



## CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees

Held on Tuesday 27 February 2018 at 6.00pm in the School Board Room

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

**Apologies:** Lou Dennis (Trustee)

**In Attendance:** Dawn Wood and Shanthan Naidu (Associate Principals)

**Scribe:** Janet Glover

No	Meeting Items	Action and Follow Up
1.	<p><b>1.1 Administration</b></p> <p><u>Welcome</u> Welcome back everyone for the 2018 year. The Board also officially welcomed the new Associate Principal Shanthan Naidu.</p> <p><u>Declaration Conflicts of Interest</u> There were no conflicts noted in relation to the set agenda.</p>	
	<p><u>Election of Chair</u> Nomination for Chair: Lee-Ann Lucas Moved: Nicki Taylor, Seconded: Sarah Sutcliffe <b>Recommendation that Lee-Ann Lucas be appointed Chair for the Board of Trustees of Cornwall Park District School.</b> <b>MOTION: Agreed</b></p> <p>Lee-Ann asked that for Term 1 other trustees support her by attending various meetings and BOT responsibilities as she is also the food stall co-ordinator for the annual school Fair and will be supporting the Fair Committee.</p> <p>Trustees agreed to help as required.</p> <p><u>Election of Officeholders and Committees</u></p> <p><u>Deputy Chairperson</u> Nomination for Deputy Chair: Jamie Galloway Moved: Nicki Taylor, Seconded: Gowan Duff <b>Recommendation that Jamie Galloway be appointed Deputy Chair.</b> <b>MOTION: Agreed</b></p> <p><u>Treasurer</u> Nomination: Sarah Sutcliffe Moved: Jamie Galloway, Seconded: Lee-Ann Lucas <b>Recommendation that Sarah Sutcliffe be appointed Treasurer.</b> <b>MOTION: Agreed</b></p> <p><u>Personnel Committee</u> Lee-Ann Lucas, Janine Irvine, Jamie Galloway, Nicki Taylor</p> <p><u>Community Committee</u> Michael O'Brien, Lou Dennis, Gowan Duff, New staff Rep, Janine Irvine</p>	



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		<p><u>Finance / Property</u> Sarah Sutcliffe, Jamie Galloway, Gowan Duff, Janine Irvine and Shane Moser (Property Manager)</p> <p><u>Policy Committee</u> Nicki Taylor Janine Irvine, and Staff Rep (to be elected)</p> <p><u>Health and Safety</u> (as per table distributed prior to meeting) Term 1 - Nicki Taylor Term 2 - Lou Dennis Term 3 - Michael O'Brien Term 4 - Lee-Ann Lucas</p> <p><u>Student Discipline</u> Standing Committee (x3 trustees as available)</p> <p><b>Recommendation that the BOT Committee members be accepted</b> <b>Moved: Nicki Taylor, Seconded: Jamie Galloway</b> <b>MOTION: Agreed</b></p>	
	<p>Property and Finance</p>	<p><b><u>Finance Report moved up agenda as Treasurer to leave early</u></b> <b>Minutes of the Finance/Property Committee meeting held prior to the BOT meeting will be distributed when available.</b></p> <p>Sarah presented her report to the meeting.</p> <p><u>Co-compliance Certificate for the building works for Rooms 8-1</u> Expiring in April - still in Council for approval Contractor has remedial work still outstanding. Final price under negotiation.</p> <p><u>Development of Break-Out Space</u> On schedule for early completion.</p> <p>Email approval was sought by the Trustees in January due to additional expenditures required of \$16,017 to rectify the unexpected waterproofing requirement. Ratification required.</p> <p><b>Recommendation that the additional expenditure of \$16,017 be approved to complete waterproofing.</b> <b>Moved: Sarah Sutcliffe, Seconded: Jamie Galloway</b> <b>MOTION: Agreed</b></p> <p><u>Community Committee</u> - arrange a drop in for parents to view this new resource - seek ideas for fit out and resources in this space.</p> <p>Donation of carpet from Sarah Sutcliffe was much appreciated. Quantity will almost carpet the whole area. Small cost to cover the balance.</p> <p><u>New Playground</u> Acknowledgement goes to the PTA for their financial contribution and to Dawn Wood for her input to arrange the installation of the new Junior Playground during the school holidays. This has been well received by students.</p> <p>New Pencil Structure is coming highlighting the school Values.</p>	<p>Gowan/Mike arrange engagement</p> <p>Lee-Ann - Include in the BOTCommunity Newsletter</p>



