



## CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees  
Held on Tuesday 31 July 2018 at 6.00pm in the School Board Room

**Present:** Lee-Ann Lucas (Chair), Jamie Galloway, Nicki Taylor, Sarah Sutcliffe, Gowan Duff, and Shanthan Naidu (Trustees)

**Apologies:** Janine Irvine (Principal) - on sabbatical leave

**In Attendance:** Dawn Wood (Associate Principal), Carmen Burns, Erin Hooper, Kate Ginder, Jan Quensell, Kimberly Russell, Erin Lingard, and Ronelle Clarke.

**Scribe:** Janet Glover

Lee-Ann Lucas (Chairperson) tabled her resignation and a letter of opposition at the meeting.

Nicki thanked Lee-Ann for her support on the Board and for her role as Board Chair.

Jamie Galloway resumed the meeting as Deputy Chair.

Nicki lead the Board in a karakia.

Janine was wished well for her sabbatical.

Apologies that the Action Register from the previous meeting was available in the BOT June folder. This would be updated with new actions and sent out prior to the next meeting.

No		Meeting Items	Action and Follow Up
<b>1.</b>	<b>1.1 Administration</b>	<p><b>Welcome</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 minutes of meeting held on 26 June were distributed prior to the meeting.</p> <p><b>Recommendation that the minutes of meeting be accepted subject to the following change:</b> <b>Property Report - “Co-compliance” should read “Code of Compliance for the multi use room...”</b> <b>Moved: Jamie Galloway, Seconded: Nicki Taylor</b> <b>MOTION: Agreed</b></p> <p><u>Appointment of Acting Principal</u> Recommendation that Shanthan Naidu be appointed as Acting Principal for Term 2. <b>Moved: Nicki Taylor, Seconded: Gowan Duff</b> <b>MOTION: Agreed</b></p> <p><u>Appointment of Staff Trustee</u> A Principal cannot also hold the role of Staff Trustee on the Board. Shanthan Naidu (Acting Principal) stepped aside for Term 3 2018.</p>	

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2.		<p>Staff have been given the opportunity to nominate a new representative.</p> <p><b>Recommendation that Carmen Burns hold the position of Staff Representative on the Board of Trustees for the remainder of Term 3 2018. This role is to have speaking rights but not voting rights.</b> <b>Moved: Jamie Galloway, Seconded: Gowan Duff</b></p> <p>Carmen Burns was welcomed to the Board as the staff representative.</p>	
	<b>Correspondence</b>	<p><u>Correspondence Inwards</u></p> <p><u>NZEI - Strike</u> - Wednesday 15th August Currently 26 teaching staff members are union members. The board sought clarity from Carmen whether the staff supported the strike.</p> <p>For the health and safety of students and support staff, and to support the CPDS <u>teaching</u> staff in their desire to support the strike action, the Board agreed with the action taken by the teaching staff.</p> <p>Team Leaders were given speaking rights.</p> <p><b>Recommendation that the board ratify their email decision to close the school on 15 August in support of the NZEI strike action and to communicate advice to parents.</b> <b>Moved: Nicki Taylor, Seconded: Gowan Duff</b> <b>MOTION: Agreed</b></p> <p>Shanthan to liaise with Board to draft a letter to the community.</p> <p><u>Lunchonline</u> The school canteen and Andy's After School Care have been contacted seeking Food Plans in line with legal requirements. These are currently been worked on.</p> <p><u>EPA Service</u> - Reminder for staff of this service.</p> <p><u>Education Finance</u> Trustees interested in Professional Development are able to book themselves in for courses.</p> <p><u>School Zone 40km Signs</u> School Zone signs are now activated electronically. Memorandum of Understanding has been received.</p>	<p>Advice to be sent to community</p> <p>Follow up for receipt of food plans</p> <p>Carmen to remind staff</p> <p>Trustees to book courses</p>

