



Minutes of a Meeting of the Board of Trustees

28 February 2024 - 6.30pm - 8.30pm

Held at 193 Green Lane West, Greenlane

Present: Nick Mackeson-Smith, Janine Irvine, Vijay Patel, Michelle Nayagam, Anne-Marie Shepherd, Anthony Fong, Vicki Brooke (online), Emma Henderson
In Attendance: Dawn Wood
Apologies: Nil
Scribe: Janet Glover

The Principal chaired the meeting until the Election of Officers was confirmed for the Presiding Member.

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai (Chair)		Visitors In Attendance - nil	
	2.0	Welcome	
Welcome / Nau mai haere mai (Presiding Member)	2.1	Karakia The Trustees joined together in a Karakia	
	2.2	Mihimihi Nick shared a Mihimihi	
	3.0	Administration	
Admin / Kaiwhakahaere (Presiding Member)	3.1	Declaration of Conflict of Interest (Register) No conflicts noted.	
	3.2	Any changes to Agenda Added a letter into inwards correspondence Additional report emailed prior to the meeting.	
	3.3	Election of Officers - Presiding Member <u>Presiding Member</u> - Nick Mackeson-Smith Motion: That Nick Mackeson-Smith be elected as the Board Presiding Member. Moved: Anne-Marie Shepherd, Seconded: Michelle Nayagam MOTION: Agreed Nick is happy to take on the 2024 year with a view to move on in 2025). Nick continued to Chair the meeting as the Presiding Member.	

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	3.4	<p>Election of Officers - Other Positions</p> <p><u>Deputy Presiding Member</u></p> <ul style="list-style-type: none"> - Michelle Nayagam (Anne-Marie, Nick) - Anthony Fong (Vijay, Anne-Marie) <p>Discussion of having a Co-Deputy</p> <p>Motion: <i>That Michelle Nayagam and Anthony Fong be elected as the Board Co-Presiding Members.</i> Moved: Anne-Marie Shepherd, Seconded: Vijay Patel MOTION: Agreed</p> <p><u>Treasurer (Keeper of the Purse)</u></p> <ul style="list-style-type: none"> - Vijay Patel (All, Nick) <p><u>Friends and Family Delegates</u> To be the Principal and one delegate</p> <ul style="list-style-type: none"> - Emma Henderson (Janine, Michelle) <p><u>Health and Safety Delegate</u></p> <ul style="list-style-type: none"> - Anne-Marie (Michelle, Janine) <p><u>Te Ao / Whanau Representative</u> (name to be confirmed)</p> <ul style="list-style-type: none"> - Anne-Marie (Janine, Nick) <p><u>Personnel Committee</u> Agreed that the Personnel Committee would be elected at a time of requirement to allow for availability and declaration of interest)</p> <p>Motion: <i>That the nominated officeholders as noted above be elected.</i> Moved: All nominations - Nick Mackeson-Smith MOTION: Agreed</p> <p>Approval of Minutes held</p> <ul style="list-style-type: none"> - November 2023 - No meeting - December 2023 <p>Motion: <i>That the Minutes of Meeting held in December 2023 be accepted:</i> Moved: Nick Mackeson-Smith Motion: Agreed</p>	<p>Anne-Marie to bring a new name of this position to the next meeting</p>
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	3.5	BOT Planning Meeting for 2024 Documents distributed prior to the meeting. <ul style="list-style-type: none"> - Notes of meeting held January 2024 - Final 2024 Meeting Dates (Note change of Date of December meeting) <p>Agreed to keep Easter Tuesday as a meeting date for April regardless of the public holiday.</p> <p>It was agreed that the Notes of the Planning Meeting be accepted.</p>	
	3.6	Urgent Matters Arising From the Minutes (all other non urgent matters are deferred to 6.3 Action Register)	
	4.0	Correspondence	
Correspondence Nga reta reta <i>(Presiding Member)</i>	4.1	Inwards <p><u>2022 Audited Annual Report (Final)</u> Previously discussed and approved at the December meeting. These have now been executed by Deloitte.</p> <p>Motion: <i>That the 2022 Audited Annual Report and Financial Statements for the year ending 31 December 2022 with a surplus of \$16,243 be ratified.</i> Moved: Vijay Patel, Seconded: Anthony Fong Motion: Ratified</p> <p>It was noted that the extremely long delay of Deloitte processing and finalising these reports should be addressed along with lack of feedback in the Auditor's Report to the Board.</p> <p><u>Email</u> - Notice of establishment of Disciplinary Sub-Committee of the Board. To be discussed in-committee</p> <p><u>Correspondence</u> - Personnel - to be discussed in-committee.</p> <p><u>Email</u> - School Uniform Centre - Hoodies and T-Shirts The Hoodies and T-Shirts are up for review. The School Uniform Centre is due to order another batch. The hoodies are particularly popular with students. The board discussed the ongoing use of hoodies and t-shirts and agreed to keep the hoodies as a permanent uniform item, and allow the Centennial T-shirt to be discontinued, but could be worn</p>	

