

Minutes of a Meeting of the Board of Trustees

17 September 2024 - 6.30pm - 8.30pm

Held at 193 Green Lane West, Greenlane

MINUTES

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai <i>(Presiding Member)</i>	1.1	Attending Nick Mackeson-Smith (Presiding Member), Janine Irvine (Principal), Michelle Nayagam, Emma Henderson, Vicki Brooke, Anne-Marie Shepherd, Anthony Fong (Trustees).	
	1.2	Apologies Vijay Patel	
	1.3	Visitors In Attendance - Gina Pettitt (ASL), Veeninder Kaur, Raupo Fleet and Karin Jacobsen (In-School Leaders)	
6.30-6.35pm	2.0	Welcome	
Welcome / Nau mai haere mai <i>(Presiding Member)</i>	2.1	Karakia Nick shared a Karakia.	
	2.2	Mihimihi Nick shared a mihimihi.	
6.35pm	3.0	Administration	
Admin / Kaiwhakahaere <i>(Presiding Member)</i>	3.1	Declaration of Conflict of Interest (Register) No new declarations	
	3.2	Any changes to Agenda Additional inward correspondence the day before the meeting. Distributed prior to the meeting. Letter from Ministry of Education Property (Out of School Care - Application for Approval in Principle to enter into a Licence to Occupy with Engaged Care and Support Limited. Defer discussion to the Principal's Report later in the meeting. Approval of Minutes Motion: <i>That the Minutes of Meeting held on 13 August 2024 be approved.</i> Moved: Nick Mackeson-Smith (PM) MOTION: Agreed	
	3.3	Urgent Matters Arising From the Previous Minutes (all other non urgent matters are deferred to 6.3 Action Register)	

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6.40pm	4.0	Correspondence	
Correspondence Nga reta reta (Presiding Member)	4.1 4.2	Outwards <ul style="list-style-type: none"> - In-Committee Emails sent to Cooption candidates - In-Committee (Letter to Employee) - MOE - Application for Approval in Principle to enter into a Licence to Occupy with Engaged Care and Support Limited Inwards <ul style="list-style-type: none"> - In-Committee Replies from Cooption candidates - NZSTA - Building Connections - The Power of Community Engagement - Acts Safety - Safety is no accident! <p>Motion: <i>That the Inward Correspondence be accepted and the Outwards Correspondence be ratified.</i> Moved: Nick Mackeson-Smith (Presiding Member) MOTION: Agreed</p>	
Across / In School Leaders	5a.	Report to the Board	
		<p>The Kahui Ako leaders presented their reports to the Meeting.</p> <ul style="list-style-type: none"> - Veeinder Kaur- What Success Looks Like with a Maths focus - Maths is a Journey not a Destination - Raupo Fleet- Te Ao Māori - Gina (Across School Leader) (junior school) - Karin Jacobsen- Literacy (senior school) <p>Teachers have fully endorsed the Structured Literacy Programme which is being trialled in 3 classes in Year 2 which is already showing great progressions. Reports will be made available in the meeting folder.</p>	
6.45pm	5.	Monitoring: Annual Plan	
Principal's Report Te Ripoata a te Tumuaki (Principal)	5.1	<p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read)</p> <p><u>Across School and In-School Leader Reports</u>, copies of reports and slideshows etc will be made available in the drive for further viewing.</p> <p><u>Opportunity for Principal Professional Development</u> There is currently no Human Resource support for New Zealand schools and can be challenging to have these skills within every school. The Remuera Cluster has been approached by a member to promote an opportunity for</p>	Janine to share additional information prior to the next