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	<p><b>Recommendation that the Board ratify the signing on 4 July by Janine Irvine the Memorandum of Understanding between Auckland Council and Cornwall Park District School to electronically operate the School Speed Zone Signs.</b> <b>Moved: Nicki Taylor, Seconded: Gowan Duff</b> <b>MOTION: Agreed</b></p> <p><u>Letter of Resignation - Mike O'Brien</u> Resignation acknowledged - to be discussed in-committee.</p> <p><u>Letter from Auditor General - appointment of auditors.</u> The board discussed the appointment of the school's auditor. It was noted to ask Deloitte for a more time-efficient review next year. <b>Recommendation that Deloitte Limited be appointed the schools auditor for the next three years.</b> <b>Moved: Sarah Sutcliffe, Seconded: Gowan Duff</b> <b>MOTION: Agreed</b></p> <p><u>Delegation of Acting Principal - Term 3</u> 8 letters were received from parents expressing their support of the Board's decision to appoint Shanthan Naidu as Acting Principal for Term 3.</p> <p>8 letters were also received from staff expressing their disappointment at both the decision and the process. Speaking rights were given to those staff in attendance who had sent letters to the Board.</p> <p>Speaking rights were given to those in attendance who had sent letters to the Board.</p> <p>The staff expressed their disappointment in what they saw as a negative process and decision of the Board to appoint Shanthan, and the lack of consultation about the decision.</p> <p>On behalf of the Board, Nicki responded that the decision was not easy and the process had been flawed by the actions of the Principal, Chair and Board. The Board was privy to confidential information and this played a part in the decision making process. The Board apologised for any distress caused to staff and reiterated that they too were distressed by the process</p> <p>The Board expressed their disappointment that they had not had the time to give staff the opportunity to step up into the Associate Principal Role.</p>	
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		<p>Dawn advised that this process was already in place for staff.</p> <p>Those in-attendance were thanked for attending.</p> <p><u>Letter Received - Official Information Act Request</u> Deferred to in-committee</p> <p><u>Student Placement</u> - deferred to incommittee.</p> <p><u>Outwards Correspondence</u> Email sent to Apex Insurance.</p> <p><b>Moved that the Inwards Correspondence be approved and the Outwards Correspondence be ratified.</b> <b>Moved: Nicki Taylor, Seconded: Jamie Galloway</b> <b>MOTION: Agreed</b></p>	
<p><b>3.</b></p>	<p><b>Monitoring: Annual Plan</b></p>	<p><b><u>3.1 Principal's Report</u></b> The Principal's Report for July was distributed prior to the meeting.</p> <p>Shanthan Naidu presented the report to the meeting. Maori Action Plan / Community consultation - action plan to come to next meeting</p> <p><u>Enrolment - Out of Zone Ballot</u> There are a number of year levels that are low in numbers. <b>Recommendation that an out of zone ballot be held. Places available for 2019 - Year 1 (30 places), Year 3 (10 places) and Year 5 (10 places) open (all priorities), and Year 2 - open - Priorities 1-4 only (General closed. Year 4 and 6 also closed</b> <b>Moved: Nicki Taylor, Seconded: Jamie Galloway</b> <b>MOTION: Agreed</b></p> <p>Alex Park building project - not yet complete. One two enquiries of enrolments received to date.</p> <p><u>Letter from a student</u> Letter to be sent from the Board regarding the use of plastic at community functions. Samuel to be recognised at assembly.</p> <p><b>Recommendation that the Principal's Report be accepted.</b> <b>Moved: Shanthan Naidu (Acting Principal), Seconded: Sarah Sutcliffe</b> <b>MOTION: Agreed</b></p>	<p>Update Workplan</p> <p>Add to Schedule of Events - BOT to attend and to take to Friends and Family meeting</p>

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	<p><b>Property and Finance</b></p>	<p><b><u>3.2.1 Finance/Property Committee Report</u></b></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 (26 June) were distributed prior to the meeting.</p> <p><b>The July Finance/Property meeting was held prior to this BOT Meeting.</b> Sarah presented a verbal report to the meeting. Minutes to be distributed at the next meeting.</p> <p>Update - Pohutukawa Tree delayed for trimming. Should happen this weekend. Signs to be erected and Cornwall Park Trust to be contacted.</p> <p>Discussions started for a makeover to be given to 'the Bunker' - to provide a better environment.</p> <p>B. <u>Financial Statements</u> <b>Recommendation that the financial statements for month of June with a year to date surplus of \$203,703. be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Gowan Duff</b> <b>MOTION: Agreed</b></p> <p><u>Teacher Aide Budget</u> Additional funding will be required to support three new students with specific needs while waiting for MOE funding.</p> <p><b>Recommendation that the Board approve \$24,000 from uncommitted funds to cover the cost of additional teacher aids should it be required from current available funds.</b> <b>Moved: Sarah Sutcliffe, Seconded: Gowan Duff</b> <b>MOTION: Agreed</b></p> <p><b>Recommendation that the Finance/Property Report be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Nicki Taylor</b> <b>MOTION: Agreed</b></p>	<p>Nicki to contact the CPT. Shane to erect signs.</p>
<p>4.</p>	<p><b>Committee Reports</b></p>	<p><b><u>3.2.3 Health and Safety Report</u></b></p> <p>Gowan attended the previous meeting. Robust discussion - well run meeting. Lock Down drill has been completed end of Term 2. Process was well followed.</p> <p>Date of next H&amp;S meeting - Term 4 - 14 November Carmen will be in attendance. Sarah will also attend. BOT attendance schedule to be updated.</p>	<p>Janet to update BOT attendance list.</p>

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		<p><b><u>3.2.4 Personnel Committee Report</u></b></p> <p><u>New Employees</u> - deferred to incommittee meeting.</p> <p><b><u>3.2.5 Community Committee Report</u></b> Gowan reported to the meeting. To defer to the next meeting.</p> <p><b><u>3.2.6 Policy Committee</u></b> Complaints and Behaviour Management policies are up for review in Term 3. To be distributed to community and staff for review. Policy committee will meet later in the term.</p> <p><b><u>3.2.7 Cornwall Park Friends and Family (formerly known as the PTA Committee)</u></b></p> <p>Friends of Family webpage is now on the website. Encourage interested parties to come to the Board if they want any support.</p> <p><b><u>3.2.8 Fair Committee</u></b> Nothing to report.</p> <p><b><u>3.2.6 Student Discipline</u></b> Deferred to in-committee.</p>	Add to agenda
5.	<b>Strategic Discussions</b>	<p><b><u>WorkPlan</u></b> ACCOS to be presented in September. Jamie and Janet to discuss the action register.</p>	
6.	<b>Self Review - against our role</b>	<p><b><u>Self Review</u></b> The trustees discussed their contribution to the meeting. To be discussed in-committee</p>	
7.	<b>General Business</b>		
8.	<b>In-Committee Meeting</b>	<p>The Trustees went into in-committee business. Time: 7.12pm Those in attendance left the meeting.</p>	

**The Board of Trustees Meeting Ended at 8.20pm  
Next Meeting Date - 28 August 2018 - 6pm**