



CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees
Held on Tuesday 20 November 2018 at 6.00pm in the School Board Room

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

In Attendance: Dawn Wood (Associate Principal)

Scribe: Janet Glover

Nick Mackeson-Smith led the meeting with a mihi.

| No | | Meeting Items | Action and Follow Up |
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| 1. | 1.1 Administration | <p><u>Welcome</u></p> <p><u>Declaration Conflicts of Interest</u> There were no conflicts noted in relation to the set agenda.</p> | |
| | 1.2 Minutes | <p>The minutes of meeting held on 23 October 2018 were distributed prior to the meeting.</p> <p>The actions generated in the meeting had not been in the minutes and transferred to the Action Register. To be updated. Board expressed their concerns Putting out to tender.</p> <p>Recommendation that the minutes of meeting held on 23 October 2018 be accepted</p> <p>Nicki would like to reword the paragraph regarding counselling.</p> <p>Deferred to next meeting.</p> | <p>Janet to arrange action plan update.</p> <p>Nicki to send to Janet.</p> |
| | Correspondence | <p><u>Inwards Correspondence</u> Leo McCormack has agreed to act as Returning Officer for the next board of trustees elections scheduled for May 2019.</p> <p>Deloitte - documentation in line with the audit process for 2018 have been received. Fraud - separation of responsibilities, processes and procedures around the handling of money.</p> <p>The Board of Trustee will not be in a position to review the report dated 31 December before the due date as this would not be available. Janet and Nick to discuss the</p> | <p>Jamie, Janine to complete</p> |

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| | | <p>process for this year and feed back to Deloitte.</p> <p>NZEI - Strike Notification of a further strike received from NZEI.</p> <p><u>Outwards Correspondence</u> Nothing to approve.</p> <p>Recommendation that the Inwards Correspondence be approved. Moved: Nick Mackeson-Smith, Seconded: Nicki Taylor MOTION: Agreed</p> | |
| 3. | Monitoring Annual Plan | <p>3.1 Principal's Report The Principal's Report for October was distributed prior to the meeting.</p> <p>Janine Irvine presented her report to the meeting. Topics covered, Staff Reviews, 2019 Teacher PD, 'Doing Less Better', Student Placement - good valuable feedback was received. Sabbatical Report.</p> <p>Maori Success Plan (MSP) - updated version to be provided for the next meeting. Review</p> <p>Pasifika Group - Government success plan update - this has been stretched out by Government for another year.</p> <p>Production - continue to review annually practices, class time vs teacher input is balanced.</p> <p>To think about what effect does composites have on these events.</p> <p>Fun Run was hugely successful. Continue to support this event.</p> <p><u>Principal Sabbatical Report</u> Topic - "The effect heterogeneous grouping has on student achievement, while also exploring the different approaches schools have used to move teachers from only using ability grouping, to also incorporating flexible and responsive heterogeneous grouping into the teachers' skill set".</p> <p>Janine's Sabbatical Report was distributed prior to the meeting. This is a very exciting document that is backed up by data. If our teachers can fully embrace and commit to this. Timing is important in starting down this process.</p> | <p>Shanthan to provide updated MSP - send to trustees..</p> <p>Review of Production</p> <p>Update App with Term dates</p> |

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| | | <p>Trustees agree that the overall outline of the report was fully supported and should be explored further.</p> <p>Teacher knowledge has to be the key to start with. All teachers have to do Inquiry professional development, to be rolled out over a period of time in chosen areas.</p> <p>Recommendation that a project group be created and report back to the December meeting. Moved: Jamie Galloway MOTION: Agreed</p> <p>Nicki to liaise with Janine.</p> <p>Janine was congratulated on a successful sabbatical report.</p> <p>Recommendation that the Principal's Report be accepted. Moved: Janine Irvine, Seconded: Sarah Sutcliffe MOTION: Agreed</p> <p>2019 Charter It was agreed that the Board would meet prior to the next meeting and bring a first draft for next meeting.</p> | <p>Janine to create a project group.</p> <p>Trustees to meet to update 2019 charter</p> |
| | Property and Finance | <p><u>Property and Finance</u> 3.2.1 Finance/Property Committee Report</p> <p><u>A. Finance / Property Minutes/Action Plan</u> Minutes and Action Register of the Finance/Property Committee meeting held prior to the previous BOT meeting (23 October) were distributed prior to the meeting.</p> <p>Finance/Property Committee meeting held prior to 20 November meeting. Sarah presented a verbal report to the meeting. Minutes to be distributed at the next meeting.</p> <p><u>Student Voice</u> Two students (Hunter and Charlie) presented to the Finance Committee how to improve the school. Request to the Board for an outdoor table tennis table made of concrete as a cost of \$3,250.</p> <p>The Board were in support of this initiative. Encouraged the boys to talk to the teachers and to review the market providers.</p> <p>Other areas of discussion, bunker usage, hall upgrade</p> | |

