

**Minutes of a Meeting of the Board of Trustees**  
**to be held on 17 November 2020 6.00pm**  
**to be held in the School Staffroom**

**Present** Nick Mackeson-Smith, Sarah Sutcliffe, Andrew Bason, George Tan, Janine Irvine, Kirstin Fleming, Sanjeev Deva and Anne Patel.  
**In Attendance:** Shanthan Naidu  
**Scribe:** Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
<b>6.00pm</b> <b>5 mins</b>	<b>1.1</b>	<b>Welcome</b>  <b>Karakia</b> The trustees joined in a Karakia.	
		<b>Administration</b>	
<b>Chair</b> <b>2mins</b>	1.2 1.3 1.4	Apologies Declaration of Conflict of Interest No declaration Adopt previous meetings Minutes - 20 October 2020  <b>MOTION:</b> <b>That the minutes of Meeting held in October 2020 be accepted.</b> <b>MOTION: Agreed</b>	
	<b>2.</b>	<b>Correspondence</b>	
<b>Chair</b> <b>2mins</b>	2.1  2.2	<u>Inwards</u> Email - NZSTA - TAPEC Settlement Email - NZSTA - National... Received the new National Education and Learning Priorities. Tabled at the meeting. To be included in the next pack in Dec.  <u>Outwards Correspondence</u> Letter to community regarding paying school donations.  <b>Motion::</b> <b>That the inwards correspondence be accepted and the outwards correspondence be ratified.</b> <b>Moved: Nick MacKexon-Smith</b> <b>MOTION: Agreed</b>	

## Minutes of a Meeting of the Board of Trustees

to be held on 17 November 2020 6.00pm

to be held in the School Staffroom

	<b>3.</b>	<b>Monitoring: Annual Plan</b>	
<b>Principal (Janine Irvine) 15mins</b>	3.1	<p><b>Principal's Report</b> - Janine Irvine - Principal The Principal's report for November was distributed prior to the meeting.</p> <p><u>Principal's Report for November 2020</u></p> <p>Janine presented her report to the meeting. Discussion regarding the lack of inward payments for school donations and the Term 4 Dance Programme.</p> <p>Thermometer provides a physical level of success of donations received.</p> <p>George recommended that cut off dates of donations be communicated to parents well in advance.</p> <p>What is in our control - reaction to the % of funds received. Cancellation of programmes. Agreed to send out one last end of year summary talking about where we ended up and the beginning of the 2021 year.</p> <p>Penalty costs are expected for cancelled events</p> <p><u>Education Law Conference Feedback</u> Janine attended a recent conference looking at the legal standings of school. The following were highlighted.</p> <p><u>Health and Safety</u> - Use of Swimming Pool - what happens if something goes wrong. Janine is very concerned about her personal liability around the school pool, responsibility sits directly on her shoulders.. The principal does not personally check that the policies and procedures are followed by pool users.</p> <p>Janine to continue with discussions with the lawyer. The board is exempt from responsibility. Email the lawyer tomorrow including all documentation, fears, changes to make the process more secure for further advice and then distribute to the trustee.</p>	<p>Janine to provide the flyer outline Ministry guidelines around payments</p> <p>Janine to followup</p>

## Minutes of a Meeting of the Board of Trustees

to be held on 17 November 2020 6.00pm

to be held in the School Staffroom

		<p>Can a waiver be signed by pool users</p> <p>Pool keys are on hold until more information is received.</p> <p>Privacy Act - individual breaches (ie data in a spreadsheet) conflict of information - whether one breach or individual breach of all on a data sheet. Multiple interpretations of the act until attested in court. Ensure processes are in place to minimise any breach happening.</p> <p>How do you measure for staff morale - rubric, EAP, encourage staff to use these and to let the school know if extra support is needed (or a buddy coming forward).. A daily log in by staff noting 1-5 How am I doing today.</p> <p>Children being left at the school gates prior to 8.15am Health and safety designated the requirement of having a gated school.</p> <p>Clarity and certainty of when the school gates are open and closed. To be communicated to the community. Discussions of the school now appearing to “be a fortress” vs a “place of risk”. Weekend usage and damage to the school, vandalism, theft have all been hugely minimised since gates have been locked outside school time. COVID19 impacted immensely on the usage of school grounds. Getting a good balance is important. More understanding the lock out during school time but more disclosure of why weekends are locked out as well. Janine to follow up with the lawyers.</p> <p><b>Recommendation:</b> <b>That the Principal’s report be accepted.</b> <b>Moved: Andrew Bason, Seconded: George Tan</b> <b>MOTION: Agreed</b></p>	<p>Management to have a look at what this could look like. Go back to staff to discuss further.</p> <p>Janine to bring to the next meeting.</p>
<p><b>Treasurer</b> <b>(Sarah Sutcliffe)</b> <b>30mins</b></p>	<p>3.2 3.2.1</p>	<p><u>Sub- Committee Reports:</u></p> <p><a href="#">Finance / Property Committee Minutes and Action Register</a> of the Finance/Property Meeting held on 20 October 2020 distributed.</p>	



**Cornwall Park**  
District School  
*Te Kura O Maungakiekie*

**Minutes of a Meeting of the Board of Trustees  
to be held on 17 November 2020 6.00pm  
to be held in the School Staffroom**

