



Minutes of a Meeting of the Board of Trustees

21 February 2023 6.00pm - 8.10pm

Held at 193 Green Lane West, Greenlane

PRESENT: Nick Mackeson-Smith (Presiding Member), Janine Irvine (Principal), Anthony Fong, Vicki Brooke, Emma Henderson, and Michelle Nayagam

APOLOGIES: Vijay Patel, Anne-Marie Shepherd

IN ATTENDANCE: Dawn Wood (Associate Principal), Brendan Greer (Parent)

SCRIBE: Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai (Chair)		Visitors In Attendance Mr Greer was welcomed to the meeting.	
6.00-6.05pm	2.0	Welcome	
Welcome / Nau mai haere mai (Chair)		The meeting shared in a Karakia and Mihimihi	
6.05-6.15pm	3.0	Administration	
Admin / Kaiwhakahaere (Chair)	3.1 3.2 3.3	<p>Declaration of Conflict of Interest</p> <p>Any changes to Agenda</p> <p>Election of Presiding Member (BOT Chair) Call for nominations</p> <ul style="list-style-type: none"> - Presiding Member (Chair) - Nick Mackeson-Smith <p>Moved: <i>That Nick Mackeson-Smith be nominated as the Presiding Member of the Cornwall Park District School Board of Trustees</i> Moved: Janine Irvine, Seconded: Anthony Fong MOTION: Agreed</p> <p>Call for nominations - Election of Officers</p> <ul style="list-style-type: none"> - Deputy Presiding Member - Anthony Fong - Treasurer - Vijay Patel - Friends and Family Delegate - Michelle / Emma - Health and Safety Delegate - Michelle / Vicki <p>Moved: <i>That the election of officers be accepted</i> Moved: Nick Mackeson-Smith MOTION: Agreed</p>	

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	3.4	<p>Approval of Minutes held on:</p> <ul style="list-style-type: none"> - November 2022 - December 2023 - no meeting minutes - Notes of In-committee meeting December - Chair <p>Moved: <i>That the minutes of a meeting held on the 22nd November 2022 be accepted.</i> MOTION: Agreed</p>	
	3.5	<p>Urgent Matters Arising From the Minutes (all other non urgent matters were deferred to 6.3 Action Register)</p>	
6.15-6.20pm	4.0	Correspondence	
<p>Correspondence Nga reta reta (Chair)</p>	4.1	<p>Inwards Publications are available to read in Correspondence folder Great reading for trustees.</p>	Dawn / Janet to update the website
	4.2	<p>Outwards</p> <ul style="list-style-type: none"> - Property Publication (Community) Add this to the school website <p>Donations Letter to Parents - thanks to Anne-Marie for writing the new letter.</p> <p>Moved: <i>That the Inwards Correspondence be accepted and the Outwards Correspondence be ratified.</i> Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
6.20-7.00pm	5.	Monitoring: Annual Plan	
<p>Principal's Report Te Ripoata a te Tumuaki (Principal)</p>	5.1	<p>The Principal's Report and the respective reports were distributed prior to the meeting (taken as read) Janine presented her report to the meeting.</p> <p>Staffing update - we are tracking very well with no current deficit.</p> <p>Cyclone Gabrielle - mulch on playgrounds was replaced. An insurance claim is being made. Thanks to Michael for his work after the storm in getting the school back in order. Finance - December accounts are currently looking at being a surplus.</p>	



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	<p>The following were identified: (refer to report)</p> <ul style="list-style-type: none"> ● 2023 Term Dates ● Additional Teacher Only Days ● Leadership ● Donations ● Property Update ● Building Update ● Concurrence <p><u>Building Project</u> - delayed a week due to the cyclone, targeting the beginning of Term 2 completion.</p> <p><u>Board Assurances</u> Police vetting are up to date and currently being renewed.</p> <p><u>School Annual Accrual Report</u> - 2022 payroll report was received and checked by the school. No discrepancies found.</p> <p><u>International Students</u> Janet updated the meeting with current status.</p> <p><u>2023 Annual Documentation</u> Janine presented the Charter, Analysis of Variance for the Year Ending 2022, Academic Analysis of Variance for the Year Ending 2022, Strategic Plan 2023 and Annual Plan 2023 to the meeting (reports were taken as read).</p> <p>Discussion on the movement of data since Covid Lockdown and the steady increase.</p> <p>How can we be creative in providing ways that parents can engage with the school, ie: Maths evening.</p> <ul style="list-style-type: none"> - parents suggest question - video replies <p>Put out in survey</p> <ul style="list-style-type: none"> - how likely would you engage on site - on a video or interactive zoom - how strategies are taught <p><u>Achievement Data Report End of 2022</u> Janine presented the data report to the meeting.</p>	<p>Nick to add to community coms</p>
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	<p><u>Charter - Kiwisport</u> In 2022, the school continued to acknowledge the importance of Physical Education and Sports by still being committed to providing a full-time Sports teacher, even though this was impacted greatly by the COVID interruptions in our school during the year. The \$8,913 Kiwisport Grant that the school received contributed to a small portion of this cost as well as supporting some students to be able to access sporting opportunities in Basketball, Flippaball and Netball by overcoming financial barriers. To promote sport throughout the school the Sports Teacher organised 'Playball, and soccer coaches to take demo lessons with students before these sessions continued outside of school. The interest in sports teams outside the school remains strong.</p> <p><u>Annual Plan 2023</u> Janine presented the report and asked for any recommended changes. These were noted. Once changes had been completed Janine would send the Annual Plan to the Ministry of Education.</p> <p>Liaison with Iwi - this relationship has been started. We have invited staff and local iwi (who will be sharing their stories at a breakfast early in March - Board will be hosting.</p> <p><u>Property Vision 2022-2025</u> - updated</p> <p>Motion <i>That the Strategic and Annual Plans be accepted with the recommended changes.</i> <i>Moved: Nick Mackeson-Smith, Seconded: Vicki Brooke</i> <i>MOTION: Agreed</i></p> <p><u>2023 BOT Delegation Summary</u> To carry on with last year's delegations - deferred to full discussion later on in the meeting.</p> <p>Moved: <i>That the Principal's Report be accepted</i> <i>Moved: Nick Mackeson-Smith</i> <i>MOTION: Agreed</i></p>	
Finance Reports (Documents in	The financial statements for November and December 2022 were distributed prior to the meeting (taken as	



