

CORNWALL PARK DISTRICT SCHOOL

Minutes of the Meeting of the Board of Trustees
Held on Tuesday 28 May 2019 at 6.00pm in the School Board Room

Present: Nick Mackeson-Smith (Chair), Janine Irvine (Principal), Sarah Sutcliffe, Nicola Taylor, Sanjeev Deva and Shanthan Naidu, (Trustees)

In Attendance: Dawn Wood (Associate Principal)

Apologies: Jamie Galloway, Gowan Duff

Scribe: Janet Glover

No		Meeting Items	Action and Follow Up
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>	
	Karakia	The trustees joined in a karakia	
	1.2 Minutes	<p>Minutes of a meeting held on 26 March 2019 were distributed prior to the meeting.</p> <p><u>Recommendation that the minutes of meeting held on 7 May (April meeting) 2019 be accepted.</u></p> <p>Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith MOTION: Agreed</p>	
2.	Correspondence	<p><u>Inwards Correspondence</u> NZEI- Notice of Strike - Wednesday 29 May - school will be closed. NZEI - Notification of Paid Union Meetings for Support Staff - not all our support staff are union members. This should not have a big impact on the school. NZSTA - NZSTA AGM Email - Ruth Wilkie BOT - Scholarship Application (in committee) MOE - reply received accepting letter of notice of strike. Advice that it will not affect our total number of school days.</p> <p><u>Outwards Correspondence</u> MOE - Board acknowledgement of school striking School Uniform Centre - update of additional uniform items</p> <p><u>Recommendation that the Inwards Correspondence be approved and the Outwards Correspondence be ratified.</u> Moved: Nick Mackeson-Smith MOTION: Agreed</p>	

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<p>3.</p>	<p>Monitoring Annual Plan</p>	<p>3.1 Principal's Report Principal's Report for May was distributed prior to the meeting.</p> <p>Janine presented her report to the meeting</p> <p>Camp - there have been 4 successful camps with very positive feedback from parents.</p> <p>Data Update - Janine presented a report to the board</p> <p>Board discussed the report. Parent Interviews - good uptake of parents meeting with teachers.</p> <p>Teacher Aid / ORS Funding Shortfall - A shortfall after Ministry funding has been received is approximated \$3,500 per term. Covered by Teacher Aide Budgets set for 2019. Janine to continue further investigation of usage across budget codes.</p> <p>Health Survey / Parent Consultation - a survey will be distributed to parents on school health programmes, ie: Keeping Your Child Safe, Puberty, Kia Kaha etc.</p> <p>Teacher Shortage - shortages of teachers in Auckland is still a problem. Finding teaching staff is becoming a difficult situation - expensive housing and transport in Auckland being some of the issues being faced.</p> <p>Retention Unit payments - investigation as to whether the board can fund support for teachers using this funding pool.</p> <p>Letter from the Board giving a strong message of support of the teaching staff - Nicola Taylor to draft up a letter to be sent.</p> <p>The Overall Teacher Judgement Report was distributed prior to the meeting. The board discussed the report. Keep in mind what some of the commonalities might be. Janine will keep tracking.</p> <p>Recommendation that the Principal's Report be accepted. Moved: Janine Irvine, Seconded: Nicola Taylor MOTION: Agreed</p>	<p>Janine monitor codes</p> <p>Janine to check</p> <p>Nicki to draft letter to staff.</p> <p>Janie to track data at the end of each term /Cohort reporting</p>
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<p>Property and Finance</p>	<p><u>3.2 Property and Finance</u> 3.2.1 Finance/Property Committee Report The Finance / Property Committee meeting minutes and action plan were distributed prior to the meeting.</p> <p>Sarah provided a report on the meeting held prior to the Board meeting.</p> <p>Paint contractors are presently submitting quotes for maintenance of the school buildings. These will come to the next meeting.</p> <p>Property Vision - tabled at the meeting - a visual direction of changes around the school - have this on the website or displayed in the office.</p> <p>MOE Visit - Property facilitator visited and was very impressed with the school grounds and buildings. - standard of classrooms, maintenance. Thanks go to Shane, management, future and present boards for state of the school, and to parents and children for being part of this commendation.</p> <p>Discussion on whether the gates be locked. What is most important when you are looking at the health and safety of students during the care of the school.</p> <p>Chaos in the Carpark - the west carpark by the tennis club is again becoming an issue. Parents are turning right out of the carpark causing holdups</p> <p>School Donations - starting to get closer to targets.</p> <p>Recommendation that the Financial Statements for months ending 30 April 2019 with a surplus of \$278,003 be accepted.</p> <p>No further update on the hall upgrade. 5YA/10YP update complete</p> <p><u>2019 Budget</u> - the final 2019 budget with a deficit of (\$78,037). Recommendation that the Final 2019 Budget with a deficit of (\$78,037) be accepted. Moved: Sarah Sutcliffe, Seconded: Janine Irvine MOTION: Agreed</p> <p>Recommendation that the Annual Report and Audited Financial Accounts for the Year Ended 31 December 2019 be accepted. Moved: Sarah Sutcliffe, Seconded: Sanjeev Deva MOTION: Agreed</p>	<p>Property Vision to be created as soon as possible Shanthan, Janine and Shane</p> <p>Nick to talk to AT - safety</p>
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		<p><u>Finance / Property Report</u></p> <p>Recommendation that the Finance / Property Report be accepted. Moved: Sarah Sutcliffe, Seconded: Shanthan Naidu MOTION: Agreed</p>	
4.	Committee Reports	<p><u>3.2.3 Health and Safety Report</u></p> <p><u>Policy Committee</u> No policy meeting held,</p> <p><u>Community</u> No new items</p> <p><u>Friends and Family</u> No new items</p> <p><u>Fair Committee</u> No new items</p> <p><u>Student Discipline Committee</u> Nothing to update.</p> <p><u>Personnel Committee Report</u> New appointments (defer in-committee).</p> <p><u>Reunion Committee</u> To bring up with new board after election.</p> <p>Recommendation the Committee Reports be accepted. Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith MOTION: Agreed</p>	
5.	Strategic Discussions	<p><u>WorkPlan</u> The trustees self-reviewed the meeting. The trustees went into In-Committee - 8.00pm</p>	
	Board Induction:	<p>A list was compiled of ideas to bring up with new board</p> <p>Governance / Management</p> <p>Code of Conduct</p> <p>Administration</p> <ul style="list-style-type: none"> - Minutes - Workplan - Action register - Communication platforms / electronic 	



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		<p>Committee Structure (one on one handover)</p> <ul style="list-style-type: none">- why- what- do- options <p>Major Issues</p> <ul style="list-style-type: none">- Fair / Hall upgrade- Flag Day- Reunion- ERO- Education reform <p>School Struction / Systems</p> <ul style="list-style-type: none">- Delegations- Reporting- Data Analysis <p>Went into in-committee at 7.40pm Dawn left the meeting.</p>	
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The Board of Trustees Meeting Ended at 7.20pm
Next Meeting Date - 28 May 2019 - 6pm