



CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees

Held on Tuesday 8 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:

In Attendance: Dawn Wood (Associate Principal)

Scribe: Janet Glover

| No | | Meeting Items | Action and Follow Up |
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| 1. | 1.1 Administration | <p><u>Welcome</u></p> <p><u>Declaration Conflicts of Interest</u> There were no conflicts noted in relation to the set agenda.</p> | |
| | 1.2 Minutes | <p>The minutes of meeting held on 27 March 2018 were distributed prior to the meeting.</p> <p>Recommendation that the minutes of meeting be accepted. Moved: Lee-Ann Lucas, Seconded: Shanthan Naidu MOTION: Agreed</p> | |
| 2. | Correspondence | <p><u>Correspondence Inwards</u></p> <p><u>Outwards Correspondence</u> No outwards correspondence.</p> <p>Moved that the Inwards Correspondence be approved and the Outwards Correspondence be ratified. Moved: Lee-Ann Lucas, Seconded: Sarah Sutcliffe MOTION: Agreed</p> | |
| | Property and Finance | <p>Minutes of the Finance/Property Committee meeting held prior to the previous BOT meeting (27 March) were distributed prior to the meeting.</p> <p>The April Finance/Property meeting was held prior to this BOT Meeting. Sarah presented her report to the meeting.</p> <p><u>Financial Statements</u> Recommendation that the financial statements for month of March with a year to date surplus of \$143,194 be accepted. Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas</p> | Financial report to come to next meeting. |

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| | | <p>MOTION: Agreed</p> <p>Draft End of Year Financial Statements 31 December 2018 was distributed prior to the meeting. To feedback to auditors: Page 11 - figure to be included for the number of international students on roll.</p> <p>Fair Proceeds Survey Overwhelming response from the community providing ideas for expenditure of fair proceeds</p> <p>Recommendation that the Finance Report be accepted Moved: Lee-Ann Lucas MOTION: Agreed</p> | <p>Janet to follow up with auditors</p> <p>Ideas to go out in BOT community notice</p> |
| <p>3.</p> | <p>Monitoring: Annual Plan</p> | <p><u>3.1 Principal's Report</u> The Principal's Report for April was distributed prior to the meeting.</p> <p><u>Progress Towards School Expectations 2018</u> Janine presented her report to the meeting. The Board discussed the report. Janine will report back to the next meeting on separating the At and Above School Expectation. Self reflection on interventions we are funding to support progress in classrooms.</p> <p><u>Music Report 2018</u> Janine presented her report.</p> <p>Moved in-committee 7.48pm Those in attendance left the meeting Came back to the meeting from in-committee 7.50pm Those in attendance returned to the meeting.</p> <p><u>Ballot</u> Enrolment levels are down for 2018 with expected new enrolments being slow to come in. We have a waiting list for Year 0. Board agreed that management continue to monitor this and act upon taking in more students from the ballot waiting list on an as required.</p> <p><u>Staffing</u> Teaching staff are extremely hard to employ at the moment. Extend advertising through BOT contacts through LinkedIn. Management to continue to explore all avenues of advertising and spreading the word to seek applicants for the positions.</p> | <p>Send ad to BOT to share</p> |



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| | | <p><u>Policy Review</u> - new process to be trialled. Policy Committee meetings to be regular to ensure more thorough review of our policies and procedures. Janet to set up meetings. Committee members to attend where they can.</p> | Janet to set up meetings and invite committee |
| | Draft Annual Report and 2017 End of Year Financial Statements | Annual Report and Financial Statements for Year Ending 31 December 2018 was distributed prior to the meeting. | |
| | | <p><u>360 Principal Appraisal</u> Lee-Ann and Jamie to follow-up</p> | Jamie/Lee-Ann to follow up |
| 4. | Committee Reports | <p><u>4.2.2 Health and Safety Report</u> No report</p> <p><u>4.2.3 Personnel Committee Report</u> Defer to in-committee meeting.</p> <p><u>4.2.4 Policy Committee</u> <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>Term 2 review is now available to be distributed to relative parties.</p> <p>Term 1 review was completed and did not have a big voice from our community.</p> <p><u>4.2.5 Community Committee Report</u> No further feedback. Same action points to be followed up.</p> <p><u>4.2.6 Student Discipline</u> Nothing to report.</p> <p><u>PTA Committee</u> A community meeting was held last week to discuss the future of this school body. A further meeting has been set for early June. Tasks have been set for those attending to come back with further ideas.</p> <p><u>Fair Committee</u> No report. Thanks were extended from the Board to the Fair Committee for a great 2018 Fair.</p> | |



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| | | <p><u>Skite Bite</u> Nominations for this month - Dawn Wood, Kimberly Russell and Thyra Compton. These were warmly accepted by the Board. Lee-Ann to present gift vouchers and cards at the staff morning tea this Friday (11 May). Recommendation that the Principal's Report be accepted. Moved: Janine Irvine, Seconded: Sarah Sutcliffe MOTION: Agreed</p> | Janet to arrange vouchers for 11 May |
| 5. | Strategic Discussions | <p>BOT Newsletter to go out to community.</p> <p><u>Board Work Plan</u> Special Report - Learning Support and Gifted and Talented to Term 3</p> <p>Pasifika - as required when it is received</p> <p>Action Register Action register was updated.</p> <p>BOT hours schedule updated.</p> | Janine, Dawn Lee-Ann and Shanthan to update |
| 6. | Self Review - against our role | <p><u>Self Review</u> The trustees discussed their contribution to the meeting.</p> | |
| 7. | General Business | No new business | |
| 8. | In-Committee Meeting | <p>The Trustees went into in-committee business. Time: 8.45pm Dawn left the meeting.</p> | |

The Board of Trustees Meeting Ended at 9.03pm
Next Meeting Date - 29 May 2018 - 6pm