



CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees
Held on Tuesday 26 June 2018 at 6.00pm in the School Board Room

Present: Lee-Ann Lucas (Chair), Jamie Galloway, Janine Irvine (Principal), Sarah Sutcliffe, Gowan Duff, Nicki Taylor, Michael O'Brien and Shanthan Naidu (Trustees)

Apologies: Nicki Taylor and Shanthan Naidu will be late

In Attendance: Dawn Wood (Associate Principal)

Scribe: Janet Glover

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 29 May were distributed prior to the meeting.</p> <p>Recommendation that the minutes of meeting be accepted. Moved: Lee-Ann Lucas MOTION: Agreed</p> <p>Recommendation that in retrospect to the passing of the 2 May 2018 meeting minutes, it was brought to the attention of the meeting that the minutes were dated incorrectly :- '27 March 2018' should read '2 May (April meeting) 2018' Moved: Lee-Ann Lucas MOTION: Agreed</p>	
2.	Correspondence	<p><u>Correspondence Inwards</u> Deloitte - Final Audited Annual Report and Financial Statements have now been received.</p> <p><u>Outwards Correspondence</u> Deloitte - 2018 Annual Report and Financial Statement have been sent to Ministry of Education</p> <p>Moved that the Inwards Correspondence be approved and the Outwards Correspondence be ratified. Moved: Lee-Ann Lucas MOTION: Agreed</p>	

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<p>3.</p>	<p>Monitoring: Annual Plan</p>	<p>3.1 Principal's Report The Principal's Report for June was distributed prior to the meeting.</p> <p><u>BOT COL Evening</u> 4th July at Newmarket Primary School - Shanthan and Sarah interested in attending. Janine will be speaking.</p> <p><u>Teacher Only Day</u> Children were actively presenting as teachers and teachers as learners. Sphero and Drones were highlighted - teachers have looked at these with a new light and keen to incorporate this with students in class.</p> <p><u>SkiteBite</u> Chloe Grimmer - for taking on the responsibility for Kapa Haka Carmen Burns - for supporting the younger classes Hannah Wynne - for going above and beyond</p> <p>Recommendation that the Principal's Report be accepted. Moved: Janine Irvine, Seconded: Lee-Ann Lucas MOTION: Agreed</p>	
	<p>Property and Finance</p>	<p>3.2.1 Finance/Property Committee Report</p> <p>A. <u>Finance / Property Minutes/Action Plan</u> Minutes and Action Register of the Finance/Property Committee meeting held prior to the previous BOT meeting (29 May) were distributed prior to the meeting.</p> <p>The June Finance/Property meeting was held prior to this BOT Meeting.</p> <p>Sarah presented her report to the meeting.</p> <p>B. <u>Financial Statements</u> Recommendation that the financial statements for month of May with a year to date surplus of \$231 598 be accepted. Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas MOTION: Agreed</p> <p><u>Budget - Mid Year Review</u> 42% of forecast budget - tracking well.</p> <p><u>Fair Financial Report</u> Sarah presented the Fair Financial Report to the meeting. Net Income 2018 - \$110,681</p>	<p>June Finance Committee report to come to next meeting.</p> <p>Sarah to review uncommitted funds expenditure.</p>

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		<p>Recommendation that the Finance/Property Report be accepted. Moved: Sarah Sutcliffe, Nicki Taylor MOTION: Agreed</p> <p>C. <u>Property Report</u> Code of Compliance for th multi use room is still in progress. Final payment will be paid once received.</p> <p><u>Break-out Rooms - Multi Media Room</u> Quotes have been received. Sarah to look at past minutes identifying approved usage of uncommitted funds to get clarity on this spend and then to come back to the Board.</p> <p><u>Health and Safety Audit</u> No requirements or amendments recommended as a result of audits and maintenance checks.</p> <p><u>Pohutukawa Tree</u> - south boundary - required to be substantially trimmed (approx ¾ tree needs to be removed) for safety reasons. The school will be billed for this work.</p> <p>Mike asked that a sign informing public of reasons and permission, be erected near tree. Janine to include in her blog. Action: Agreed Recommendation that the Property Report be accepted Moved: Sarah Sutcliffe, Seconded: Gowan Duff MOTION: Agreed</p>	<p>Sarah to bring to next meeting</p> <p>Shane - sign Janine - blog</p>
4.	Committee Reports	<p>3.2.3 Health and Safety Report Health and Safety Meeting Minutes were distributed prior to the meeting. Gowan Duff attended the 7 June meeting. Gowan reported on a well run meeting. No issues of concern were raised. Recommendation that the Health and Safety report be accepted Moved: Gowan Duff, Seconded: Michael O'Brien MOTION: Agreed</p> <p>3.2.4 Personnel Committee Report <u>360 Principal Appraisal</u> Staff, Parents and Students have completed 360 surveys. These are to be discussed in committee under the Principal's Appraisal and the proposed performance agreement for the next year.</p> <p><u>New Employees</u> To be discussed In committee</p>	

