



## CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees  
Held on Tuesday 27 March 2018 at 6.00pm in the School Board Room

**Present:** Jamie Galloway (Acting Chair), Janine Irvine (Principal), Sarah Sutcliffe, Gowan Duff, and Nicki Taylor, Michael O'Brien (late)

**Apologies:** Lee-Ann Lucas (Chair), Lou Dennis and Michael O'Brien (late) (Trustees)

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

**Scribe:** Janet Glover

No		Meeting Items	Action and Follow Up
1.	<b>1.1 Administration</b>	<p><b><u>Welcome</u></b> The Board officially welcomed and congratulated Shanthan Naidu to the Board of Trustees as the new Staff Representative, without election.</p>	
	<b>1.2 Minutes</b>	<p>The minutes of meeting held on 27 February were distributed prior to the meeting.</p> <p><b><i>Recommendation that the minutes of meeting be accepted.</i></b> <b><i>Moved: Jamie Galloway, Seconded: Shanthan Naidu</i></b> <b><i>MOTION: Agreed</i></b></p>	
	<b>1.3 Conflicts of Interest</b>	<p><b><u>Declaration Conflicts of Interest</u></b> There were no conflicts noted in relation to the set agenda.</p>	
2.	<b>Correspondence</b>	<p><u>Correspondence Inwards</u> Resignation was received from Lou Dennis from her role as Co-Opted Board Trustee. Resignation accepted. Thanks to go to Lou for all her support of the BOT.</p> <p>As a result of resignation the Board sub-committees be updated - Health and Safety Meeting - Lou Dennis to now be attended by Gowan Duff.</p> <p><u>Outwards Correspondence</u></p> <p>BOT Election (Staff Rep) - Leo McCormack (Returning Officer) advised that the NZSTA has been advised that Shanthan Naidu has been appointed the BOT Staff Rep for the Board of Trustees.</p> <p><u>School Docs - Term 1 Review.</u> Distributed to staff and BOT.</p>	Jamie/Lee-Ann to arrange thanks

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		<p><u>MOE</u> Final Annual Report and Charter documents were uploaded to the MOE portal. <b>Moved that the Inwards Correspondence be approved and the Outwards Correspondence be ratified.</b> <b>Moved: Nicki Taylor, Seconded: Sarah Sutcliffe</b> <b>MOTION: Agreed</b></p>	
<p><b>3.</b></p>	<p><b>Monitoring: Annual Plan</b></p>	<p><b><u>3.1 Principal's Report</u></b> The Principal's Report for March was distributed prior to the meeting. Janine presented her report to the meeting.</p> <p><u>Camp Letter to Parents</u> The BOT received and discussed the letter to parents advising camp details. <b>Recommendation that the Year 5 and Year 6 Camps to be held at Shakespear Lodge, Whangaparaoa, during Week 3 and Week 4 be approved.</b> <b>Moved: Sarah Sutcliffe: Seconded: Gowan Duff</b> <b>MOTION: Agreed</b> It was noted that Epsom Primary School opened its enrolment ballot for the first time in many years.</p> <p><u>Curriculum Handbook</u> Presented to the meeting. A teacher resource that was given to all teaching staff and to new teaching staff on arrival. Ministry principals are underpinned.</p> <p><u>Disposition Passports</u> Presented to the meeting. Given to every child in the school. Education is moving away from grading, focusing on children's ability to know 'how' to learn. Awards are threaded into values and dispositions using sticker and armband rewards. Big focus on teams. Bangles - BOT discussed when these can be worn, ie: at events, representing the school, Flay Day etc. The Board agreed that bangles should be worn with pride. No restrictions.</p> <p><u>Chinese New Year</u> was celebrated at the beginning of the year. This was well received by our wider community.</p> <p><u>Bullying</u> A big focus in classroom. This has been embraced by the full school - teachers discussing what this means in class. Posters in all classroom to outline the levels of being rude, or mean, to levels of behaviour and bullying. The trustees unpacked the differences between being rude/mean and being a bully taking into consideration the different levels of comfort of how children deal with these behaviours. ie: actor and receiver.</p>	