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		<p>until stocks are worn out (this item could also continue to be sold as a second hand item).</p> <p>Motion: <i>That the Hoodies be made a permanent uniform item subject to a change of the Centennial image on the back, and that the Centennial T-shirt be discontinued.</i> Moved: Janine Irvine, Seconded: Emma Henderson MOTION: Agreed</p> <p>It was agreed that the T-shirt could be worn until stocks run out, that T-shirts are worn out and that this item could also continue to be sold as a second hand item until naturally phased out.</p> <p>Asked that Dawn and Janine look at options for a new image for the reverse side of the hoodie. To be brought back to the next meeting.</p> <p>Hats to be sold at school as a fundraiser for the Friends and Family and to provide ease of access for parents. The school to keep stock. Stocktake required at the end of year.</p> <p>Will be sold on site and also at the School Uniform Sale</p> <p>Motion: <i>That the School Hat be sold at the school as well as available from the School Uniform Sale.</i> Moved: Emma Henderson, Seconded: Michelle Nayagam MOTION: Agreed</p>	Bring options up new image for back of Hoodie
	4.2	<p>Outwards To be discussed In-committee.</p>	
	5.	Monitoring: Annual Plan	
Principal's Report Te Ripoata a te Tumuaki (Principal)	5.1	<p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read) Janine presented her report to the meeting.</p> <p>Donations are again up over last year at the same time. \$91k so far has been received. The Board was very impressed with the parents for their generous support.</p> <p><u>2024 Annual Report</u></p> <p>The Annual Report was distributed prior to the meeting. (taken as read)</p>	

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		<p>Tapasā (Cultural competencies framework for teachers of Pacific learners) - The summary only to be shared with the Board for the next meeting</p> <p>Feedback from Across School Leaders (Vicki) she has visited 9 other schools, CPDS is by far the easiest to read and understand.</p> <p>Motion: <i>That the 2024 Annual Report be accepted.</i> Moved: Janine Irvine, Seconded: Nick Mackeson-Smith MOTION: Agreed</p> <p><u>2024 Strategic Plan</u> The Strategic Plan for 2024 was distributed prior to the meeting (taken as read)</p> <p>Motion: <i>That the Strategic Plan be accepted.</i> Moved: Anne Marie Shepherd, Seconded: Anthony Fong MOTION: Agreed</p> <p><u>Achievement Data Report End of 2024</u></p> <p>The Achievement Data Report was distributed prior to the meeting. (taken as read)</p> <p>It was noted that the data analysed was affected by a large number of new students that have started this year pulling data down.</p> <p>Data across the different areas have shown that there has been a significant increase in results for Māori students. The Board was delighted to see this increase which is the best over the past 6 years.</p> <p>Motion: <i>That the Achievement Data Report be accepted</i> Moved: Emma Henderson, Seconded: Michelle Nayagam Motion: Agreed</p> <p><u>BOT Delegation Summary 2024</u> THE BOT Principal's Delegation Summary was brought up for review prior to the meeting due to an update required. This was discussed by email thread and approved by email thread. These changes were due to be ratified, however, following</p>	
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Notified
changes are
made. Change
reference from

