

Minutes of a Meeting of the Board of Trustees
to be held on 22 September 2020 6.00pm
by Zoom Meeting

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

Apologies: Sanjeev Deva (late)

In Attendance: Shanthan Naidu (Associate Principal)

Scribe: Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
6.00pm	1.1	<p>Welcome</p> <p>In attendance</p> <ul style="list-style-type: none"> - Lisa Rolle, Paul Campbell, Glenys Muir <p>Those in attendance were welcomed.</p> <p>Karakia</p> <p>The Trustees joined in a Karakia</p>	
		Administration	
Chair	1.2	<p>Apologies</p> <p>Late Sanjeev Deva, may not be able to attend.</p>	
	1.3	<p>Declaration of Conflict of Interest</p> <p>No conflicts.</p>	
	1.4	<p>Recommendation:</p> <p>That the minutes of Meeting held on 25 August 2020 be accepted.</p> <p>Moved: Sarah Sutcliffe, Seconded: Janine Irvine</p>	
	2.	Correspondence	
Chair	2.1	<p><u>Inwards</u></p> <p>Email Trail - Office Refurbishment Tender</p> <ul style="list-style-type: none"> - Ratification of decision required <p>Email Trail - Taonga - work to be invoiced</p> <ul style="list-style-type: none"> - Ratification of decision required 	
	2.2	<ul style="list-style-type: none"> - Seed money to pay for travel expenses <p><u>Outwards Correspondence</u></p> <p>Nil</p> <p>Recommendation:</p> <p>That the inwards correspondence be approved</p> <p>Moved: Anne Patel, Seconded: Janine Irvine</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 September was distributed prior to the meeting.</p> <p>Specialist Teacher Reports Janine introduced three specialist teachers, Paul Campbell, Lisa Rolle and Glenys Muir.</p> <p><u>Physical Education</u> - Paul Campbell. Paul presented his report.</p> <ul style="list-style-type: none"> - COVID has impacted activities including zones - Fells well supported with resource - Looking forward to astroturf installation <p>Paul was thanked for this report.</p> <p><u>Reading Recovery</u> - Glenys Muir. Glenys presented her report.</p> <ul style="list-style-type: none"> - Thanked the board for the ongoing opportunity of running reading recovery in the school. - Glenys outlined the importance of Reading Recovery and how it supports students and teachers, backed up by Janine, Shanthan and Lisa. Also having a Year 0/1 teacher as a trained reading recovery teacher how this has a positive impact on the new entrants and their early education journey. - Suggest to have another teacher train as a reading recovery teacher. <p>Glenys was thanked for a great report. Parents have fed back huge value of this programme.</p> <p><u>Eureka</u> - Lisa Rolle. Lisa presented her report.</p> <ul style="list-style-type: none"> - Newly named from the old Gifted and Talented group of students. There are a number of areas of referral which are referenced to the Linda Silverman criteria for selection. - Ideas for 2021 Eureka Art, Eureka Debating and and Eureka Philosophy - The more we let children explore the better. <p>Lisa was thanked for her report.</p> <p>The board discussed that the importance of the board expenditure for these resourceful teachers is well worthwhile.</p>	

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	<p><u>ESOL</u> Adele to be asked to present a report at a further meeting.</p> <p><u>Principal's Report for September 2020</u> Janine presented her report to the meeting.</p> <p><u>Other Business / Compliance</u></p> <p><u>Physical Restraint</u> Janine provided in her report information outlining changes are imminent for the physical restraint of students and the strict guidelines. De-escalation is more important than the way to restrain. Training is based more on how to de-escalate. Once the changes are announced some policies/ procedures may need to be updated.</p> <p><u>Board Assurances</u> Accepted.</p> <p><u>Mandarin Lessons</u> Year 2 and above have regular lessons of Mandarin. The school supports a simplified version. Important to understand that there are two different ways of teaching Mandarin - Simplified and Tradition. MOE guidance to be checked by Janine and reported back to the next meeting</p> <p><u>Safety Management System</u> Accepted.</p> <p><u>Retention and Destruction of Records</u></p> <ul style="list-style-type: none"> - Archived List for Document Destruction (report attached) - Electronic cheques nos. 2650 to 3000 - <p>Recommendation That the retention and destruction of records and cheques be approved. Moved: Sarah Sutcliffe, Seconded: Andrew Bason MOTION: Agreed</p> <p>Recommended: That the Principals Report be accepted. Moved: Anne Patel, Seconded: Sarah Sutcliffe MOTION: Agreed</p>	<p>Janine to bring feed back to next meeting.</p>
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		<p><u>Personnel Committee</u> Nothing new to discuss.</p> <p><u>Community / Centenary Committee</u> Sarah presented her report.</p> <ul style="list-style-type: none"> - Centenary - date has been set for Term 3 2021. - School Sculpture - Taonga. Godfrey will report to the next meeting. - Logo - Sarah to send out samples to Board for email decision so that website can be created. Give ideas of what logo can be used for, ie: uniform item <p><u>Policy Committee</u> Term 3 Review SchoolDocs- Username: cornwallpark Password: CPDS Nothing new to report.</p> <p><u>Family and Friends Committee</u> Minutes - August 2020 distributed prior to the meeting.</p> <p><u>Student Discipline Committee</u> Nothing new to report</p> <p>Recommendation That the committee reports be accepted. Moved: Anne Patel, Seconded: Kirstin Fleming MOVED: Agreed</p>	
Chair	4.	Strategic Discussions	
10mins	<p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Any further Items for Next Newsletter The board discussed ideas for the next newsletter.</p> <p><u>Work Plan 2020</u> As previously discussed under Principal's Report</p> <p><u>Action Register</u></p> <ul style="list-style-type: none"> - Local Curriculum documents were distributed to the trustees prior to the meeting. - Register reviewed and updated. 	
Chair	5.	5. General Business	
		<p>Change of dates for Oct and Nov meetings confirmed. School calendar to be updated.</p>	

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		- Meeting Dates 2020 Board meeting dates for October and November brought forward a week each.	
Chair	6.	Self Review - against our role (as required)	
		The trustees reviewed the meeting	
Chair	7.	In-Committee Meeting: (as required)	

Meeting closed at 8.30pm

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