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		<p>3.2.5 Community Committee Report Michael and Gowan to meet to bring back ideas to the next meeting.</p> <p>3.2.6 Policy Committee Policy Review Meeting Report was distributed prior to the meeting outlining recommended changes to the following policies/procedures reviewed:</p> <ul style="list-style-type: none"> • Reporting to Parents on Student Progress and Achievement • Visitors • Protected Disclosure <p>Recommendation: That the recommended changes to the policies reviewed be accepted Moved: Nicki Taylor, Seconded: Sarah Sutcliffe MOTION: Agreed</p> <p>3.2.7 Cornwall Park Friends and Family (formerly known as the PTA Committee) Nicki brought the meeting up to date. New group will operate as individual managed events/ activities relying on a system of parent reps in each classroom. All events will be advertised on a calendar and volunteers sought throughout the year. Also, volunteers for each event will be sought as new students are enrolled at school. Allocation of Funds Committee - a meeting will be held each term to discuss and approve expenditure.</p> <p>3.2.8 Fair Committee A report from Craig Anderson, Convenor was distributed prior to the meeting. The ongoing future of the Fair was discussed.</p> <p>Moved: Shanthan Naidu, Seconded: Jamie Galloway MOTION: Accepted</p> <p>3.2.6 Student Discipline Nothing to report.</p>	<p>Mike and Gowan to meet prior to next meeting</p>
<p>5.</p>	<p>Strategic Discussions</p>	<p><u>Pending 2019 Board Elections</u> Next BOT update to go out to community to inform /remind school community of up and coming elections and to encourage interest in standing.</p> <p>Encourage parents to discuss their interest with current trustees, and welcome them to attend meetings. Would be of benefit to the school if the trustees were reflective of our school community.</p> <p><u>Board Work Plan</u> No change.</p>	<p>Lee-Ann to address in next BOT update</p>

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		<p><u>Action Register</u> Principals Delegation - these need to be reviewed to align them with practices. This will be considered. Get some samples for other clusters. Check with NZSTA</p> <p><u>NZSTA Workshop Feedback</u> Lee-Ann gave her report on workshop attended.</p> <p><u>Flag Day Review</u> Robust discussion on the criteria of cups and awards at Flag Day. Importance of communication and transparency.</p> <p><u>Follow-up on Community Groups</u> The Community committee to discuss how this is working and how to maintain engagement with our various communities of the school. Need to be sure that we are across all cultures of the school.</p>	<p>Needed to be included in the Action Register. Policy Committee to review. Janine to get samples.</p> <p>Advise parents of criteria</p> <p>Mike/Gowan to follow up.</p>
6.	Self Review - against our role	<p><u>Self Review</u> The trustees discussed their contribution to the meeting.</p>	
7.	General Business	No general business.	
8.	In-Committee Meeting	<p>The Trustees went into in-committee business. Time: 7.30pm Dawn left the meeting.</p> <p><u>In-Committee Meeting Minutes</u> Lee-Ann advised that to ensure transparency of Board decisions at in-committee meetings and to follow due process, minutes of in-committee meetings will come to the next in-committee meeting for ratification. Copies would be numbered, distributed at the meeting, and then gathered up and destroyed at the end of the meeting with exception of the original which is kept confidential and secure.</p>	<p>May and June in-committee meeting minutes to be brought to the next meeting.</p>

The Board of Trustees Meeting Ended at 9.15pm
Next Meeting Date - 31 July 2018 - 6pm