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		<p>on from this it was noted that further changes were still required. Further review would be taken out of the meeting and a new revised summary would be agreed upon asap and ratified at the next meeting. Nick to follow-up.</p> <p><u>Teacher Sick Leave</u> There has been a massive increase of sick leave allocation across the teaching staff. This is in line with the Primary Teachers' Collective Agreement and has now been actioned.</p> <p>The board accepted this and made a note to continue to monitor the impact on budget for relievers.</p> <p><u>Principal's Report</u> Motion: That the Principal's Report be accepted. Moved: Anne-Marie Shepherd, Seconded: Vijay Patel MOTION: Agreed</p>	<p>Ap to DP. Vijay to send notes to tidy document up buy no major changes to intent. Deputy if Nick is unavailable Ants Term 2 Michelle Term 3</p> <p>Distribute Summary for next meeting Further review required asap and brought to the next meeting to be ratified.</p>
Finance Reports (Treasurer)	5.2	<p>November 2023 / December 2023 Reports were distributed prior to the meeting. Vijay presented the Financial Report for November and December 2023 to be accepted.</p> <p><u>High Need Students</u> We have a number of new students that have presented with high needs that require full time teacher aides. These students are hindering learning of other students, damaging resources, putting immense pressure being put on teaching, support and admin staff. Funding has been applied which has already been used.</p> <p>Letters have been sent to local Members of Parliament.</p> <p>To ensure that we do not loose teachers as a result of challenging teaching environment and the disruption of learning for students that are in classes -</p> <p>Motion: That the Board contributes \$40,000 for the 2024 year towards the Learning Support Budget from uncommitted funds. Moved: Janine Irvine, Seconded: Vijay Patel MOTION: Agreed</p> <p>Motion: That the Financial Statements for the month ending</p>	Approve Finance Reports

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		<p>31 December 2023 with a surplus of \$172,483 be accepted. Moved: Janine Irvine, Seconded: Anthony Fong Moved: Agreed</p> <p>Friends and Family - December 2023 Accepted. Robust discussion on the</p>	
Property / Building Report (Principal)	5.3	<p>Property Vision - 2024 Sensory playground is a great idea. Whanau Hui to discuss the removal of the Kauri tree and the welcome frontage to the front of the Te Whare Ako Anne-Marie to take it to the Hui next week. Time-capsule - whether this will be replaced in the ground this year.</p>	Approve Property Vision
Friends and Family Report	5.4	<p>Minutes of Meeting of the Friends and Family Uniform</p> <ul style="list-style-type: none"> - Hoodies and T-Shirts - Hats 	Make decision on uniforms Waiting for Janet to bring to meeting
Health and Safety Committee Report	5.5	<p>Health and Safety Meeting - November 2024</p> <ul style="list-style-type: none"> - Health and Safety Meeting Minutes - Health and Safety Meeting Dates <p>Report was distributed at a previous meeting. Recessed mats in concrete. Cracks in ties Fitness trail - mostly under utilised. On the first day of school we had an impromptu fire drill due to an alarm triggered as a result of a fault. Term 1 evacuation is complete.</p>	
Balance of Principal's Report		<p><u>School Annual Accrual Report</u> The SAA Report was checked for accuracy and approved by the Principal prior to the meeting.</p> <p>Motion: That the School Annual Accrual Report for the 2023 year be accepted. Moved: Janine Irvine, Seconded: Nick Mackeson-Smith Motion: Agreed</p> <p><u>Board Assurances</u> 2024 Term Dates Leadership - Units of Responsibility Donations</p>	

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		Concurrence International Students Motion: <i>That the Principal's Report be accepted.</i> Moved: Anthony Fong, Seconded: Vijay Patel Motion: Agreed	
	6.	Strategic Discussions	
(Presiding Member)	6.1 6.2 6.3 6.4 6.5	Any further Items for Next Newsletter Proposed WorkPlan 2024 Deferred to next meeting Policy Review The Board was asked to review the required policies. No recommended changes. <u>BOT / Staff Breakfast</u> 26 March - date confirmed Action Register - updated	Bring to next meeting - Approve Workplan
	7.	5. General Business	
(Presiding Member)		Trustees Attendance / Hours Schedule (link to come) Reminder - complete hours in schedule	
	8.	Self Review – against our role (as required) Hautu - Self Review To be held once per term	
(All Trustees)		Review process To review a section at a time. To start at the April meeting.	April meeting
	9.	In-Committee Meeting: (as required)	

The meeting closed at 9.45pm