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<p>folders)</p>	<p>read).</p> <p>Motion: That the financial statements for the months ending November and December be accepted. Moved: Nick Mackeson-Smith MOTION: Agreed</p> <p>Stunning work Janine for getting the deficit up from (\$67,224) to now be a surplus.</p> <p>CPDS - 2021 Audited Annual Report (Final) The board has now had the opportunity to review the delayed receipt of these accounts.</p> <p>Motion: That the 2021 Audited Annual Report with a deficit of (\$47,168) be ratified. Moved: Nick Mackeson-Smith MOTION: Agreed</p> <p>Auditors commented on Holding of stock - Centennial hoodie and the requirement of needing stock takes. It was explained that these items were paid for in advance and were simply ordered and distributed immediately. No stock was kept on hand. Controls in place to ensure transparency.</p> <p>Teacher Only Days - 2nd June and 18 December The Board was advised that two additional Ministry of Education directed teacher only days had been set for the year.</p> <p>These will be tagged to King's Birthday Weekend and the last day of the year. School will now finish on Friday 15th December.</p> <p>Marae Visit - 2nd June - all staff and Board Trustees are invited to attend.</p> <p><u>Leadership</u> - the Whanau Leaders and AP have stepped into the role of the AP who left at the end of 2022 and was not causing any additional stress to roles.</p> <p>It was noted that school donations have been steadily coming in.</p> <p>Again thanks to Anne-Marie for the communication that went out to families to encourage payment of what is a donation.</p>	<p>Add coms to the community newsletter</p>
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		<p>Communications from the Principal during the recent serious weather bombs that hit Auckland were well received from the school community. Trustees shared how helpful it was to have clear communication from Janine.</p> <p><u>Friends and Family - Term 4 2022</u> 2023 Family Fun Fiesta is currently being organised to be on Sunday 2nd June 2023.</p> <p>Motion: The CPDS Friends and Family Accounts for the year 1 January 2022 to 31 December 2022 with a surplus of \$94,650.91 be accepted. Moved: Nick Mackeson-Smith MOTION: Agreed</p> <p>It was noted that these funds are sitting as Board uncommitted funds which have depreciation requirements. Any major expenditures still need to be cleared first by the Board.</p>	
7.00-8.00pm	6.	Strategic Discussions	
<i>(Chair)</i>	6.1	Any further Items for Next Newsletter	
	6.2	<p><u>Proposed WorkPlan 2023 (new format)</u> New look workplan was presented to the Board. Accepted in principle. Recommended additions requested. The Board provided ideas.</p>	Add to action plan
	6.3	<p>Action Register</p> <p><u>Sponsorship Policy</u> Vicki presented the proposed draft of the Sponsorship Policy for discussion. She outlined the platforms used to put this document together.</p> <p>Moved: That the Sponsorship Policy with the recommended changes be accepted. Moved: Vicki Brooke, Seconded: Anthony Fong MOTION: Agreed</p> <p><u>Delegation Summary</u> Principal's Delegation to be updated in line with new Advertising and Sponsorship Policy</p>	



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		<p>Moved: That the 2023 Principal Delegation Schedule be accepted subject to the updated changes in line with the new Sponsorship Policy. Moved: Nick Mackeson-Smith MOTION: Agreed</p> <p>The register was updated.</p> <p><u>Proposed Meeting Dates for 2023</u> Distributed prior to the meeting. Accepted.</p>	Nick and Janet to make changes and be signed off.
8.00-8.10pm	7.	5. General Business	
<i>(Chair)</i>		Trustees Attendance / Hours Schedule Reminder - complete hours in schedule	
Not required	8.	Self Review – against our role (as required) Hautu - Self Review To be held once per term (deferred to March 2023)	
<i>(All Trustees)</i>		Review of our Ka Hikitia process will be started again next month - March.	

Closing Karakia

Mr Greer left the meeting

The meeting went in-committee.

THE MEETING CLOSED AT 8.10PM