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| | | <p>including storage.</p> <p><u>Garden to table initiative</u> - mixed responses received. Start with outdoor seating, some gardens are already available - more to come at a later date.</p> <p>Recommendation that the Board fund up to \$50,000 from uncommitted funds to initiate a plan to develop an area in front of the bunker including seating and a shade sail, with a total project cost of \$70,000. Moved: Jamie Galloway, Seconded: Nick Mackeson-Smith</p> <p>Recommendation that an area be made for the Pou to be included from stage 1 of this project. Moved: Jamie Galloway, Seconded: Cowan Duff</p> <p>MOTIONS: Agreed</p> <p>Also to approach CPDS Friends and Family for support to help reduce this amount. It was hoped this project would be complete for Fair 2019.</p> <p><u>B. Financial Statements</u> Recommendation that the financial statements for month of October with a year to date surplus of \$90,246 be accepted. Moved: Sarah Sutcliffe, Seconded: Jamie Galloway MOTION: Agreed</p> <p>Friends and Family accounts were distributed prior to the meeting.</p> <p>Recommendation that there will be no change to School Donations for the 2019 year. \$450 per child per annum. Moved: Jamie Galloway MOTION: Agreed</p> <p>Recommendation that the Finance/Property Report be accepted. Moved: Sarah Sutcliffe, Seconded: Jamie Galloway MOTION: Agreed</p> <p><u>Budget</u> Janine presented the draft 2019 Budget with a deficit of (\$108,167) to the meeting.</p> <p>Accepted in principal - to be brought to the next meeting for final approval.</p> | <p>Shane to start a development during the summer break.</p> <p>Community Committee to talk to marae/hospital contacts</p> |
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| | | <p>The PTA accounts with a surplus of \$65,555 were distributed prior to the meeting. It was noted that the end of year surplus are to be transferred to accumulated funds, however, have been confirmed that these funds can be accessed during the 2019 year.</p> <p><u>Staff Christmas Gift</u> Recommendation that the board agree to fund a \$50 Westfield Gift Voucher for all staff. Moved: Sarah Sutcliffe, Seconded: Gowan Duff MOTION: Agreed</p> <p>Skite Bites are to be ceased for 2019.</p> | |
| 4. | Committee Reports | <p>3.2.3 Health and Safety Report Nicki Taylor attended the Term 4 meeting. Feedback that reporting would be valuable if trends are identified.</p> <p>3.2.4 Personnel Committee Report A new appraiser for management has been contracted.</p> <p>3.2.5 Community Committee Report / Update Committee met after the previous meeting. Notes of the meeting were distributed prior to the meeting. Cancelling the fair was not an option - there has been a number of people signed up to help. A breakdown of the convenors roles has been created.</p> <p>Community committee to present an update at the next Board meeting.</p> <p>3.2.6 Policy Committee</p> <p>3.2.7 Cornwall Park Friends and Family (formerly known as the PTA Committee)</p> <p>3.2.8 Fair Committee Discussed earlier</p> <p>3.2.6 Student Discipline Nothing to report</p> | <p>Get copy of notes for file.</p> <p>Update at the Dec meeting</p> <p>Janet to send list from etap for Fair contacts to Nick</p> |
| 5. | Strategic Discussions | <p>WorkPlan No changes made.</p> <p>Action Register Not available - to be updated for next meeting.</p> | <p>Janet to update</p> |

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| 6. | Self Review - against our role | Self Review Anything that you would like to see different tonight Timings on the agenda. To support Janine - questions to go to Janine before the meetings - don't wait for meetings to get more information. | Janet to check timing |
| 7. | General Business | <u>Flag Day - Friends of the School</u> The Board discussed the nominations for the 2019 Flag Day. <u>Centenary 2021</u> A reunion committee would need to be set up in 2019. | Janine to distribute by email Add to Feb meeting agenda |
| 8. | In-Committee Meeting | The Trustees went into in-committee business. Dawn left the meeting. Time: 8.20pm Those in attendance left the meeting. | |

The Board of Trustees Meeting Ended at 8.40pm

Next Meeting Date - 11 December 2018 - 6pm