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		<p>some principals. This could lead to the creation of a panel in Auckland to support schools with Human Resources challenges, restructures etc. The trustees had a robust discussion.</p> <p><u>Official Information Request</u> Janine has replied to a request received.</p> <p><u>Board Assurances</u> Janine assured the board that all requirements were met.</p> <p>Dawn will be stepping up while Janine is absent from school.</p> <p><u>Policy Review (Policy Folder)</u> Term 3 Review - final feedback No recommended changes fed back.</p> <p><u>Property Update</u> - <u>Pool Usage during the Summer Holiday Period</u> Discussion on the sale of pool keys for the summer period. No change to costs - use the same agreement including the timetable.</p> <p>- <u>Ownership change of Out of School Care</u> As a result of the current out of school care business (Andy's educare) being sold, the new ownership will be under new management at the end of Term 3. The school has engaged in a Ministry of Education Licence to Occupy between Engaged Care and Support Limited and the School (distributed prior to the meeting).</p> <p>Motion: <i>That the Licence to Occupy between the Ministry of Education, Cornwall Park District School and Engaged Care and Support Limited be executed.</i> Moved: Anthony Fong, Seconded: Vicki Brooke (Trustees) MOTION: Agreed</p> <p>A Memorandum of Understanding is currently being finalised which will be read in conjunction with this document to cover the day to day expectations of both parties.</p> <p>Motion: <i>That the Principal's Report be accepted.</i> Moved: Emma Henderson, Seconded: Michelle Nayagam MOTION: Agreed</p>	<p>meeting for further discussion.</p>
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Finance Reports (Treasurer)	5.2	<u>Property</u> <ul style="list-style-type: none"> - Junior Playground Update - new playground installation will start in the break. - School Washdown during the break. <u>Financial Statements - August 2024</u> Vijay provided an overview of the finances by email. <p>Motion: <i>That the Finance Report for the month of August with a net surplus of \$211,956 be accepted.</i> Moved: Anthony Fong, Moved: Anne-Marie Shepherd MOTION: Agreed</p>	
Whanau Hui Update		Fundraiser happening this week during Māori Language Week to raise funds for a Wahoroa. Anne-Marie presented a verbal report to the meeting outlining current initiatives.	
Friends and Family Report (Delegate)	5.4	<u>Friends and Family Report</u> Emma presented her report to the meeting. <p>Frozen Friday - moved the place for selling to the field. This created a further set of issues. An idea of putting fencing around the perimeter of the carpark to stop children and parents walking across the carpark. To keep students as safe as possible. Get Shane to get a quote.</p>	Shane to bring a quote to the next meeting.
Health and Safety Committee (Delegate - Anne-Marie)	5.5	<u>Health and Safety Meeting</u> Term 3 Minutes and Medical Report distributed prior to the meeting. (Verbal Report by Anne-Marie) <p>An incident of a child climbing the veranda of the Itinerant Music Room. An ambulance paramedic was called. A full review was held. It was agreed that this is a "No Play" area and that teachers would continue to monitor this as part of their duty. No further action at this stage but consider possible upgrades under 5YA next year.</p>	Janine and Shane to keep in mind for 5YA.
7.15pm	6.	Strategic Discussions	
(Presiding Member)	6.1	Any further Items for Next <u>Newsletter</u>	
	6.2	Proposed WorkPlan 2024 No further updates	

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	6.3	Action Register The action register was reviewed and updated.	
8.00pm	7.	5. General Business	
<i>(Presiding Member)</i>		Trustees Attendance / Hours Schedule (link to come) Reminder - complete hours in schedule Anne Marie asked if there was support from the trustees for her to submit a submission to parliament against stopping Te Ao Maori in Schools. Janine stated that regardless the school was committed to continuing its programme.	
Not required	8.	Self Review – against our role (as required) Hautū - Self Review - Representation Trustees Review - Click here	
<i>(All Trustees)</i>		<u>September Review - Representation</u> Trustees were given the opportunity to provide feedback on Hautu 'Representation', each updating the review document (individually). These were then compiled and distributed at the meeting. The Board had robust discussions and collaboratively agreed on how they felt the school was fairing. Engaging with our Māori Developing towards integrating. Actively seek and consider the voice and aspirations of our Māori community Emerging moving to Developing Actively seek Māori input into our Governance Developing Responsiveness to Māori parents and whānau concerns Emerging (as before) only more Developed	

The meeting closed at 8.25pm

The meeting went in-committee at 8.25pm