



CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees
Held on Tuesday 4 September 2018 at 6.00pm in the School Board Room

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

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

In Attendance: Dawn Wood (Associate Principal)

Scribe: Janet Glover

We had the opportunity to touch base with Janine, her sabbatical is going very well.

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 31 July were distributed prior to the meeting.</p> <p>Recommendation that the updated minutes of meeting distributed at the meeting be accepted. Moved: Jamie Galloway, MOTION: Agreed</p> <p>Ratification of decisions made by the Board since the previous meeting:</p> <p>Recommendation that the decisions as follows made by the Board by email trail since the previous Board meeting was held, be accepted:</p> <ul style="list-style-type: none"> - That the board agree under Section 105 of the Education Act 1989 to fill the the two available trustee positions with casual vacancies by selection; - That the school community be notified; and - That a Ballot be opened for Year 6 for priorities 1-3 only. <p>Moved: Jamie Galloway MOTION: Agreed</p> <p>Lavinia Uhila entered the meeting at 6.10pm</p>	
2.			

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	Correspondence	<p><u>Correspondence Inwards</u></p> <p><u>Inwards Correspondence</u></p> <ul style="list-style-type: none"> - Letter from Lee-Ann Lucas - Resignation as tabled at the previous meeting. - Letter from parent - Danielle Crighton - to be discussed in-committee. - Email from parent - Georgina Hammond - great assembly feedback. - Expressions of Interest - being received by the personnel committee - Requests for by-election - being received by the personnel committee - MOE - Notification of Industrial Action - Letter received from Fiona McMillan - to be discussed in-committee <p><u>Outwards Correspondence</u></p> <ul style="list-style-type: none"> - Notification to parents - MOE - school to close as a result of industrial action of teaching staff. - Notification to MOE - Industrial Action - Letters of acknowledgement (x4) <p>Moved that the Inwards Correspondence be approved and the Outwards Correspondence be ratified. Moved: Nicki Taylor, Seconded: Sarah Sutcliffe MOTION: Agreed</p>	
3.	Monitoring Annual Plan	<p><u>3.1 Principal's Report</u></p> <p>The Principal's Report for August was distributed prior to the meeting.</p> <p>Shanthan Naidu presented his report to the meeting.</p> <p><u>Skite Bite</u></p> <p>Fiona Rodgers - hardworking and flexible and always goes above and beyond.</p> <p>Swati Verma - outstanding work she is doing with Year 1 students.</p> <p>Janet put together a schedule for trustees to attend staff morning tea to present awards.</p> <p>Recommendation that Fiona Rodgers and Swati Verma receive BOT Skite Bites. Moved: Shanthan Naidu, Seconded: Jamie Galloway MOTION: Agreed</p> <p><u>Progress Towards School Expectations</u></p> <p>Report was distributed prior to the meeting.</p> <p>Future focus for next year for reporting.</p>	Janet to send calendar items

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	<p>Staff are currently updating individual students data so the data from the end of Term 2 report presented, will be reported on again in Term 4. Class teams have been meeting over the past few weeks updating the school data boards with fresh data. Interventions and collaborations being identified and currently underway.</p> <p>Less overall data but concentrate on smaller group data may be a better way of reporting to the Board.</p> <p>Programmes that the school has in place has been tracking great successes. Students are now starting to vocalise their desire to attend these programmes.</p> <p>It was identified that the early intervention programmes at the early years is proving to be successful.</p> <p>The meeting had a robust discussion on the Term 3 pressures of school expectations, reporting to parents, productions and other commitments/events that are happening at this time of year.</p> <p>The Board agreed that the management is on the right track to manage these pressures.</p> <p><u>Maori Action Plan / Community Consultation</u> Report was distributed prior to the meeting.</p> <p>The Board would like to be part of this Plan to show engagement and input into this. Shanthan to update the report with this input</p> <p><u>Learning Support / Gifted and Talented</u> Dawn Wood's end of year reports for 2017 as per agenda were distributed prior to the meeting.</p> <p>The Board had a robust discussion on the reports distributed. The Board had the opportunity to ask questions.</p> <p>Writing group results are harder to track as teachers have input into the students as well, whereas the other programmes have 5 days a week contact time. Writing to be a focus for management to get more information on.</p> <p>How does SENCO keep on top of national movements. Each individual is anecdotal. Difficult to compare across schools. Allum is another model being viewed. COL inquiry also used.</p>	<p>Nicki to write a Karakia for the BOT. Send CPDS school song to the Board. Shanthan to update MAP</p> <p>Dawn to provide a report to the next meeting. The board can forward any further questions to Dawn.</p>
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		<p>The results from these reports are fed back to parents of all students in these groups.</p> <p>Recommendation that the Principal's Report be accepted. Moved: Nicki Taylor , Seconded: Gowan Duff MOTION: Agreed</p> <p>Dawn Wood and Lavinia Uhila left the meeting (7.08pm)</p> <p>The meeting went in-committee at 7.08pm. The meeting resumed at 8.00pm</p>	
	<p>Property and Finance</p>	<p><u>3.2.1 Finance/Property Committee Report</u></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>The August Finance/Property meeting on 28 August 2018. Minutes of meeting were distributed prior to the meeting</p> <p>B. <u>Financial Statements</u> Recommendation that the financial statements for month of June with a year to date surplus of \$162,799. be accepted. Moved: Sarah Sutcliffe, Seconded: Gowan Duff MOTION: Agreed</p> <p>Sarah presented her report to the meeting.</p> <p><u>Food to Table and Outside Garden Project</u> A development of the area outside the Bunker (situated under Room 27 facing the field). Room 27 have created a business making eco-bags that are being sold at Countdown - parents are supporting with the sewing.</p> <p>Countdown have offered sponsorship in consultation with Dev Singh to create the Countdown to Garden project.</p> <p>Shane is continuing to liaise with the designer to discuss breaking up the project into stages</p> <p>Recommendation that the Finance Committee and Management be given the go ahead to consider the development of the field to create a Garden project, taking the Community into consultation. Moved: Sarah Sutcliffe, Seconded: Jamie Galloway MOTION: Agreed</p>	<p>The Board to take to staff and community for feedback through BOT newsletter.</p>