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		<p><u>Graffiti</u> Still an ongoing issue - security cameras picked up offenders but unfortunately due to darkness and clothing worn no identification was able to be made.</p> <p><u>Pool Solar Heating Panels</u> - due to age of panels it was noted that ongoing maintenance will need to be included in the budget.</p> <p><u>Financial Statements</u> <b>Recommendation that the financial statements for months ending 30 November 2017 with a surplus of \$11,654 and December 2017 with a deficit of \$7,684 be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Jamie Galloway</b> <b>MOTION: Agreed</b></p> <p>It was noted that School Donation - received to date exceed 100% of budget.</p> <p><u>International Students</u> Acknowledgements to Janet Glover for the hard work she has been doing to secure International Student enrolments.</p> <p><u>Fixed Assets Budget</u> <b>Recommendation that the Fixed Assets Budget be accepted</b> <b>Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas</b> <b>MOTION: Agreed</b></p> <p><u>Fair Proceeds</u> A proportion of the 2018 proceeds have already been approved to cover the break-out space. Engage with school community for ideas for usage of fair proceeds in future years to be received for 2019 and future years. Suggestions - an all weather surface for a portion of the field; upgrade of the Hall; Pool - enhanced upgrade, Media Room</p> <p>Fair Committee will have a tent at the PTA picnic - engaging with community for feedback.</p> <p><u>School Annual Accrual Report (SAAR)</u> The School Annual Accrual Report summarises salary and wage information from the SUE reports from 28 January to 27 January of the following year. This forms part of your school's annual financial statement. <b>Recommendation that the School Annual Accrual Report (SAAR) be certified.</b> <b>Moved: Sarah Sutcliffe, Seconded: Janine Irvine</b> <b>MOTION: Agreed</b></p> <p><u>Community</u> - newsletter to go out to parents. Update Fair Committee</p> <p><u>Pou Whakairo</u> Michael Looker presented proposal to Senior Leadership, Whanau representative and Property Manager at the end of 2017. Proposes to carve a Pou out of the Kauri tree that was felled to make room for the development of rooms 27, 28 and the Discovery Centre. The timber from the tree has been retained on site for this purpose. Discussion held on the proposal. Proposal to discuss with Whanau hui. Meeting to be arranged by Community committee. This is an opportunity for community buy in, including sponsorship. <b>Sarah Sutcliffe left the meeting.</b></p>	<p>Lee-Ann thank the community</p> <p>Gowan to advise a date for a community meeting</p>
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	1.2 Minutes	<p><b><u>Minutes of the Previous Meeting</u></b> Minutes of meetings held on 13 December 2017 were accepted as a true and correct record. <i>Moved: Lee-Ann Lucas</i> <b>MOTION: Agreed</b></p>	
2.	Correspondence	<p><b><u>Inwards/Outwards Correspondence</u></b></p> <p><b>2.1 Inwards</b></p> <p><b>NZSTA Conference - 20-22 July 2018 (Rotorua)</b> Michael O'Brien(Trustee) will be attending - is also a NZSTA Representative, however will feedback on behalf of the Board. Resolutions will be discussed and outcomes given to Mike to vote on behalf of the Board.</p> <p><b>2.2 Outwards</b></p> <p><b><i>Recommendation that the inwards correspondence be accepted and outwards correspondence be ratified.</i></b> <b><i>MOVED: Nicki Taylor, Jamie Galloway</i></b> <b><i>MOTION: Agreed</i></b></p>	
3.	Monitoring: Annual Plan	<p><b><u>3.1 Principal's Report</u></b> The Principal's Report for February was distributed prior to the meeting.</p> <p>Janine presented her report to the meeting. Discussions held on each document presented: Charter, Strategic Plan 2018-2020, Annual Plan 2018 and the Analysis of Variance.</p> <ul style="list-style-type: none"> <li>- To include history in behind the Principals, Dispositions,</li> <li>- Student Placement / Parent Communication- It is important that parents are encouraged to have open transparency with the Principal and Senior Leadership Team to make sure that student interests are discussed and due diligence is completed and educated decisions made about moving students.</li> <li>- Open door Policy</li> </ul> <p>Recommended alterations were noted.</p> <p><b><i>Recommended that the Charter, Strategic Plan 2018-2020, Annual Plan 2018 and Analysis of Variance 2017 as presented and subject to recommended amendments as discussed, be accepted.</i></b> <b><i>Moved: Janine Irvine, Seconded: Lee-Ann Lucas</i></b> <b><i>MOTION: Agreed</i></b></p> <p><b><u>CPDS Achievement Results 2017</u></b></p> <p>In line with Ministry of Education ruling to abolish National Standards, that the Principal would continue to report to the Board using current methods and removing all reference to National Standards.</p> <p><b><i>Recommendation that the Achievement Results 2017 report be accepted.</i></b> <b><i>Moved: Seconded: Janine Irvine, Seconded: Michael O'Brien</i></b> <b><i>MOTION: Agreed</i></b></p>	

