



CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees
Held on Tuesday 25 September 2018 at 6.00pm in the School Board Room

Present: Jamie Galloway (Chair), Nicki Taylor, Sarah Sutcliffe, Gowan Duff, Shanthan Naidu, Carmen Burn, (Trustees)

Apologies: Janine Irvine (Principal) - on sabbatical leave, Dawn Wood (Associate Principal), Lee-Ann Lucas (Fair Food Stall Coordinator)

In Attendance: Craig Anderson (2018 Fair Convenor), Nick Mackeson-Smith (Parent)

Scribe: Belinda Law

Those in attendance were welcomed to the meeting.

No		Meeting Items	Action and Follow Up
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 4 September 2018 (August meeting) were distributed prior to the meeting.</p> <p>Recommendation that the minutes of meeting held on 4 September 2018 be accepted subject to one change '2018 Fair - Convenor' - should read '2019 Fair - Convenor'. Moved: Jamie Galloway, Seconded: Gowan Duff MOTION: Agreed</p>	
	Fair Convenor	<p><u>Fair Convenor Report</u> Robust discussion on how to recruit a 2019 Fair Convenor - it was agreed to encourage all class levels to seek persons of interest - Nicki Taylor to co-ordinate Shanthan Naidu to put together an alert/notice with the help of Craig Anderson.</p>	Shanthan to send alert/notice to parents through classes
	Correspondence	<p><u>Outwards Correspondence</u></p> <p><u>Edtech</u> - defer to Finance Report</p> <p><u>NZSTA</u> - Executive Event - 13 October. - distributed by email prior to meeting. Trustees may register if interested.</p> <p><u>ACCOS</u> - Erin Hooper COL/ASL Leader Offer Offer of Employment has been received from Auckland Central Community of Schools for Erin Hooper for the position of Community of Learning-Across School Leader.</p> <p>Recommendation that the Board agree to support the</p>	Execute and
2.			

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		<p>Offer of Employment: Community of Learning (COL) - Across School Leader (ASL) position from 28 January 2019 to 27 January 2021. Moved: Shanthan Naidu, Seconded: Nicki Taylor MOTION: Agreed</p> <p><u>Outwards Correspondence</u></p> <p>Letters of reply have been sent to Michael O'Brien Lee-Ann Lucas Dev Singh Kathleen Morris</p> <p>Moved that the Inwards Correspondence be approved and the Outwards Correspondence be ratified. Moved: Nicki Taylor, Seconded: Sarah Sutcliffe MOTION: Agreed</p>	return letter of offer.
3.	Monitoring Annual Plan	<p><u>3.1 Principal's Report</u> The Principal's Report for September was distributed prior to the meeting. Shanthan Naidu presented his report to the meeting.</p> <p><u>Skite Bite</u> Adele Hatton, Thyra Compton and Paul Campbell were nominated to receive this months Board Skite Bites. Recommendation that Adele Hatton, Thyra Compton and Paul Campbell receive BOT Skite Bites. Moved: Shanthan Naidu, Seconded: Gowan Duff MOTION: Agreed</p> <p><u>Inquiry Writing Report</u> - Curriculum Handbook/Inquiry Review. Shanthan Naidu presented his report to the meeting.</p> <p><u>Learner Focused Elevation Processes</u> Dawn Wood/Lisa Rolle Shanthan talked about their report - strong general discussion by the Board about the results - indicating: - was this initiative working - need reviewing - should resources be put into other learning areas?</p> <p><u>Recommendation</u> Report provided from ACCOS (Erin Hooper) with further analysis of writing intervention to be presented at the next Board meeting.</p> <p>Recommendation that the Principal's Report be</p>	<p>Belinda to arrange vouchers and cards.</p> <p>Janet to add to Workplan</p>

