

Minutes of a Meeting of the Board of Trustees

held on 20 October 2020 6.00pm

in the School Staffroom

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

In Attendance: Shanthan Naidu (Associate Principal), Dev Singh (STEAM) and Adele Park (ESOL Teacher)

Scribe: Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
	1.1	<p>Welcome</p> <p>In Attendance - Dev Singh and Adele Park Dev and Adele were welcomed to the meeting.</p> <p>The trustees joined in a Karakia</p> <p>He hōnore, he korōria ki te Atua He maungārongo ki te whenua He whakaaro pai ki ngā tāngata katoa Hangā e te Atua he ngākau hou Ki roto, ki tēnā, ki tēnā o mātou Whakatōngia to wairua tapu</p> <p>Hei awhina, hei tohutohu i a mātou Hei ako hoki i ngā mahi mō tēnei rā, āmene</p> <p><u>Translation</u> It is an honor and glory to God Peace on earth Good idea to everyone God creates a new heart Inside, to each and every one of us Instil your holy spirit To help and advise us To learn more about today's activity, amen</p>	
		Administration	
Chair	1.2	Apologies - nil	
	1.3	Declaration of Conflict of Interest No conflicts.	
	1.4	<p>Recommendation: That the minutes of meetings held on 22 September 2020 be accepted. Motion: Agreed Moved: Nick Mackeson-Smith</p>	



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	3.	Monitoring: Annual Plan	
Principal (Janine Irvine) 30mins	3.1	<p>Principal's Report - Janine Irvine - Principal The Principal's report for October was distributed prior to the meeting.</p> <p>Janine presented her report to the meeting. Donations - the board discussed the low receipt of school donations in 2021. Agreed that communications need to be sent home to parents.</p> <p><u>Taonga Update - Feedback from Visit</u> Janine and Nick have met with Godfrey Rudolph who visited a Taonga artist in New Plymouth. Nick presented a verbal report to the meeting. Nick will make direct contact with Rangī and Godfrey.</p> <p><u>Strategic Review Summary</u> COVID19 - The board recognised the outstanding work that Janine did for the school in preparing for the second wave COVID19 lockdown. Janine mentioned that teachers were also quick to come on board who took up the challenge to get ready as well. There was no break in schooling with online learning starting the very next day. All in all, an amazing effort.</p> <p>Comments included: Behaviour and Learning Support Leadership Professional Development</p> <p><u>Student Wellbeing</u></p> <p><u>Board Assurances</u> All assurances were accepted.</p> <p>Recommendation: That the Principal's Report be accepted Moved: Janine Irvine, Seconded: Nick Mackeson-Smith MOTION: Agreed</p>	<p>Alert and paper copy to be sent</p> <p>Action: Janine to send Request to Nick</p> <p>Nick to Contact Rangī and Godfrey</p>
Treasurer (Sarah Sutcliffe) 15mins	3.2	<p><u>Sub- Committee Reports:</u></p> <p><u>Finance / Property Committee</u> <u>Minutes and Action Register</u> of the Finance/Property Meeting held on 22 September 2020 were distributed prior to the meeting.</p>	