<p><b>Officeholders</b> <b>20mins</b></p>	<p>3.2.2</p>	<p>(November Finance/Property Meeting to be held directly before BOT Meeting)</p> <ul style="list-style-type: none"> <li>a. Finance/Property Minutes and Action Register</li> <li>b. <u>Property Report</u> - property vision needs to be updated (Admin Block, turf fencing - funded from Ministry funds into the school - linked to the school website.. Link - suggested projects to be set up. (community to be able to upload ideas.</li> </ul> <p>Admin project is on target. Internal electrical board needs to be shifted and updated. Extra cost of \$6,000. Staff back in Term 1. Waiting for Certificate of Public Use / Code of Compliance.</p> <p>Fencing now approved - booked in hopeful for the holiday break or Term 1.</p> <p>Ensure the community is communicated that these improvements are ministry funded, not funded by school donations.</p> <p>Surplus of fund to be discussed further once final figures are known. If any surplus of funds to consider the upgrade of the hall. Donations need to continue to come in to help the school support the upgrade to the hall as this is jointly owned by the school and Ministry.</p> <ul style="list-style-type: none"> <li>c. <u>Finance Report</u> Sarah presented her report to the meeting. Minutes to be distributed with the next board pack.</li> <li>d. <u>Financial Statements for September 2020 Recommendation</u> That the financial statements for October 2020 with a deficit of (\$13,389) be accepted. Moved: Kirsten Fleming, Seconded: Sanjeev Deva</li> <li>e. <u>School Donations</u> - any recommended changes for 2021 (draft letter attached) - defer to General later in meeting.</li> </ul> <p><u>Health and Safety Committee</u> Next meeting is on 18 November. Sanjeev to attend.</p>	
---	--------------	--	--

**Minutes of a Meeting of the Board of Trustees**  
**to be held on 17 November 2020 6.00pm**  
**to be held in the School Staffroom**

	3.2.3	<p><u>Personnel Committee</u> No action.</p>	
	3.2.4	<p><u>Community Committee</u> School Sculpture - Taonga - after a conversation with Ngati whatua Godfrey has made an enquiry to look for further interest. No further information to date.</p>	
	3.2.5	<p><u>Policy Committee - Term 4 Review</u> Nothing further to report</p>	
	3.2.6	<p><u>Family and Friends Committee</u> Nothing further to report. Some interest for fundraising ideas.</p>	
	3.2.7	<p><u>Centenary Committee</u> Kirsty attended the meeting. Lots of new people with some great skills and enthusiasm. Committee Report Plaque Janine gave a report on the first day of school for 2021 when the Centenary Year will be officially opened. The time capsule will be lifted.  Lots of new ideas underway  Memory Wall - one quote has been received so far. Chinese newspapers contact and local contacts.  A robust discussion was held.  Talk to Sarah - WeChat discussion about what the sculpture could be</p>	<p>Badges to be ordered this year to be ready for first day of school.</p> <p>Centenary Flag to be commissioned.</p>
	3.2.8	<p><u>Student Discipline Committee</u> Nothing new to report.</p> <p><b>Motion:</b> <b>That the Office Holders reports be accepted.</b> <b>Moved: Andrew Bason, Seconded: Sanjeev Deve</b> <b>MOTION: Agreed</b></p>	



**Cornwall Park**  
District School  
*Te Kura O Maungakiekie*

**Minutes of a Meeting of the Board of Trustees**  
**to be held on 17 November 2020 6.00pm**  
**to be held in the School Staffroom**

Chair	4.	Strategic Discussions	
<b>10mins</b>	4.1	Any further Items for Next Newsletter Ideas were collected.	
	4.2	<u>Work Plan 2020</u> Nothing new to change.	
	4.3	<u>Action Register</u> The action register was reviewed and updated.	
Chair	5.	5. General Business	
		<p>Andrew gave an updated overview of the Privacy Act.</p> <p>Staff Christmas cards were signed.</p> <p>Past pupils usage of the pool - robust discussion. It was agreed not to continue with this idea.</p> <p>Principal Appraisal to come to the Dec meeting. International Students - 11 rolling over, 2 new and 4 waiting for borders to open.</p> <p><u>2021 School Donation</u> The board had a robust discussion on the amount to be set for the 2021 school donation. Recommended donation is \$450 (paid by 31 March) \$460 after that date.. However, any small amount that can be paid should be considered.</p> <p><b>Recommendation:</b> <b>That the school donation be increased to \$450 (\$112.50 per term) if paid by 31 March 2021, or \$460 (\$115.00 per term) if paid through to the end of the year.</b> <b>Moved: Kirsten. Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p><u>Public Electronic Sign</u> Anne reported to the board. To come back to the next meeting with more information.</p> <p><u>Fundraising Idea</u> Sell car parking for public shows at the showgrounds.</p>	

**Minutes of a Meeting of the Board of Trustees  
to be held on 17 November 2020 6.00pm  
to be held in the School Staffroom**

		<p><u>Walking School Bus</u></p> <p>New groups have now been set up. There is great support by parents.</p>	
<b>Chair</b>	<b>6.</b>	<b>Self Review – against our role (as required)</b>	
<b>Chair</b>	<b>7.</b>	<b>In-Committee Meeting: (as required)</b>	

The meeting closed at 8.45pm

[OTHER LINKS - BOT HOME PAGE](#)

Staff Breakfast - 14 December - 7.00am  
Next BOT meeting will be held on 15 December 2020  
- [Meeting Dates 2020](#)