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		<p>accepted. Moved: Shanthan Naidu, Seconded: Gowan Duff MOTION: Agreed</p>	
	<p>Property and Finance</p>	<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 (28 August) were distributed prior to the meeting.</p> <p>Finance/Property Committee meeting held prior to 25 September meeting. Sarah presented a verbal report to the meeting. Minutes to be distributed at the next meeting.</p> <p>Update – Code Compliance Certificate (CCC) has been approved for the Flexi-Room below Room 27. The contractor will arrange final payment of the Council invoice and uplift the CCC.</p> <p>Update – The Flexi-Room and Discovery Centre will have furniture provided by funds from CPDS Friends and Families fundraising (eg: Term 4 Fun-Run).</p> <p>Update – The Board previously approved funds to be spent on the enhancement of the Discovery Centre to make this a more flexible/multi-use and higher frequency use learning space. Some staff would like more information on what this looks like.</p> <p><u>B. Financial Statements</u> Recommendation that the financial statements for month of August with a year to date surplus of \$117,163 be accepted. Moved: Sarah Sutcliffe, Seconded: Shanthan Naidu MOTION: Agreed</p> <p>The Board received a letter from Edtech dated 29 June 2018 seeking confirmation that the Board has approved the Budget Statement of Financial Position - deficit (\$87,040) and the proposed depreciation split as outlined in their letter.</p> <p>This was discussed at the Finance/Property Committee meeting. Both items have previously been before the Board for approval at the time of approving the draft 2018 annual budget.</p>	<p>Janet to add to agenda items.</p> <p>Shanthan to arrange.</p>

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		<p>Recommendation that the Budget Statement of Financial Position - deficit (\$87,040) and the proposed depreciation split be approved. Moved: Sarah Sutcliffe, Seconded: Jamie Galloway MOTION: Agreed</p> <p><u>Food to Table and Outside Garden Project</u> Information sent to school community. A number of positive feedback has been received.</p> <p>Staff asked for feedback to Shanthan via google forms. Some staff have provided positive feedback. Some staff have brought the state of the hall to the attention of Shanthan and the Board and would like this to be considered instead.</p> <p>Sarah suggested the teachers who would like the hall upgraded provide the Board with their hall refurbishment recommendations for the Board to consider.</p> <p>Shane advised he is very happy to talk to any staff about any proposed property project and their concerns about existing school property.</p> <p><u>Programmed Maintenance</u> The school is in the final year of programmed maintenance (external painting/maintenance of school buildings). Shane advised he will review the programme and seek cost estimates from the current provider and potential new providers. The information will be analysed and the Board will be presented with recommendations in early 2019.</p> <p><u>Special Needs Property Modification Report</u> The MoE has undertaken a Special Needs Property Modification review for one of our students. A report has been provided to the school from the MoE with a list of recommended modifications that are required to be undertaken to school property for this student. The MoE will fund and action the works required. Shane will be the school liaison.</p> <p>Sarah attended the Education Finance Limited seminar on 19 Sept 2018. Highly recommended for all trustees and the Principal to attend. With the new Board being elected next year Sarah recommended they all attend.</p> <p>Recommendation that the Finance/Property Report be</p>	<p>Shane to seek staff hall refurbishment feedback</p> <p>Shane seek cost estimates for Programmed Maintenance</p> <p>Shane to liaise with MoE.</p> <p>Diary note for BOT new members - May/June 2019</p>
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4.	<p>Committee Reports</p>	<p><u>3.2.3 Health and Safety Report</u> Nothing to report.</p> <p><u>3.2.4 Personnel Committee Report</u></p> <p><u>Board Selection of New Trustees - Update</u></p> <p>The Personnel Committee have received letters of interest and are in the process of interviewing on 29th September. Deferred to next meeting.</p> <p><u>3.2.5 Community Committee Report / Update</u></p> <p>No further update</p> <p><u>3.2.6 Policy Committee</u> The Policy Committee met to discuss Complaints Policy and Behaviour Management Policy.</p> <p>No changes were recommended however questions were raised for the Board to consider - deferred to in-committee. Nicki Taylor to give an overview.</p> <p><u>3.2.7 Cornwall Park Friends and Family (formerly known as the PTA Committee)</u> The Board agreed that nothing has happened besides the name change - needs more pro-active activity - suggested the two school reps - Dawn Wood (teacher rep) and Erin Lingard (parent) report back to the next meeting.</p> <p><u>3.2.8 Fair Committee</u> Discussed earlier in the meeting.</p> <p><u>3.2.6 Student Discipline</u> Deferred to incommittee.</p>	<p>Nicki to feed back interview results.</p> <p>Dawn and Erin to provide feedback at next meeting</p>
5.	<p>Strategic Discussions</p>	<p><u>WorkPlan</u> No changes made.</p> <p><u>Action Register</u> Register updated.</p>	
6.	<p>Self Review - against our role</p>	<p><u>Self Review</u></p>	
7.	<p>General Business</p>		



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8.	In-Committee Meeting	The Trustees went into in-committee business. Time: 8.00pm Those in attendance left the meeting.	
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**The Board of Trustees Meeting Ended at 8.20pm
Next Meeting Date - 23 October 2018 - 6pm**