

**CORNWALL PARK DISTRICT SCHOOL**  
Minutes of a Meeting of the Board of Trustees  
Held on Tuesday 29 August 2017 at 6.10pm in the School Board Room

**Present:** Jamie Galloway (Chair), Janine Irvine (Principal), Sarah Sutcliffe, Nicki Taylor, Michael O'Brien, Chris Porteous, Gowan Duff, (Trustees), Lee-Ann Lucas and Louese Dennis

**Apologies:** Lee-Ann Lucas and Lou Dennis will be late

**In Attendance:** Alicia Whata and Dawn Wood (Associate Principals)

**Scribe:** Alicia Whata

No		Meeting Items	Action and Follow Up
1.	1.1 Administration	<b><u>Declaration Conflicts of Interest</u></b> There were no conflicts noted in relation to the set agenda.	
	1.2 Minutes	<b><u>Minutes of the Previous Meeting</u></b> Minutes deferred to next meeting.	
2.	Correspondence	<b><u>Inwards/Outwards correspondence advised prior to the meeting</u></b> Letter received - to be discussed in-committee No outwards correspondence 6.25pm - Lee-Ann Lucas entered the meeting. 6.29pm - Sarah Sutcliffe entered the meeting.	
3.	Monitoring: Annual Plan	<p><b><u>3.1 Principal's Report</u></b> Community Of Learning (COL) targets - progress made going forward. Next Steps: Data taken to Team Leaders to discuss tracking and next steps for individuals. Board impressed with how we are tracking. RAP - Raising Achievement Plan - request for no acronyms in reports. Plan- Teachers are aware and using this for reference</p> <p><u>Student Led Conferences</u> were positive and well attended. Vast majority of students could lead their own conferences.</p> <p>Te Reo and Tikanga Maori being practiced and delivered in many classrooms by most teachers linking Maori contexts. Staff meeting planned to assist with linking to more Tikanga Maori contexts. Staff appreciate the support given by Paddy Flavell and are very positive about her teaching.</p> <p>'<u>School Staff Well-Being</u>' document tabled with staff and feedback sought.</p> <p><u>Communications</u> - School APP is out and is being used by parents and positive feedback has been received. Drop in sessions to be offered.</p> <p>Janine requested permission to print some documents from rebranding exercise that were unbudgeted for.</p> <p><b><i>Recommendation that the Principal have permission to use rebranding documents for copying.</i></b> <b><i>Approved by Lee-Ann Lucas</i></b> <b><i>MOTION: Accepted</i></b></p> <p><u>2018 budget</u> to include signage around the school and remainder of documents.</p> <p><u>Cultural performances</u> have been a highlight recently. Many opportunities to celebrate diversity. Particularly timely as a showcase to our visitors from Ningbo.</p>	APP drop in sessions to be offered.



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		<p><u>Uniform</u> As a result of new school logo upgrade to uniforms, discussed increased cost in having logo on front and back of hat and beanie. Recommend that we just put name and logo on front. Also discussed the provision of a spare set of 'performance' polo neck shirts for school performances – to be borrowed and returned and to ensure that a good uniform standard is used by students representing the school. Janine to approach PTA to provide this standardised performance set.</p> <p><b>Recommendation that the new school logo and name be printed only on the front of both the hats and beanies.</b> <b>Moved: Janine Irvine, Seconded: by Sarah</b> <b>MOTION: Accepted</b></p> <p><b>Recommendation that the Principal's Report for August 2017 be accepted.</b> <b>Moved: Janine Irvine, Seconded: Lee-Ann Lucas</b> <b>MOTION: Accepted</b></p>	<p>Janine to approach PTA for polo shirts</p>
4	Committee Reports	<p><b>4.2.1 Property Report</b> Heat pumps installed in Rooms 8 &amp; 10 - \$ 20,012.94 surplus from Building project - Post installation of the heat pumps.</p> <p><u>Development of Space Under Room 27</u> Discussed the development of the space under Room 27. This is a multi-purpose break out space for all students. Finance Committee recommended that the Board fund the development to the value of \$125,000 which includes consultancy and contingency costs.</p> <p><b>Recommendation that the Board fund the development of the space under Room 27 as a multi purpose break out area, to the value of \$125,000.</b> <b>Moved by Lee-Ann Lucas</b> <b>MOTION: Accepted</b></p> <p><u>Other Budget Implications</u> There has been a lot of graffiti in our school lately. BOT Other budget has been exceeded by \$23,477, but this cost was approved by the BOT for communications upgrade and brand development.</p> <p><u>School Pool</u> Board discussed the public use of the pool during the summer holidays. There is concern about the level of potential risk and subsequent liability if there was an accident. Particular concern where parents are a bit relaxed about letting in guests on their pool pass. Board discussed some actions that could be taken. These included paid supervision during public use of the pool (a lifeguard); a meeting for all pool holders setting out the conditions of use and addressing the culture of the pool; installation of security cameras; and engaging a Health and Safety consultant..</p> <p><b>Recommendation that Janine Irvine to investigate the health and safety implications of maintaining public access to the pool during the summer months. Consult with a Health and Safety consultant. Consult with other schools with pools in our COL (Community of Learning) to determine their issues with managing their pools. Report back to the Board in Term 4.</b> <b>Moved: Lee-Ann Lucas</b> <b>MOTION: Accepted</b></p>	