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<p>Officeholders 20mins</p>	<p>3.2.1</p> <p>3.2.2</p>	<p>Sarah presented a verbal report for the meeting held prior to the board meeting.</p> <p><u>Property Report</u> Current building project of the school administration is tracking well for timing and coming in on budget.</p> <p><u>Finance Report</u> A preliminary 2021 draft budget was discussed. Further cuts are being considered and the impact that this causes.</p> <p>Recommendation: That the draft budget with a deficit of (\$85,000) for the 2021 year be accepted. 1 for /7 against Motion: Declined</p> <p>Recommendation: That the draft budget with a deficit of (\$21,993) for the 2021 year be accepted.</p> <p>6 for /1 against 1 abstention Motion: Agreed</p> <p>Ideas for fundraising: Advertise for International Students Advertising Electronic Signage</p> <p><u>Pool Keys</u> \$150.00 - email drop to past families</p> <p>Recommendation: That the cost of a pool key be set at \$150 for current students whose school donations are paid in full, or \$180 for past families (do not have a child attending) and \$60 staff Moved: Sarah Sutcliffe, Seconded: Andrew Bason MOTION: Agreed</p> <p><u>Financial Statements</u> Recommendation: That the Financial Statements for the month of September 2020 with a surplus of \$18,710 be accepted Moved: Nick Mackeson-Smith Motion: Agreed</p>	<p>Revisit Donation budget.</p>
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	<p>3.2.3 <u>Health and Safety Committee</u> - Next meeting 18 November Nothing new to report.</p> <p>3.2.4 <u>Personnel Committee</u></p> <ul style="list-style-type: none"> - Leadership Opportunities for Teachers - Scholarship Application - deferred to in-committee - Employment Changes - defer to In-committee <p>Privacy Act is changing in December, School Docs will automatically make changes accordingly</p> <p>Professional Development - Guidelines discussed</p> <p>3.2.5 <u>Community Committee</u> School Sculpture - Taonga - discussed earlier</p> <p>3.2.6 <u>Policy Committee</u> - Term 4 Review SchoolDocs- Username: cornwallpark Password: CPDS</p> <ul style="list-style-type: none"> - Privacy - Staff and Board - Salary Units - Staff and Board - Classroom Release Time / Timetable <p>3.2.7 <u>Family and Friends Committee</u></p> <p>3.2.8 <u>Centenary Committee</u> Plaque - Memory Wall - George to report George presented a report to the meeting. For individual families and corporate businesses Identified the West Library Brick Wall as a Centenary Wall. Quotes and design to come back to next meeting.</p> <p><u>Logo</u> Sample logos were distributed after the last meeting and an email trail received in acceptance of two logos to be used for website, promotion, clothing, labels etc.</p> <p>Recommendation: That the Centenary Logo as distributed prior to the meeting, be accepted. Moved: Sarah Sutcliffe, Seconded: Anne Patel MOTION: Agreed</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>	<p>George to get quotes</p>
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	3.2.9	<p>Uniform and clothing will be able to be purchased by order only.</p> <p><u>Student Discipline Committee</u> Defer to in-committee meeting</p> <p>Recommendation: That the Officeholder Reports be accepted Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
Chair	4.	Strategic Discussions	
10mins	4.1	Any further Items for Next Newsletter Ideas for the next newsletter were collected.	
	4.2	<p><u>Principal Appraisal</u> There will not be an outsourced Principal Appraiser. The Board Chair will perform this task for 2021. Budget for external appraiser to be reinstated in the 2022 budget. Trustees and Management were all in acceptance of this new process.</p>	
	4.3	<p><u>Strategic Plan and Charter</u> Still in place for 2020, to roll over for 2021 with no changes.</p> <p>Recommendation: That the 2021 Strategic Plan and Charter roll over. Moved: Janine Irvine, Seconded: Nick Mackeson-Smith Motion: Agreed</p>	
	4.4	<u>Work Plan 2020</u>	
	4.5	<p>No further changes.</p> <p><u>Action Register</u> The action register was discussed and updated.</p>	
Chair	5.	5. General Business	
		<p><u>BOT - Staff Gift for Christmas</u> The board discussed the purchase of thank you gift vouchers for staff for Christmas. After discussion it was agreed that In light of a particularly challenging year with COVID19 that staff be given vouchers in appreciation of their hard work.</p>	



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		<p>Recommendation: That gift vouchers for the value of \$50 be approved for all staff. MOTION: Agreed</p> <p><u>Flag Day</u> Friends of School (List to be brought to the next meeting)</p> <p><u>BOT Breakfast for Staff</u> BOT agreed to cook the staff breakfast - 14 December. Organise a coffee van to be on site. All trustees to be onsite to help with cooking and serving. Starts at 6.30am cook time, for a 7.30am breakfast. Agreed.</p> <p>Shanthan left the meeting.</p>	
Chair	6.	Self Review – against our role (as required)	
Chair	7.	In-Committee Meeting: (as required)	

[OTHER LINKS - BOT HOME PAGE](#)

The meeting closed at 9.10pm
 BOT Breakfast - 14 December 2020 - 6.30am
 Next BOT meeting will be held on 17 November 2020
 - [Meeting Dates 2020](#)