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		<p><u>Skite Bite</u> Linda Yu and Jan Quensell were nominated as this month's BOT staff recognised for great work. To arrange a voucher and card from the Board.</p> <p><u>Schedule of Delegations</u> <b>Recommendation that the Schedule of Delegations be accepted.</b> <b>Moved: Lee-Ann Lucas</b> <b>MOTION: Agreed</b></p> <p><u>Google Email</u> The Senior Leadership would look into ensuring that the school had adequate protection of google email data.</p> <p><b>Recommendation that the Principal's Report be accepted.</b> <b>Moved: Janine, Seconded: Nicki Taylor</b> <b>MOTION: Agreed</b></p>	Lee-Ann/Janet to arrange.
4.	Committee Reports	<p><b>4.2.2 Health and Safety Report</b> Change to reporting to OSH Do not need to report to OSH for non-work related injuries.</p> <p><b>4.2.3 Personnel Committee Report</b> Questions for 360 degree survey. Phone conference to be set up</p> <p><b>4.2.4 Policy Committee</b> SchoolDoc communication received. Home Learning - Board, staff and parents Financial Control and Expenditure - Board</p> <p>Consultation to go to staff and parents.</p> <p><b>4.2.5 Community Committee Report</b> Gowan recommended 14 March to meet with whanau at 6pm. Held in the staffroom, drinks and nibbles to be provided</p> <p>Lee-Ann suggested that the Board contact the various community groups within the school just to touch base. To say hello and check in on their experience with the school for themselves and their learners. Important to note that any operational /management related issues be correctly directed to the Senior Leadership team to manage.</p> <p><b>4.2.6 Student Discipline</b> Nothing to report.</p> <p><b>BOT Meeting Dates - distributed prior to the meeting</b></p>	<p>Lee-Ann to arrange</p> <p>Lee-Ann to advise of policy review in the newsletter</p> <p>Janet to get list of Whanau for correspondence</p>
5.	Strategic Discussions	<p><u>Board Work Plan</u> Draft workplan was updated. Cohort Level Entry has been dropped by Ministry of Education, no longer on the Plan.Add Hautu</p> <p>Update schedule of all Events BOT to attend.</p> <p><u>Education Conference</u> (Australia) 19 March - Erin Hooper and Janine Irvine to attend. School community to be informed through the Board Community update of Janine's sabbatical. Also that Dawn will be standing in for the duration.</p>	<p>Janet to update</p> <p>Janet to distribute</p> <p>Lee-Ann to add to newsletter</p>



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		<p><u>Professional Development for Trustees</u> If trustees are attending professional development training, to provide a brief written report back to the meeting (including 2-3 takeouts)</p> <p><u>Action Register</u> Action register was updated. Update BOT hours schedule – this is required every month.</p>	
6.	<b>Self Review - against our role</b>	<p><b><u>Self Review</u></b> The trustees discussed their performance in the meeting and how they felt generally about how their meeting performance as trustees.</p>	
7.	<b>General Business</b>	Ballot	
8.	<b>In-Committee Meeting</b>	<p><b>The Trustees went into in-committee business.</b> <b>Time: 8.10pm</b></p>	

**The Board of Trustees Meeting Ended at 8.33pm**  
**Next Meeting Date - 27 March 2018 - 6pm**