting to support the 2021 Centenary. Recommendation: That the Inwards Correspondence be accepted and the outwards Correspondence be ratified. Moved: Nick Mackeson-Smith MOTION: Agreed	



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		Sanjeev joined the meeting.	
	3.	Monitoring: Annual Plan	
Principal (Janine Irvine) 15mins	3.1	<p>Principal's Report - Janine Irvine - Principal The Principal's report for June was distributed prior to the meeting. Janine presented her report</p> <p><u>School Lunch - Dee Jays</u> A decision on the future of school lunches provided by SchoolLunches Online through Dee Jays is currently under negotiation.</p> <p><u>Reporting to Parents</u> Good take up by parents, those families that have not been able to access the Zoom option have been given a face to face option instead. Anne Patel (teacher) fed back that this experience had worked well especially for allowing both parents attending. Flexibility had been well received by many families.</p> <p><u>ACCOS Principals</u> Initiative outcomes have been extended to the end of the 2021 year. This will allow more time to get going due to the effect of delays from COVID19.</p> <p><u>Year 5/6 Camp</u> Good positive response from families wanting to go ahead. Funds a little slow in coming in. Office to send out reminders this week.</p> <p><u>HERO Roll-out Update</u> Shanthan presented a report on how Hero has now teachers and administration have taken on board the new student management report and parents being able to have access to view their child's Term 2 reports. As time goes forward more information will be made available for parents. Students will be very familiar and will be able to support their parents as well.</p> <p>We had some parents contacting the school to discuss their child's attendance which was marked on their report. Due to the COVID19 lockdown and our coding they were helped to identify how the attendance coding works.</p>	MOTION: Principal's Report be accepted



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		<p><u>Carpark Chaos</u> Janine provided an update on inappropriate behaviour of parents in the carpark over the past few weeks. A meeting has been called between the Cornwall Park Trust Board, Cornwall Park Tennis Club, the NZ Police (Community Constable) and the school to air issues all parties are having and to look at what options are available going forward. It is expected that this meeting will be the beginning of serious discussions. The board was given an opportunity to discuss their views. <u>Ideas:</u></p> <ul style="list-style-type: none"> ● Reconfigured to ensure a better flow of traffic ● Staggered start/finish times ● Parents on duty <p>These ideas will be taken to Thursday's meeting.</p> <p><u>School Roll</u> Our enrolled student numbers are low, however numbers should improve before the end of the year.</p> <p>Recommendation: That the Principal's Report be accepted. Moved: Anne Patel, Seconded: Andrew Bason MOTION: Agreed</p>	
<p>Treasurer (Sarah Sutcliffe) 20mins</p>	<p>3.2 3.2.1 3.2.2</p>	<p><u>Sub- Committee Reports:</u></p> <p><u>Property Report</u> No meeting to be held directly before BOT Meeting. Amended 5YA has now been approved by MOE, including the turf, fencing and admin block, Gender neutral toilets. Quantity surveyor has given a rough estimate \$272,000 plus GST plus fitout. GN Toilet \$24,000 from FYA - \$45.000. The board would need to consider how the board would fund this. To now put this out to tender for expressions of interest to get actual costings.</p> <p>Sustainable Contestable Fund Application does not need to be resubmitted - this will automatically be included in Round 2</p> <p><u>Finance Report</u> Sarah advised the board on the position in relation to impacts of COVID19 - \$35,000 down on School Donations at the same time this year to other years.</p>	



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		<p>All budgets will be tightened to help support loss of income.</p> <p>Finance/Property Minutes and Action Register were distributed prior to the meeting.</p> <p>Financial Statements for May 2020</p> <p><u>Depreciation Budget</u> - Edtech Financial Services Limited prepared a suggested Budgeted Statement of Financial Position. This was distributed prior to the meeting.</p> <p>Recommendation: That the Budgeted Statement of Financial Position with a deficit of (\$123,420) and the depreciation split of \$205,000 be accepted. Moved: Sarah Sutcliffe, Seconded: Anne Patel MOTION: Agreed</p> <p>Recommendation: That the Financial Statements for the month of May 2020 be accepted. Moved: Kirstin Fleming, Seconded: Andrew Bason MOTION: Agreed</p>	
	3.2.3	<p>Health and Safety Committee Sanjeev provided a report on a brief Health and Safety meeting held in June.</p>	
	3.2.4	<p>Personnel Committee Nothing new to report.</p>	
	3.2.5	<p>Community Committee - POU - timber may not be suitable - ongoing discussions.</p>	
	3.2.6	<p>Policy Committee Term 2 Review(policies are linked) SchoolDocs- Username: cornwallpark Password: CPDS</p>	
	3.2.7	<p>Family and Friends Committee Nothing new to report</p>	
	3.2.8	<p>Centenary Committee Good feedback from previous communications. Deferred until the next meeting.</p>	



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	3.2.9	<p>Student Discipline Committee Deferred to in-committee.</p> <p>Recommendation: That the Committee Reports be accepted. Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
Chair	4.	Strategic Discussions	
10mins	<p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Any Items for Next Newsletter - Nick gathered these to distribute to the community.</p> <p>Work Plan 2020 Feedback from the Board Chair meeting was the CPDS workplan was praised.</p> <p>Upcoming workplan items are on target.</p> <p>Community Consultations - opportunity or zoom meetings</p> <p>TOD - Professional Development Term 2 TOD was cancelled. Next TOD is 28 August. SOLO to present to the Board in Term 3 Move June out and put later in the term Scheduled maintenance to come out of the workplan - check with Shane?</p> <p>Schedule of community consultation through Janet</p> <p>Action Plan The action plan was updated.</p>	<p>Schedule maintenance - Check with Shane</p>
Chair	5.	5. General Business	
		No new business	
Chair	6.	Self Review - against our role (as required)	



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Chair	7.	In-Committee Meeting: (as required) - Went In-Committee at 7.28pm	
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**The Board of Trustees Meeting Ended at 7.50pm
Next Meeting Date - 28 July 2020 - 6pm**

Signed by Chairperson:

Nick Mackeson-Smith

Date Signed:
