



**Notice of a Meeting of the Board of Trustees**  
**9th May (April Meeting) 2023 6.00pm - 8.00pm**

Held at 193 Green Lane West, Greenlane

## MINUTES / NGA MINITI O TE HUI

**Present:** Nick Mackeson-Smith (Presiding Member), Janine Irvine (Principal), Vijay Patel (Treasurer), Trustees - Emma Henderson, Michelle Nayagam, Anne-Marie Shepherd, Anthony Fong, and Vicki Brooke

**Apologies:** Nil

**In Attendance:** Dawn Wood

**Scribe:** Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai (Chair)	1.1	<b>Attending</b> Paul Campbell - will attend the next meeting, apologies as could not attend.	
	1.2	<b>Apologies</b>	
<b>6.00-6.05pm</b>	<b>2.0</b>	<b>Welcome</b>	
Welcome / Nau mai haere mai (Chair)	2.1	<b>Karakia</b> The trustees shared in a karakia	
	2.2	<b>Mihimihi</b> Nick shared a mihimihi.	
<b>6.05-6.15pm</b>	<b>3.0</b>	<b>Administration</b>	
Admin / Kaiwhakahaere (Chair)	3.1	<b>Declaration of Conflict of Interest</b>	
	3.2	<b>Any changes to Agenda</b> <b>two changes</b>	
	3.3	<b>Approval of Minutes</b> The minutes of the meeting held in March 2023 were distributed prior to the meeting.  <b>Motion:</b> <b><i>That the minutes of meeting held on 28 March 2023 be accepted.</i></b> <b>Moved: Nick Mackeson-Smith (Chair), Seconded: Anthony Fong</b> <b>Motion: Agreed</b>	
	3.4	<b>Urgent Matters Arising From the Minutes</b> There were no urgent items to review. All other non urgent matters were deferred to 6.3.	

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6.15-6.20pm	4.0	Correspondence	
<b>Correspondence</b> <b>Nga reta reta</b> <b>(Chair)</b>	4.1  4.2	<p><b>Click here for the Correspondence Folder</b> Distributed prior to the meeting.</p> <p><b>Inwards</b> (Available to read in Correspondence folder) - Goldsmith - Invitation</p> <p><b>Outwards</b> - ASL Leader Position</p> <p><b>Motion:</b> <b><i>That the inwards correspondence be ratified and the outwards correspondence be accepted.</i></b> <b>Motion</b></p>	
6.20-7.00pm	5.	Monitoring: Annual Plan	
<b>PE Report</b>		Deferred to next meeting.	
<b>Principal's Report</b> <b>Te Ripoata a te</b> <b>Tumuaki (Principal)</b>	5.1	<p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read)</p> <p>Janine presented her report to the meeting. A large turnout of staff (past / present) and a small group of Kapa Haka boys attended Glenys Muir's funeral. Glenys will be sadly missed by CPDS staff and students. A remembrance book is available for all trustees to sign.</p> <p><u>Principal's Report included</u>            Attendance Term 1 including Late Students            Holiday Professional Development            Ruby Tui Visit - thanks to Dawn for organising a great visit. She was very inspiring for students.</p> <p>Principal's Strike - updated trustees. Janine will not be working before 8am and after 5pm. Teachers Collective Agreement Update</p> <p><u>Blessing of the Refurbished Classrooms</u>            New Room 1-4 Block Blessing was well attended by BOT and Staff, A beautiful ceremony was held during sunrise to bless this new block.</p> <p>Whakatau - thanks to Anthony for fronting the Term 2 welcome to new parents.</p>	



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		<p><u>Board Assurances</u></p> <ul style="list-style-type: none"> <li>- Digital Technology and Cybersafety All Trustees are to complete a Digital Technology Agreement. Janet to distribute</li> <li>- Student absences</li> <li>- Child Protection</li> </ul> <p>Janine assured the board on the items above.  SchoolDocs Internal Reviews  Concurrence Update  International Students</p> <p><u>ERO Visit</u>  Janine updated the trustees on their feedback of the amazing work that they are doing. Very proud of our school.</p>	<p>Trustees to complete a DT Agreement</p>
<p><b>Property Report</b></p>	<p>5.2</p>	<p><u>Property Report</u></p> <ul style="list-style-type: none"> <li>- Server Update</li> <li>- Building Update</li> </ul> <p><u>ILE Project Budget Update</u>  Small list of items to fix for the latest building project. Slightly under budget, this is Ministry money. Some small items of furnishings are being arranged. Will apply to the Ministry to see if this can be taken from the small amount of surplus funds. Otherwise coming from fixed assets. Construction Management Limited was very good to work with.</p> <p><u>Room 30 / Wharenuui - New Building Project</u>  Renovation due to start at the end of Term 2. To take the front window out and build a deck. May not need consent. Approx \$33,000 plus drawings of \$2,000. This may be affected if consents are needed.</p> <p><b>Motion:</b>  <b>That the renovation of Rm 30/Wharenuui with a budget of \$35,000 be accepted.</b>  <b>Moved: Janine Irvine, Seconded: Emma Henderson</b>  <b>MOTION: Accepted</b></p>	
<p><b>Finance Reports</b> (Documents in folders)</p>	<p>5.3</p>	<p>Financial Statements for the month of March 2023 were distributed prior to the meeting.</p> <p>Donations are tracking well at \$196,000 - amazing effort by parents.</p>	

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		<p><b>Moved:</b> <b><i>That the Financial Statements for the month of March 2023 with a surplus of \$112,998 be accepted.</i></b> <b>Moved: Vijay Patel, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	
<b>Friends and Family</b>	5.4	Verbal feedback from Friends and Family Mix and Mingle was held on 4 May - 16 attending. Will continue to encourage parents and staff to attend.	
<b>7.00-8.00pm</b>	<b>6.</b>	<b>Strategic Discussions</b>	
<i>(Chair)</i>	6.1	<p><u>Trustee Cooption Extension</u> Proposal to the board is that we extend the term for existing coopted trustee, Anne-Marie Shepherd. Anne-Marie provides an important link for the Board</p> <p><b>Moved:</b> <b>That Anne-Marie Shepherd the term be extended for a further two years starting 9 May 2023.</b> <b>MOTION: Agreed</b></p>	Janine to find.
	6.2	<p><u>WorkPlan 2023</u> No further changes</p>	
	6.3	<p><u>Community Survey</u> Nick gave a brief review of the survey sent out to the community. Good numbers of those who would like to be part of a focus group. Important to have a strong facilitator for this meeting.</p>	
	6.4	<p><u>Action Register</u> The register was updated.</p> <p>Further items for the next Board newsletter were compiled.</p>	
<b>8.00-8.10pm</b>	<b>7.</b>	<b>5. General Business</b>	
<i>(Chair)</i>		<p>Trustees Attendance / Hours Schedule Reminder - complete hours in schedule</p> <p>Digital Technology Agreement - reminder to complete.</p>	
<b>Not required</b>	<b>8.</b>	<p><b>Self Review – against our role (as required)</b> <b>Hautu - Self Review</b> <b>To be held once per term (deferred to March 2023)</b></p>	



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<b>(All Trustees)</b>		<p><u>Hautū Review</u>          Prior to the meeting trustees were asked to provide their personal feedback on how the Board had progressed with actions from previous reviews. All trustees complete this review.</p> <p>This was compiled and updated at the meeting Refer to May 2023 Review document.</p>	
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<b>8.10-8.15pm</b>	<b>9.</b>	<b>In-Committee Meeting: (as required)</b>	
		The trustees moved in-committee.	

**THE MEETING CLOSED AT 7.20pm**