



## CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees  
Held on Tuesday 24 October 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 and Michael O'Brien (6.24pm)

**Apologies:** Michael O'Brien (Late), Nicki Taylor and Lou Dennis (Trustees)

**In Attendance:** Dawn Wood (Associate Principals), Paul Campbell, Glenys Muir, Dev Singh (Teachers)

**Scribe:** Janet Glover

Lee-Ann welcomed those in attendance to the meeting.

### **Teacher Presentations:**

#### **Paul Campbell - Physical Education (PE)**

The CPDS PE Report - October 2018 was distributed prior to the meeting. Paul presented his report to the meeting.

#### **Recommendations to be considered:**

Storage - there is a shortage of good storage space for equipment and gear, space could be utilised outside the back of the hall on the Greenlane West boundary.

Tiger Turf - all weather turf for hockey drill/practice - does not need to be a full size turf, good for games.

Lee-Ann thanked Paul for a comprehensive report.  
Paul Campbell left the meeting.

Michael O'Brien arrived at the meeting - 6.24pm

#### **Glenys Muir - Reading Recovery**

The 2017 Reading Recovery Board Report was distributed prior to the meeting. Glenys presented her report to the meeting.

Currently CPDS has Glenys and two other teachers trained in Reading Recovery, one is part time and one does not work a full year. (starts up a new-entrant class later in the year).

#### **Recommendation to be considered:**

To continue Reading Recovery in conjunction with the current early intervention programme, consider training another teacher to ensure the sustainability of professional development and support for teachers in their classrooms and assistance for children in 2018 who need this support.



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Lee-Ann thanked Glenys for her comprehensive report.  
Glenys Muir left the meeting.

To make up the cost of training teachers - MOE funds FTTE 0.35 - school would need to cover FTTE 0.65  
Put feelers out to other schools to look at sharing a teacher.

***Recommendation:***

***That the Board continues to support the Reading Recovery Programme at CPDS for another year.***

***That the Board supports an additional staff member be trained in this role – a full time position.***

***Moved: Lee-Ann Lucas***

***MOTION: Agreed***

**Dev Singh - Ningbo School Visit - Ningbo, China**

Ningbo School Visit report was distributed prior to the meeting. Dev presented her report to the meeting.  
Dev firstly thanked the Board for supporting her recent experience in travelling to Ningbo, China.

While in Ningbo, Dev presented to 100 delegates at the China Ningbo - New Zealand Auckland Education Cooperation Conference on "Towards Global Learning Communities - A Sister School Experience". Dev presented on behalf of our school and our sister school. This was highly respected.

Dev also shared a letter from a Ningbo student who attended with a visiting Ningbo group to NZ, seeking ongoing connections with her 'friends' back in New Zealand.

**Recommendation:**

In the future consider providing a lifetime experience for students to travel to Ningbo, China.

There are three primary schools currently taking primary children to China.

That the Board support two teachers travelling together, whereas the Conference is attending with other teachers from other NZ school, the sister school (Siyanyi Primary School) visit was attended alone.

Lee-Ann thanked Dev for her comprehensive report.

Dev Singh left the meeting

The Board briefly discussed the idea of sending students to Ningbo, the importance of learning languages, setting students up for success in a world where Chinese will be a global language, cultural diversity, developing cross country relationships, a two way relationship where both parties benefit.

This is a bigger topic that needed further time. Agreed to come back to these ideas at a more focused meeting.