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		<p><u>Camp Payment</u> Slowing coming in just over 50% for both year levels. What is the threshold for receipt before cancelling. The trustees discussed the ministry rules around charging for camps. Janine referred the Board to the MOE flowchart. <b>Recommendation that the Principal's Report be accepted.</b> <b>Moved: Janine Irvine, Seconded: Sarah Sutcliffe</b> <b>MOTION: Agreed</b></p> <p>Mike arrived in the meeting - 6.55pm</p>	
	<p><b>3.2 Finance and Property Committee Report</b></p>	<p><b><u>3.2.1 Finance Report</u></b> <b><u>moved up agenda as Treasurer to leave early</u></b> Minutes of the Finance/Property Committee meeting held prior to the BOT meeting, will be distributed when available. Sarah presented her report to the meeting.</p> <p><u>Building Projects</u> Redevelopment of Rm8/10 - Code of Compliance Certificate issued. After negotiations by Shane Moser final payment has been agreed upon resulting in a \$20k budget saving. This will be transferred to the Rm 27 building project as previous approved.</p> <p><u>Driveway Gating and Pool Gate</u> Replacement gate and security has now been completed. After MOE funding support their would be a cost to the Board circa \$2,500.</p> <p><u>Health and Safety Meeting</u> Feedback from staff H&amp;S meeting - investigate safety of the stair railing outside the school office to stop students sliding down. Shane to investigate further.</p> <p><u>Financial Statements</u> <b>Recommendation that the financial statements for months of January and February (combined) with a year to date surplus of \$38,576 be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Jamie Galloway</b> <b>MOTION: Agreed</b></p>	<p>Shane to follow up</p>
		<p><b><u>3.2.2 Property Report</u></b> It was agreed by the committee that the Finance/Property meetings will be held prior to the BOT meeting each month. A verbal report will be presented at the BOT meeting followed up with minutes distributed in the next meeting BOT pack.</p>	

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		<p><b><u>Annual Report and 2017 End of Year Financial Statements</u></b></p> <p>Annual Report and Financial Statements for Year Ending 31 December 2018 have been received from the Auditors Deloitte after pack was distributed. This will be in the next board pack.</p> <p>The committee will review the financial statement and any request sent to the auditors on time.</p> <p><u>Sensitive Expenditure</u> - Auditor General findings on sensitive spending guidelines have been received - these would affect BOT spending on staff leaving gifts. - Staff xmas gifts, school funded overseas trips etc. It was agreed to get further feedback from the auditors so the Board could follow their direction.</p> <p>Skite Bite: Recommendation that Shane Moser be recognised and acknowledge the great work that he has done on the building projects.</p>	<p>Add to April Agenda</p> <p>Janine to discuss with Auditors</p> <p>Janet to arrange the vouchers.</p>
		<p><u>360 Principal Appraisal</u></p> <p>The draft was discussed and reviewed. Recommendation that the Principal's Appraisal be sent to community with a covering letter outlining the date range of appraisal (ie: previous year only). Set a minimum response rate to get valuable feedback. Feedback to change the range of answers options.</p>	<p>Jamie to feed this information back</p>
3.	<b>Committee Reports</b>	<p><u>3.2.2 Health and Safety Report</u> Nicki reported back - a well run meeting supported by staff.</p> <p><u>3.2.3 Personnel Committee Report</u> Questions for 360 degree survey. Phone conference to be set up</p> <p><u>3.2.4 Policy Committee</u> SchoolDoc communication received. Home Learning - Board, staff and parents Financial Control and Expenditure - Board Consultation has been distributed to staff and parents. Feedback to be taken to the next meeting.</p> <p><u>3.2.5 Community Committee Report</u> Gowan presented a report to the meeting on the Whanau Hui held earlier in March to discuss the Pou proposal. Looking for a design that is diversity based. Leave some of the Pou unfinished for future. Strong feedback that it be made locally. Speak to local</p>	<p>Reminder for review</p>

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		<p>kaumatua/ngati whatua, look for local carvers.</p> <p>It was decided that the proposal as distributed at the previous meeting be declined.</p> <p><b>3.2.6 Student Discipline</b> <b>Nothing to report.</b></p> <p><b>3.2.7 PTA Committee</b> Nicki reported to the meeting - there is a very small team that is supporting this area. Looking at different ways to encourage more attendance and help. Consider fundraising committee. Flow of numbers of people continues to be an issue.</p>	Janine to make contact.
	<b>Action Register</b>	<p>Action register was updated.</p> <p>Update BOT hours schedule – this is required every month.</p>	
5.	<b>Strategic Discussions</b>	<p><u>Board Work Plan</u></p> <p>Music Report - deferred to April</p>	
6.	<b>Self Review - against our role</b>	<p><b>Self Review</b></p> <p>The trustees discussed their contribution to the meeting.</p>	
7.	<b>General Business</b>	No new business	
8.	<b>In-Committee Meeting</b>	<p><b>The Trustees went into in-committee business.</b></p> <p><b>Time: 8.10pm</b></p>	

**The Board of Trustees Meeting Ended at 8.33pm**  
**Next Meeting Date - 8 May 2018 - 6pm**