



CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees
Held on Tuesday 1 August 2017 at 6.00pm in the School Board Room

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

Apologies: Louese Dennis

In Attendance: Alicia Whata and Dawn Wood (Associate Principal)

Scribe: Janet Glover

No		Meeting Items	Action and Follow Up
1.	Administration	There were no conflicts of interest noted.	
	Minutes	<p><u>Minutes of the Previous Meeting</u> <i>Recommendation that the minutes of meeting held on 31 May 2017 be accepted as a true and correct record.</i> <i>No June meeting held.</i> <i>Moved: Lee-Ann Lucas</i> <i>MOTION: Agreed</i></p>	
	Action Register	Deferred, to be discussed later in the meeting. For the next meeting, move this item to the end of the agenda.	Action: Update next agenda.
2.	Correspondence	<p><u>Inwards/Outwards correspondence advised prior to the meeting</u></p> <p><u>Inwards Correspondence:</u> Emma McLean - Teacher shortage strategy. Most schools are having this issue. Janine attended this meeting. David Seymour was at this meeting and has since met with Janine at school. Mr Seymour to take school concerns back to government.</p> <p>David Chapman - lunchonline. School follows guidelines of the Food Act 2014 which came into effect on 1 March 2016. School is to ensure that the school canteen adheres to the new legislation. Janine and Lee-Ann to discuss further.</p> <p>Outwards : The Audited Annual Report and Financial Statements ending 31 December 2016 with a surplus of \$75,113 as received since the last BOT meeting (31 May) were approved prior to the meeting by email.</p> <p>Executed Audited Annual Report and Financial Statements were sent to Deloitte (Auditors)</p> <p><i>Recommendation that the Annual Report and Financial Statement ending 31 December 2016 as approved after the previous Board meeting by email be ratified.</i> <i>Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas</i> <i>MOTION: Agreed</i></p> <p>The Annual Report and Financial Statement to 31 December 2016 were sent to the Ministry of Education. No follow-ups were noted by the auditors, Deloitte. - a very clean report.</p> <p><i>Recommendation that the inwards correspondence be accepted and outwards correspondence be ratified.</i> <i>Moved: Lee-Ann Lucas</i> <i>MOTION: Agreed</i></p>	Action: Janine / Lee-Ann to discuss further. Feedback to next meeting



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<p>3.</p>	<p>Monitoring: Annual Plan</p>	<p><u>Principal's Report</u> Janine presented her report to the meeting covering:</p> <p><u>Progress Towards National Standard - COL Report</u> Amendment to report where it refers to 'moving students up' need to add 'being mindful of losing students down and reasons for this'.</p> <p>In order to be able to support student achievement, and communication between schools (insights of how they are teaching students), - how can the Board support the Management Team to be able to do this (ie resources) - Support ACCOS School Leaders who are currently writing an action plan.</p> <p>Going forward - request for reporting from ACCOS back to all school Boards. Janine meeting with ACCOS principals on Friday 4th August. To discuss above at the meeting.</p> <p><u>Student Learning</u> Continuing to work with teachers and students on the importance of being resilient. Further professional development underway.</p> <p><u>New Branding - New Website</u> The new website was launched this week and has received great feedback. The school APP is not quite ready but is a priority to get up and running.</p> <p><u>Health Education - Feedback from Parents</u> Review cycle - school cycle versus SchoolDocs cycle. Currently sitting between the two 2 yearly cycles. <i>Recommended that the Health Education cycle merge into the SchoolDocs cycle.</i> <i>Moved: Mike O'Brien, Seconded: Lee-Ann Lucas</i> <i>MOTION: Agreed</i></p> <p><i>In the meantime continue to complete the 2017 Health Education Survey feedback from parents review.</i></p> <p><u>Out of Zone Ballot</u> <i>Recommendation that the Board open an Out of Zone ballot for Year 3 (only) for enrolment in Term 4 2017 - 6 places.</i></p> <p><i>Recommendation that the Board open an Out of Zone ballot for enrolment in Term 1 2018 for 5 places in each of Years 1, 2, 4 and 6. (this is in addition to the 10 sibling spaces (higher priority) in Y1 therefore total Y1 =15)</i></p> <p><i>Recommendation that the Board close applications for out of zone enrolment in 2018 for Years 3 and 5 due to large numbers already enrolled.</i></p> <p><i>Moved: Janine Irvine, Seconded: Nicki Taylor</i> <i>MOTION: Agreed</i></p> <p><u>School Uniform</u> Discussion on the logo on school uniforms needing to be updated in line with the new branding, samples provided.</p> <p><i>Recommendation that the school uniform be updated with new school logos as presented to the meeting with the exception of the school hat and beanie, which are to include Cornwall Park District School on the back of the school hat and beanie, and with the exception of the school tunic - which is still under review.</i> <i>Moved: Lee-Ann Lucas</i></p>	<p>Action: Janine discuss with other Principals' - What interventions other schools are using that are working</p> <p>Action: Janine to discuss reporting with other principals.</p> <p>Action; Dawn to arrange</p> <p>Janet to arrange ballot paperwork</p>
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		<p>MOTION: Agreed</p> <p><u>School Tunic/Dress</u> Samples provided were not accepted. Prefer navy writing on the tunic as the proposed thread colour was not clear enough against the tunic fabric.</p> <p>Get two further samples of the tunic - one including the banner colour in yellow.</p> <p><u>Overall uniform standard</u> It was discussed that parents are not supporting the school uniform by allowing students to wear multicoloured shoes, Some concern also for other uniform items, ie: skivvies which have been discontinued and school trackpants. BOT to push correct attire and standard of school uniform. To go out in the next BOT newsletter/blog.</p> <p><u>Retention/Disposal of Records</u> Report was distributed prior to the meeting. Recommendation that the list of records to be disposed of, in line with the MOE Retention/Disposal of Records Guidelines as distributed be approved. Moved: Jamie Galloway, Seconded: Sarah Sutcliffe MOTION: Agreed</p> <p><u>Change to the Principal's Report</u> Teaching Practice Progress Report #2 Remove second paragraph.</p> <p><u>Learning Support / Special Needs Report</u> Dawn Wood presented her report to the Board on the following subjects: Quick60 - updated report discussed Steps Learning Staircase - has worked very well for dyslexic learners. Engaging programme. ESOL - Letter received from ESOL Assessor. Great allocations for ESOL team. LINK / GATE</p> <p><u>School Boundary Fencing</u> A letter was received from MOE (Special Needs Property Modification Report) which was presented to the Property/Finance Chair prior to the board meeting. Serious Risk Assessment was completed and recommendations provided for our 'at risk' students. To protect the health and safety of these students a recommendation has been put forward to safely enclose the entire school boundary, including Wheturangi Road gates and opening behind Room 17 to cut off carpark. No further feedback noted from the meeting. This fencing will be a MOE project. BOT will be advised once final report is received.</p> <p><u>Pedestrian Exit to Greenlane Road</u> Further to discussion above, the Board expressed concerns over the safety of pedestrians gaining access to and exiting from the school grounds from the carpark along Greenlane West Road. It was noted that Auckland Transport has previously not approved any exit from the school grounds onto Greenlane West Road This is compounded by the possible protection of the stone walls in this area. Issue noted.</p> <p>Recommendation that the Principal's Report for June/July 2017 be accepted. Moved: Janine Irvine, Seconded: Lee-Ann Lucas MOTION: Agreed</p>	<p>Action: Shane to follow up once final report received.</p>
	Committee Reports	Property Report	



