

## CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees

Held on Tuesday 26 September 2017 at 6.10pm in the School Board Room

**Present:** Lee-Ann Lucas (Chair), Janine Irvine (Principal), Sarah Sutcliffe, Jamie Galloway, Gowan Duff, Michael O'Brien, and Nicki Taylor (Trustees)

**Apologies:** Chris Porteous, Louese Dennis and Michael O'Brien and Nicki Taylor (late)

**In Attendance:** Dawn Wood (Associate Principals)

**Scribe:** Janet Glover

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 1 August and 29 August 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> 2.1 Inwards     2.1.1 CEC Official Information Act - Guide     2.1.2 Jim Ryan - Workshops 2.2 Outwards     2.2.1 Excerpt of Minutes - Colin Tunncliffe <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>	
3.	Monitoring: Annual Plan	<p><b><u>3.1 Principal's Report</u></b> Principal's report was distributed prior to the meeting.</p> <p><u>School App</u> - a rise in users was identified this week. There has been a big push talking to parents coming through the office and on the phone to upload the App to mobile phones.</p> <p><u>Flag Day - 5th December</u> Flag Day Guest Speaker has been confirmed. Friends of School - to be discussed in-committee.</p> <p><b>Recommendation that the Principal's Report for September 2017 be accepted.</b> <b>Moved: Janine Irvine, Seconded: 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>School Pool</u> The following documents were distributed prior to the meeting.</p> <ul style="list-style-type: none"> <li>● Safety Management Audit Term 2 2017</li> <li>● ASC Access Control and CCTV</li> <li>● Swimming Pool Report to Finance Committee</li> </ul> <p>Janine presented the reports to the meeting.</p>	

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	<p>Health and safety regulations for school pools continues to be a concern for the school so new procedures will be put in place for usage over the 2017/18 summer period.</p> <p>MOE are replacing the barrier arm. Potential that the new system could be used in line with pool card security. A proportion of this cost could be paid by MOE.</p> <p>It was agreed that a health and safety briefing must be attended by <u>all</u> keyholders, before pool keys (or any new system is installed) can be purchased.</p> <p><b>Recommendation that keyholders are to attend a pool health and safety meeting before pool keytags/or other entry system can be purchased.</b> <b>Moved: Sarah Sutcliffe, Seconded: Janine Irvine</b> <b>MOTION: Agreed</b></p> <p><b><i>Recommendation that approval of non budgeted funds of \$16,000 from uncommitted funds be approved to install a new pool security card system.</i></b> <b><i>Moved: Sarah Sutcliffe, Seconded: Janine Irvine</i></b> <b><i>MOTION: Agreed</i></b></p> <p><u>Property Report</u> Code-compliance is not far away on the last building upgrade (Rms 8/10)</p> <p>Break away space (under Rm27) - application to Council for consents has been arranged.</p> <p>International Student Agents fees exceeded budget - this is as a result of an increase of international student enrollments.</p> <p><u>Financial Report</u> <b><i>Recommendation that the Financial Statements for the month ending 31 August 2017 with a surplus of \$77,360 be accepted.</i></b> <b><i>Moved: Sarah Sutcliffe, Seconded: Janine Irvine</i></b> <b><i>MOTION: Agreed</i></b></p> <p>6.25pm Michael O'Brien arrived at the meeting.</p> <p><b><u>4.2.2 Health and Safety Report</u></b> Nothing further to report</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></p> <p><u>Code of Conduct</u> BOT to sign new code of conduct.</p> <p><u>BOT Staff Professional Development</u> Final draft distributed prior to the meeting. Last changes made. Template to be arranged</p> <p><u>Reporting to the BOT Template</u> Final changes to be made. Distribute to staff.</p>	<p>Janet to create a template for staff to complete.</p> <p>Janet to make change. Make available on google drive..</p>
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		<p><b>4.2.5 Community Committee Report</b> Feedback on the community consultation report was distributed prior to the meeting. Few parents attended this meeting (4%). Continue to engage further with the community seeking different ways to get them involved. A few themes were noted.</p> <p><b>Recommendation that the Community Committee report be accepted.</b> <b>Moved: Gowan Duff, Seconded: Lee-Ann Lucas</b> <b>MOTION: Agreed</b></p> <p><b>4.2.6 Student Discipline</b> To be discussed in committee.</p> <p>Nicki Taylor arrived at the meeting. - recap of Policy Committee items.</p>	
5.	<b>Strategic Discussions</b>	<p><b>5.1 Board Work plan</b> Janine advised that external reading recovery services would like to make a time to meet with the trustees to give a presentation. Next reporting - Physical Education (Paul Campbell). Tracking cohort, inclusive achievement stories.</p> <p><b>5.3 Action Register</b> Action register was updated.</p> <p>Wellbeing update to move from September column to November Pacifika Group for students and parents welcome. Group meeting held every Wednesday morning at 8.30pm</p>	<p>Add to agenda</p> <p>Janet to update Workplan</p>
6.	<b>Self Review - against our role</b>	<p><b>Self Review</b> Board reflected on how the meeting went and how each of them included themselves. All agreed - getting better.</p>	
7.	<b>General Business</b>	<p><b>Update BOT hours schedule – this is required every month.</b></p>	
8.	<b>In-Committee Meeting</b>	<p>The trustees broke from the BOT meeting to enter in-committee business. Time: 8.35pm</p>	

**The Board of Trustees Meeting Ended at 9.00pm**

**Next Meeting Date - 24 October 2017**