	<p><u>Financial Report</u> <b>Recommendation that the Financial Statements for the month ending 31 July 2017 with a surplus of \$93,529 be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Mike O'Brien</b> <b>MOTION: Agreed</b></p> <p><u>4.2.2 Health and Safety Report</u> Pool - discussed in Finance Committee. Playground - There have been reports about glass being found in the bark. Bark has been dug out and replaced. Near misses - the Board requested that these also be included in the H and S report .</p> <p><b>Recommended that the Health and Safety Report be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas</b> <b>MOTION: Agreed</b></p> <p><u>4.2.3 Personnel Committee Report</u> Deferred to in-committee meeting.</p> <p><u>4.2.4 Policy Committee</u> Although the committee met their documents were not circulated prior to the Board meeting. Consequently the Scholarship Policy and the application form will be deferred to the next meeting. Report to Board – template as amended by the committee was tabled for discussion by Nicki. Board agreed to discuss. Two further amendments sought – an explanation under the title Intentions/Aims and replace the word metrics with measures.</p> <p><b>Recommendation that subject to amendments sought at the meeting, the Report to Board template be approved and introduced to the staff for future use.</b> <b>Moved: Janine Irvine; Seconded: Nicki Taylor</b> <b>MOTION: Accepted</b></p> <p><u>Code of Conduct</u> Also tabled at the meeting for final discussion and final approval. Minor amendments suggested (consistency of terms, include logo and include signature line). Amendments to be sent to Janet to include and circulate to Trustees to sign.</p> <p><b>Recommendation that the Code of Conduct, subject to minor amendments, be approved and circulated to Trustees for signing. Once signed these to be returned to Secretary for filing.</b> <b>Moved: Lou Dennis; Seconded: Nicki Taylor</b> <b>MOTION: Accepted</b></p> <p><u>School Docs</u> Janine discussed suggested amendments to policies currently under review - Students with Special Needs/ Learning; Appointment Procedure; and Child Protection Amendments to reflect the added review points to be added to the policy: Funding for students of special needs. No parents have given feedback on this policy review to date.</p> <p><u>4.2.5 Community Committee Report</u> Focus questions for upcoming school community evening to be sent out to whole school electronically and as a letter via students. Lee-Ann to organise with Belinda. Parents who cannot attend the evening to be given the option of providing their feedback electronically. BOT to read charter before the Community consultation meeting.</p>	<p>Janet to reformat Code of Conduct and distribute to Trustees for signing</p> <p>Send final invitation to school community</p>
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		<u>4.2.6 Student Discipline</u> Nothing to report.	
5.	<b>Strategic Discussions</b>	<p><b>Reporting to the BOT (staff guidelines)</b></p> <p><u>5.1 Board Workplan</u> This document was circulated prior to the meeting. This had been amended in accordance with suggestions by the Policy Committee to include more reporting on various matters/sections of the school - i.e: the sports programme at school, the music and arts programme at school and inquiry. These were included for discussion. The Board suggested further amendments based on timing of various activities and legislative requirements of the school – specifically the Cohort plan as detailed in the Principal's report. Workplan to be updated accordingly and circulated to Trustees for their information.</p> <p><u>5.2 Kahui Ako (Community of Learning) and ALLIS (Asian Language Learning in Schools)</u> Lee-Ann presented briefly on these. Need to increase transparency on school involvement in these and how the students benefit from this. Website to be updated to include a section on each. Also, a Language section to be introduced under the Learning tab – a blurb on Te Reo and Mandarin and why our school is committed to these languages.</p> <p><u>5.3 Action Register</u> As this was not circulated prior to the meeting it was tabled for discussion at the meeting. Updates and further actions were recorded. Janet to amend Action Register and circulate to Trustees with minutes.</p> <p><b><i>Recommendation the Workplan be updated in accordance with discussion and to be kept live for amendments throughout the year. Moved by Nicki Taylor Seconded by Chris Porteous MOTION: Accepted</i></b></p>	<p>Janine to arrange website update on these new areas</p> <p>Janet and Lee-Ann to update action register for next meeting.</p>
6.	<b>Self Review - against our role</b>	<p><u>Self Review</u> Board reflected on how the meeting went and how each of them included themselves. All agreed that the pre-circulation of documents and materials prior to the meeting essential for good and efficient decision making. Discussion kept pretty much on topic. Room for improvement.</p>	
7.	<b>General Business</b>	<b>Update BOT hours schedule – this is required every month.</b>	
8.	<b>In-Committee Meeting</b>	The trustees broke from the BOT meeting to enter in-committee business. Time: 8.35pm	

**The Board of Trustees Meeting Ended at 9.00pm**  
**Next Meeting Date - 24 October 2017**