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Redevelopment of Rooms 8 and 10. Co-compliance is still under negotiation.
New classrooms are relatively cold as heating systems were based on previous class sizes. The temperatures have been closely monitored.
Recommendation to install new heat pumps in these rooms. This will still remain within budget with a \$33,000 surplus after installation of the new pumps.

Recommendation that heat pumps be installed in Rooms 8 and 10.

Moved: Sarah Sutcliffe, Seconded: Jamie Galloway

MOTION: Agreed

Financial Report

The Financial Statements for the month ending 31 May 2017 with a surplus of \$198,517 were distributed prior to the meeting.

The Financial Statements for the month ending 30 June 2017 with a surplus of \$185,264 were distributed prior to the meeting.

Recommendation that the financial statements for the months of May and June be accepted.

Moved: Sarah Sutcliffe, Seconded: Jamie Galloway

MOTION: Agreed

School Van

Recommendation that the lease on the school van will not be renewed at the end of the lease term (end of 2017 year).

Moved: Sarah Sutcliffe, Seconded: Jamie Galloway

MOTION: Agreed

Edtech Depreciation Split

Letters from Edtech were received and distributed prior to the meeting.

Recommendation that the total depreciation of \$170,000 be split by category in the school's 2017 budget process.

Recommendation that suggested budgeted statement of financial position based on the operating budget for 2017 and the financial position shown in the audited accounts for 2016 be accepted.

Moved: Sarah Sutcliffe, seconded: Jamie Galloway

MOTIONS: Agreed

Reports from the Fair Committee

received and accepted.

Reports from the PTA

Received and accepted.

International Student Funding

Janne asked the BOT to consider providing funding from International student for extra Teacher Aide assistance in classrooms.

Ningbo Conference

Since the previous meeting (31 May) the BOT received applications from staff members for attendance at the Ningbo Conference in September. In previous years, two staff have attended. As there was no June BOT meeting the trustees discussed this matter by email. It was concluded that the BOT would continue to support only the sponsored position. The successful applicant was advised.

The possibility of a second staff member attending the Conference in



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		<p>Defer discuss and review to Policy Committee</p> <p>Procedures to be reviewed by management:</p> <ul style="list-style-type: none"> ● Recognition of Cultural Diversity ● Allergies ● Infection Control ● Disclosure of Infectious or Contagious Conditions 	
5.	Strategic Discussions	<p>4.1 BOT Workplan ongoing in line with action register.</p> <p>4.2 Draft BOT Report Template - referred to the Policy committee</p> <p>4.3 Cohort Levels - add a date into the BOT calendar for specific discussion. Date to be advised. Janine advised Board that the community must be given a terms notice once the community has been consulted and a decision made.</p> <p>4.4 BOT Code of Conduct - referred to Policy committee</p>	<p>Action: Lee-Ann to update Janine to feedback to staff</p> <p>Action: Date to be made for BOT to discuss fully the Cohort Level.</p> <p>Action: Policy Committee to Discuss</p>
6.	Self Review - against our role	The trustees reviewed their meeting.	
7.	General Business	BOT Hours - trustees to fill in, as this is an auditors requirement.	
8.	In-Committee Meeting	The trustees broke from the BOT meeting to enter into in-committee business. Time: 9.05pm	

The Board of Trustees Meeting Ended at 9.15pm

New Next Meeting - 29 August 2017