



## CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees

Held on Tuesday 29 May 2018 at 6.00pm in the School Board Room

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

**Apologies:** Nicki Taylor and Shanthan Naidu will be late

**In Attendance:** Dawn Wood (Associate Principal)

**Scribe:** Janet Glover

No		Meeting Items	Action and Follow Up
<b>1.</b>	<b>1.1 Administration</b>	<p><b><u>Welcome</u></b></p> <p><b><u>Declaration Conflicts of Interest</u></b> There were no conflicts noted in relation to the set agenda.</p>	
	<b>1.2 Minutes</b>	<p>The minutes of meeting held on 8 May (April meeting) were distributed prior to the meeting.</p> <p><b>Recommendation that the minutes of meeting be accepted.</b> <b>Moved: Lee-Ann Lucas</b> <b>MOTION: Agreed</b></p>	
<b>2.</b>	<b>Correspondence</b>	<p><u>Correspondence Inwards</u> No inwards correspondence. The Audited Financial Report for 2018 was not available for the meeting. These will be ratified by the Board Chair on arrival and sent to Ministry of Education before the end of May.</p> <p><u>Outwards Correspondence</u> No outwards correspondence.</p> <p><b>Moved that the Inwards Correspondence be approved and the Outwards Correspondence be ratified.</b> <b>Moved: Lee-Ann Lucas</b> <b>MOTION: Agreed</b></p>	
<b>3.</b>	<b>Monitoring: Annual Plan</b>	<p><b><u>3.1 Principal's Report</u></b> The Principal's Report for April was distributed prior to the meeting.</p> <p>Nicki and Shanthan arrived at the meeting 6.10pm</p> <p><u>Progress Towards School Expectations 2018</u> Janine presented her report to the meeting. Info for BOT to discuss at the end of the year when final data is available.</p>	

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		<p>Things that will try again next year: Interventions inside and outside the classroom Effective moderation of our practice. what things look like over a variety of topics. Keeping a level on the time challenge on teachers.</p> <p><u>Sister School Visit - Ningbo, China</u> There is a sponsored position to travel to Ningbo by our Sister School. The Board would accept all applications of interest through the BOT scholarship aligned to student achievement.</p> <p><b>Recommendation that the Principal's Report be accepted.</b> <b>Moved: Lee-Ann Lucas</b> <b>MOTION: Agreed</b></p>	
	<p><b>Property and Finance</b></p>	<p><b><u>3.2 Finance/Property Committee Report</u></b></p> <p>Minutes of the Finance/Property Committee meeting held prior to the previous BOT meeting (8 May) were distributed prior to the meeting.</p> <p><b>The May Finance/Property meeting was held prior to this BOT Meeting.</b></p> <p>Sarah presented her report to the meeting.</p> <p><u>Fair Proceeds</u> Ideas were discussed at the meeting which including: - a Media Room/TV Studio (utilised for daily broadcasting, filming opportunities - field turf - refurbishment of the hall including storage for sports/music equipment. Compliance of the bleachers.</p> <p>Funding could be from accumulated funds or fair proceeds. Costs to be confirmed. Include Professional development cost.</p> <p>Importance that the current assets/resources also be well maintained.</p> <p>Preventative maintenance plan / Property Plan. Dedicated funding could be put into this area.</p> <p>Report to be compiled with a five year plan going further. To be taken to the next finance meeting.</p> <p>97% of camp fees were paid which was very pleasing.</p>	<p>Financial report to come to next meeting.</p>

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		<p><u>Financial Statements</u> <b>Recommendation that the financial statements for month of April with a year to date deficit of (\$87,040) be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas</b> <b>MOTION: Agreed</b></p> <p><b>Recommendation that the Finance Report be accepted</b> <b>Moved: Sarah Sutcliffe, Nicki Taylor</b> <b>MOTION: Agreed</b></p>	
		<p><u>360 Principal Appraisal</u> Lee-Ann provided as update on the appraisal. The parent questionnaire distributed at the meeting was accepted.</p>	
4.	<b>Committee Reports</b>	<p><b><u>4.2.2 Health and Safety Report</u></b> No report</p> <p><b><u>4.2.3 Personnel Committee Report</u></b> No further meetings or anything to report.</p> <p><u>Maatariki - Friday 7.15am</u></p> <p><u>Samoan Language Week</u></p> <p><b><u>4.2.4 Policy Committee</u></b> <u>Principal Delegation</u> - these need to be reviewed to align them with practices. This will be considered through the Policy Committee in June/July.</p> <p>Send a reminder to parents of do review.</p> <p><b><u>4.2.5 Community Committee Report</u></b> No further feedback. Same action points to be followed up.</p> <p><b><u>4.2.6 Student Discipline</u></b> Nothing to report.</p> <p><b><u>Cornwall Park Friends and Family (formerly known as the PTA Committee)</u></b> Nicki presented her report to the meeting. As a natural progression of not enough interest from parents, the PTA was not a functioning body on an ongoing basis. There has been a name change decided upon and further group meetings to get community driven projects</p> <p>Other ideas - quiz night.</p>	

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		<p><b>Fair Committee</b> No report. The ongoing future of the Fair was discussed, maybe have this on a two yearly basis. To be discussed further at the Cornwall Park Friends and Family meeting next week (Tuesday 5 June).</p> <p><b>Moved: Shanthan, Seconded: Jamie</b> <b>MOTION: Accepted</b></p>	
5.	<b>Strategic Discussions</b>	<p>BOT Newsletter to go out to community.</p> <p><u>Board Work Plan</u> The 3rd draft was distributed prior to the meeting. This can now be recognised as a working document. Flag Day Add to Work Plan - strategic discussion for June meeting. <b>Action Register</b> Action register was updated.</p> <p>NZSTA Workshops Lee-Ann and Shanthan have registered for workshops.</p> <p>BOT hours schedule updated.</p>	<b>Janet to update.</b>
6.	<b>Self Review - against our role</b>	<p><b>Self Review</b> The trustees discussed their contribution to the meeting.</p>	
7.	<b>General Business</b>	<p><u>Student Led Conferences</u> - noticed that some teachers have large breaks between interviews. This is to be fair to parents that cannot get in early to offer a longer time frame to book in an interview.</p> <p><u>Teacher Only Day - Friday 1 June</u> Shanthan gave a brief outline on the programme for the day. BOT are welcome to attend.</p>	
8.	<b>In-Committee Meeting</b>	<p>The Trustees went into in-committee business. Time: 7.30pm Dawn left the meeting.</p>	

**The Board of Trustees Meeting Ended at 9.15pm**

**Next Meeting Date - 26 June 2018 - 6pm**