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		<p>Maps and drawings to go to the community.</p> <p>Recommendation that the Board invest in Room 25's enterprise by loaning the project \$500. Moved: Sarah Sutcliffe, Seconded: Nicki Taylor MOTION: Agreed</p> <p><u>Rider:</u> To support the enquiry leaning of Room 25 That 2% return on the investment be reinvested to donate to Cambodia fundraiser.</p> <p>Bike Shed Project - to put a application to the Friends and Family Committee.</p> <p><u>Discovery Centre Enhancement</u> The Friends and Family Committee are helping to fundraise for the furniture in the Bunker and to enhance the discovery centre.</p> <p>Recommendation that the BOard approve \$7,000 from un-committed funds to enhance the discovery centre. Moved: Sarah Sutcliffe, Seconded: Nicki Taylor MOTION: Agreed</p> <p><u>Health and Safety</u> It has been noticed that an increasing number of students are staying at school after 3.15pm. has finished Communication to be sent to the parents to</p> <p>Recommendation that the Board approve the appointment of Deloitte Limited as auditors for the next three year period. Moved: Sarah Sutcliffe, Seconded: Nicki Taylor MOTION: Agreed</p> <p>2019 Fair - Convenor Position To be discussed at the next meeting Consult with the Fair committee - recommend a meeting</p> <p>Recommendation that the Finance/Property Report be accepted. Moved: Sarah Sutcliffe, Seconded: Nicki Taylor MOTION: Agreed</p>	Alert to be sent. Also add to the BOT newsletter
4.	Committee Reports	<p><u>3.2.3 Health and Safety Report</u> Sarah and Carmen presented feedback from the last meeting held on 29 August.</p>	Signage and publicly advise of hazards and evacuation.

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		<p>3.2.4 Personnel Committee Report <u>New Employees</u> - deferred to incommittee meeting.</p> <p>3.2.5 Community Committee Report Gowan reported to the meeting. To defer to the next meeting. Gowan to lead a committee meeting - separate meeting to be held.</p> <p>3.2.6 Policy Committee Complaints and Behaviour Management policies were distributed prior to the meeting. Policy Committee . To be distributed to community and staff for review. Policy committee will meet later in the term.</p> <p>3.2.7 Cornwall Park Friends and Family (formerly known as the PTA Committee) Nothing further to report.</p> <p>3.2.8 Fair Committee Nothing to report.</p> <p>3.2.6 Student Discipline Nothing further to report.</p>	<p>Add to agenda</p> <p>Reminder to parents to complete review process - add to BOT newsletter.</p>
5.	Strategic Discussions	<p><u>WorkPlan</u> Updated Workplan was distributed prior to the meeting.</p>	
6.	Self Review - against our role	<p><u>Self Review</u> The trustees discussed their contribution to the meeting. To be discussed in-committee</p>	
7.	General Business	No new business	
8.	In-Committee Meeting	<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 - 25 September 2018 - 6pm