



## CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees

Held on Tuesday 23 October 2018 at 6.00pm in the School Board Room

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

**Apologies:** Dawn Wood (Associate Principal),

**In Attendance:** Erin Hooper (Across School Leader)

**Scribe:** Janet Glover

**Those in attendance were welcomed to the meeting.**

Nicki led the meeting with a karakia. - Action: Janet to add to pack each month.

Erin Hooper - presented the ACCos Report

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>	
2.	<b>1.2 Minutes</b>	<p>The minutes of meeting held on 25 September 2018 were distributed prior to the meeting.</p> <ul style="list-style-type: none"> <li>- Erin Lingard is noted as a school rep on the Friends and Family Committee, should be as a parent not a school rep.</li> <li>- Correct - spelling Nick Mackeson-Smith</li> </ul> <p><b>Recommendation that the minutes of meeting held on 25 September 2018 be accepted subject to one change</b>  <b>Moved: Nicki Taylor, Seconded: Sarah Sutcliffe</b>  <b>MOTION: Agreed</b></p>	
	<b>Correspondence</b>	<p><u>Inwards Correspondence</u> None</p> <p><u>Outwards Correspondence</u> Nothing to approve.</p>	





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		<p><u>Staff Review</u> Janine is in the processing of meeting with groups within the school for feedback and focus for 2019.</p> <p><u>Staffing and Unit Structure</u> Staff have been asked to feedback what they would like to work on next year</p> <p><u>Staff Placement</u> Janine sent out communication to parents to share requests for their child/ren for the 2019 year.</p> <p><u>Counselling</u> The school is trialling a counsellor for one day a week until the end of the year for students to access in consultation with their parents. Financial support by parents to be requested.</p> <p>Members of the Board expressed concern at the level of seniority and experience of the counsellor in questions, notwithstanding the fact that she was supervised. Members of the Board also expressed regret that the decision that we would have counselling in the school had already been communicated and offered to parents before the Board had a chance to consider this fully. The Board agreed that it would review the situation in the New Year.</p> <p><u>Teachers Strike</u> Communication to go out to parents.</p> <p><b>Recommendation that the Principal's Report be accepted.</b> <b>Moved: Janine Irvine, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	<p>Janine to update BOT with a progress report at next meeting.</p> <p>Jamie/Janine Parents to be advised</p>
	<p><b>Property and Finance</b></p>	<p><b><u>Property and Finance</u></b> <b>3.2.1 Finance/Property Committee Report</b></p> <p><b><u>A. Finance / Property Minutes/Action Plan</u></b> Minutes and Action Register of the Finance/Property Committee meeting held prior to the previous BOT meeting (25 September) were distributed prior to the meeting.</p> <p>Finance/Property Committee meeting held prior to 23 October meeting. Sarah presented a verbal report to the meeting. Minutes to be distributed at the next meeting. <u>CCC</u> received for Bunker</p>	



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		<p><u>Field Garden</u> - Staff feedback to come to finance next meeting</p> <p><u>Hall upgrade</u> - Shane to follow up with staff to gain interested options to consider.</p> <p><u>Special Needs Modification Report - MOE</u> Some temporary modifications have been made. Further modifications to be completed once final approval from MOE is received.</p> <p><u>Fundraising Options</u> The committee discussed ideas for different models of raising funds including fair, international student, events etc.</p> <p><u>School Pool</u> Pool keys will again be available for school community usage. \$110 per keytag for parents that have paid their school donation. All keys will be distributed once a parent has completed a health and safety meeting.</p> <p>To prolong the length of the use of the pool to consider solar heating upgrades for the pool.</p> <p><u>School Donations</u> 75% of paid donations is budgeted each year. We have received 95% of this 75% which is very pleasing. To be discussed at the next finance meeting.</p> <p><u>Fair 2019</u> No convenor has come forward. The future of the fair would have an impact of budgeting. Jamie to communicate with the school community for feedback.</p> <p><u>International Student</u> Fees \$14,000 Tuition Fee \$900 Administration Fee (non refundable) MOE Levy \$450 per year (non refundable) 15% agent fee</p> <p><b>B. Financial Statements</b> <b>Recommendation that the financial statements for month of September with a year to date surplus of \$128,707 be accepted.</b></p> <p><b>Moved: Sarah Sutcliffe, Seconded: Shanthan Naidu</b> <b>MOTION: Agreed</b></p>	<p>Shane to liaise with staff and feedback to Finance Com</p> <p>Add to Finance Committee agenda</p> <p>Jamie to liaise with community</p>
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		<p><b>Recommendation that the Finance/Property Report be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Shanthan Naidu</b> <b>MOTION: Agreed</b></p>	
<p>4.</p>	<p><b>Committee Reports</b></p>	<p><b><u>3.2.3 Health and Safety Report</u></b> Nicki Taylor will be the BOT representative at the next meeting. No further report.</p> <p><b><u>3.2.4 Personnel Committee Report</u></b></p> <p><u>Board Selection of New Trustees - Update</u> Jamie presented the Personnel Committee report to the meeting.</p> <p>Thanks to Nicki for her input during the process of selecting two new trustees; There were 8 delegates of which Nick Mackeson-Smith and Sanjeev Deva were successful.</p> <p>Nick and Sanjeev were welcomed to the Board.</p> <p>Committee roles will be discuss and brought back to the next meeting.</p> <p><b><u>3.2.5 Community Committee Report / Update</u></b></p> <p>Community Committee will meet in the next week. Nick will join this committee.</p> <p><b><u>3.2.6 Policy Committee</u></b> Policy review will come to the next meeting.</p> <p><b><u>3.2.7 Cornwall Park Friends and Family (formerly known as the PTA Committee)</u></b> Dawn Wood has taken up the role as staff delegate. A role she has been supporting for nearly 20 years.</p> <p>Class rep system of encouraging parents to come to meetings is being re-instigated.</p> <p>There have been a number of fundraising events over the past couple of terms and more coming up for Term 4.</p> <p><b><u>3.2.8 Fair Committee</u></b> Discussed earlier</p> <p><b><u>3.2.6 Student Discipline</u></b> <b>Nothing to report</b></p>	<p>Committee to meet</p>



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<b>5.</b>	<b>Strategic Discussions</b>	<p><b><u>WorkPlan</u></b> No changes made.</p> <p><b><u>Action Register</u></b> Register updated. Reminder - Charter - agenda for next meeting Distributed to all trustees</p>	
<b>6.</b>	<b>Self Review - against our role</b>	<b><u>Self Review</u></b>	
<b>7.</b>	<b>General Business</b>		
<b>8.</b>	<b>In-Committee Meeting</b>	<p><b>The Trustees went into in-committee business. Dawn left the meeting.</b></p> <p><b>Time: 8.00pm Those in attendance left the meeting.</b></p>	

**The Board of Trustees Meeting Ended at 8.20pm  
Next Meeting Date - 20 November 2018 - 6pm**

**Signed by Chairperson:** \_\_\_\_\_ **Jamie Galloway**

**Date Signed:** \_\_\_\_\_