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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 26 September 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 advised prior to the meeting</u></b></p> <p>2.1 Inwards - NZSTA Auckland Regional Executive Workshop</p> <p>2.2 Outwards - No outwards correspondence</p> <p><b>Recommendation that the inwards correspondence be accepted and outwards correspondence be ratified.</b> <b>MOVED: Lee-Ann Lucas</b> <b>MOTION: Agreed</b></p>	Janet check registrations for Lee-Ann and Sarah
3.	Monitoring: Annual Plan	<p><b><u>3.1 Principal's Report</u></b> Principal's report was distributed prior to the meeting. Enrolments are tracking lower by about 20 students at the same time last year.</p> <p><b><u>Progress Towards National Standards</u></b> End of Term 3 Report was distributed prior to the meeting. Janine presented her report.</p> <p>It has been identified that a number of parents are taking their children out of school during term time. This can be anything from a fortnight to a full term. This has a direct impact on the data. Writing is the last area for ESOL student to gain competency. With a high percentage of Chinese student the language barrier affects the data. In 2018 continue to work with the COL to focus on Y5/6 Boys writing and to work with other school that are succeeding. Moderation within school is a lot tighter, however, moderation across schools is still a wider gap.</p> <p><b><u>Staffing</u></b> It was pleasing to hear that the school is fully staffed for the beginning of next year and going into Term 2.</p> <p><b><u>Leadership / Professional Development Opportunities for Staff</u></b> Report made note of all the opportunities that are available. This is a vast and comprehensive list.</p> <p><b>Recommendation that the Principal's Report for October 2017 be accepted.</b> <b>Moved: Lee-Ann Lucas</b> <b>MOTION: Accepted</b></p>	

4.	Committee Reports	<p><b><u>4.2.1 Property Report</u></b></p> <p><u>Property Report</u> Code of compliance is still in progress with the Council so no further movement. There are some minor issues outstanding.</p> <p>Building consent for space under Room 27 has been lodged with council, tender process underway.</p> <p>Sign at Wheturangi Road needs some maintenance. To incorporate the new signage branding at the same time.</p> <p><u>Financial Report</u> Financial report was distributed prior to the meeting.</p> <p>Sarah presented the Finance report to the meeting.</p> <p><b><i>Recommendation that the Financial Statements for the month ending 30 September 2017 with a surplus of \$77,111 be accepted. Moved: Sarah Sutcliffe, Seconded: Janine Irvine MOTION: Agreed</i></b></p> <p><u>2018 Budget Professional Development Increase</u> Janine requested additional budget for Professional Development to attend a School Revolution Conference in Sydney, Australia in March 2018. Increase of \$1,500 This conference is based on strategic leadership.</p> <p>2017 budget still available to book this year., Attend in 2018. The BOT also supported other school senior leaders attending</p> <p><b><u>4.2.2 Health and Safety Report</u></b> Nothing further to report. Meeting to be held in November.</p> <p><b><u>4.2.3 Personnel Committee Report</u></b> Deferred to in-committee meeting.</p> <p><b><u>4.2.4 Policy Committee</u></b> Policy committee will be called in due course</p> <p><b><u>4.2.5 Community Committee Report</u></b> Community committee meeting to discuss Charter to be set.</p> <p><b><u>4.2.6 Student Discipline</u></b> To be discussed in committee.</p>	<p>Opportunity for Senior Leaders to attend.</p> <p>Nicki / Janet to provide date.</p> <p>Chris to provide date for committee meeting</p>
5.	Strategic Discussions	<p><b><u>5.1 Board Work Plan</u></b> Work Plan for 2018 to be updated - add Charter October 2018</p> <p><b><u>5.2 Action Register</u></b> Action register was updated.</p>	
6.	Self Review - against our role	<p><b><u>Self Review</u></b> Board reflected on how the meeting went and how each of them included themselves. All agreed - good time management.</p>	



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7.	General Business	<p><b>Update BOT hours schedule – this is required every month.</b></p> <p>BOT - Staff Xmas Gift</p> <p><i>Recommended that a \$50 Westfield Gift Voucher be arranged for staff.</i></p> <p><i>Moved: Lee-Ann Lucas</i></p> <p><i>MOTION: Agreed</i></p>	
8.	In-Committee Meeting	<p>The trustees went into in-committee business.</p> <p>Time: 8.05pm</p>	