



## CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees

Held on Tuesday 11 December 2018 at 6.00pm in the School Board Room

**Present:** Jamie Galloway (Chair), Janine Irvine (Principal), Nicki Taylor, Sarah Sutcliffe, Shanthan Naidu, Nick Mackeson-Smith (by phone), and Sanjeev Deva (Trustees)

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

**Apologies:** Gowan Duff

**Scribe:** Janet Glover

No		Meeting Items	Action and Follow Up
1.	<b>1.1 Administration</b>	<p><b><u>Welcome</u></b></p> <p><b><u>Declaration Conflicts of Interest</u></b> There were no conflicts noted in relation to the set agenda.</p>	
	<b>1.2 Minutes</b>	<p>The revised minutes of meeting held on 23 October 2018 were distributed prior to the meeting with Counselling paragraph rewritten.</p> <p><b>Recommendation that the revised minutes of meeting held on 23 October 2018 be accepted.</b> <b>Moved: Jamie Galloway</b> <b>MOTION: Agreed</b></p> <p>The minutes of meeting held on 20 November 2018 were distributed prior to the meeting.</p> <p><b>Recommendation that the revised minutes of meeting held on 20 November 2018 be accepted</b> <b>Moved: Jamie Galloway</b> <b>MOTION: Agreed</b></p>	
2.	<b>Correspondence</b>	<p>Email - Georgina Hammond - Range of Awards and Associated Criteria.</p> <p>To be discussed under Principal's report.</p> <p><b>Recommendation that the Inwards Correspondence be approved.</b> <b>Moved: Nicki Taylor, Seconded: Sanjeev Deva</b> <b>MOTION: Agreed</b></p>	

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<p><b>3.</b></p>	<p><b>Monitoring Annual Plan</b></p>	<p><b>3.1 Principal's Report</b> Principal's Report for December was distributed prior to the meeting.</p> <p><b>Flag Day</b> Janine apologised for the process of changing routines around Flag Day process and has reflected on this. The parents perceptions were not taken into consideration with enough importance.</p> <p>Jamie advised the principal of the Board's disappointment in the way that this was handled.</p> <p>Procedures are being updated to ensure clear guidelines are in place providing timeframes.</p> <p><u>Reflections</u> Our customers are our parents and students Finding that parents are not valuing Flag Day This celebration should be embraced by parents To communicate that parents should come along to Flag Day to support all students regardless of whether their own child is getting an award or not.</p> <p>Feedback from some parents is that they do not feel that their opinions are being cared about.</p> <p><u>Ideas:</u> Bring the school community for the ride Consider the reasons why parents are taking their child out of school on Flag Day. Where excellence fits / Growth Mind Set Been criticised for excellence awards for years Year 6 Graduation (all leavers) - every child has their teacher speak about them Excellence - given last year to Year 4-6s This year only been given to Year 6 Blues - represented the school and have excelled - parents have been notified Excellence - Year 5</p> <p><b>Action: Email to the 32 recipients of excellence awards. Teachers have already been asked to do this - follow up to ensure that teachers have done this.</b></p> <p>Year 4 and 5 will not have excellence awards given out this year (academic awards for achieving 2 years above expectation). Acknowledging outside the excellence. - dispositions Year 5 now to be present</p>	
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		<p><b>2019 Charter / Strategic Plan</b>  The Board continued to discuss the Strategic Plan. The Board agreed to meet again on 24 January - 9.00am - to discuss and agree on a final version for 2019. Janine would then finalise the Charter to bring to the February meeting. Advise all trustees of new meeting and time.</p> <p>Nicki to be given editing rights to make changes directly.</p> <p><b>Writing Report</b>  Lisa Rolle provided an updated report that was presented at the meeting.  As an intervention programme - according to the data provided is the school happy that the programmes is working and should be continued.  For one day a week - there is good progress from this intervention programme</p> <p>This programme is a stepping stone that supports ongoing success</p> <p>Why are we hearing that parents are not feeling that they are included in their children  Connecting with parents</p> <p>Interventions and reports to the board should be reported on well  Get samples first - get a starting point</p> <p>Know the difference are being made - need to back it up with data in reporting.</p> <p><b>ASL - Erin Hooper</b>  Across School Leader responsibilities over 3 days  Other two days will be:</p> <ul style="list-style-type: none"> <li>- Working with children in Maths extension across the school</li> <li>- Releasing second year Beginning Teacher</li> </ul> <p><b>Counselling Update</b>  Some schools are utilising RTLB to bring in counselling for projects. Schools are accessing wellbeing funding.</p> <p>Review proposal of having an in-school counsellor.  How they can be the most successful at school</p> <p><b>Action:</b>  Proposal to be given to Board in the next meeting - include criteria, parent input.</p>	<p>Janet to send out date/time</p> <p>Arrange editing rights for Nicki</p> <p>Management Team to bring to the next meeting.</p> <p>Email proposal by email.</p>
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		<p><b>Ballot - Year 0 2019</b> The Year 0 ballot is expected to open at the beginning of the 2019 year. The board agreed to hand over the decision of the number of spaces available in the draw, to the Management Team as this information is best decided by those responsible. The Principal would report back to the Board of that decision at the next meeting.</p> <p><b>Maori Success Plan</b> Report was accepted.</p>	
	<b>Property and Finance</b>	<p><b>Property and Finance</b> <b>3.2.1 Finance/Property Committee Report</b> <u>Budget</u> Board comfortable with minor changes made to budget after receiving firmer prices :</p> <p><u>Garden to Table Project</u> Two stage approach. Cost saving if we combine the two stages. First stage approx \$55,000. Friends and Families have verbally approved \$5,000. Will approach them for \$5,000 more.</p> <p>We can fund approx \$ 15,000 from our fixed assets in 2019.</p> <p><b>Action:</b> <b>That the Friends and Family be approached to support \$10,000 to support the Garden to Table project.</b></p> <p><b>Recommendation that the board under-write \$10,000 in the instance that the Friends and Family do not contribute to the approved amount to \$60,000.</b> <b>Moved: Jamie Galloway</b> <b>MOTION: Agreed</b></p> <p><u>Table Tennis Table</u> \$500 has been donated Unveiling will be arranged for the new year</p>	Friends and Family meeting to seek approval of additional funding.
4.	<b>Committee Reports</b>	<p><b>3.2.3 Health and Safety Report</b> No report.</p> <p><b>3.2.4 Personnel Committee Report</b> New appointment for 2019 - to be discussed in committee.</p>	
5.	<b>Strategic Discussions</b>	<p><b>WorkPlan</b> No changes made.</p>	



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		<b>Action Register</b>	Jamie and Janet to update.
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**The Board of Trustees Meeting Ended at 8.10pm**  
**Next Meeting Date - 26 February 2019 - 6pm**