



CORNWALL PARK DISTRICT SCHOOL

Minutes of the Meeting of the Board of Trustees
Held on Tuesday 5 May (April Meeting) 2020 - 5.00pm by Zoom Meeting Online
as a result of COVID-19 Level 3

Present: Nick Mackeson-Smith (Chair), Janine Irvine (Principal), Sarah Sutcliffe, Andrew Bason, George Tan, Kirstin Fleming, Sanjeev Deva, Anne Patel (Trustees)

In Attendance: Dawn Wood (Associate Principal)

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 - taken as read	
	1.2 Minutes	<p>Minutes of a meeting held on 25 February 2020 were distributed prior to the meeting.</p> <p>Recommendation that the minutes of meeting be accepted. Moved: Sarah Sutcliffe, Seconded: Andrew Bason MOTION: Agreed</p>	
2.	Correspondence	<p><u>Inwards Correspondence</u> There has been a number of correspondence received relating to COVID-19 however this has been handled by Management as general mailouts not directed to trustees.</p> <p><u>Outwards Correspondence</u> Nil</p> <p>Recommendation that the Inwards Correspondence be approved and the Outwards Correspondence be ratified. Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
3.	Monitoring Annual Plan	<p><u>3.1 Principal's Report</u> COVID19 - Payroll, online planning, expectations of different levels. Janine gave an overview to trustees. Consultation with staff, parents - have a robust plan The Board Chair has been fully liaising with the Principal. Discussion including teaching staff have been working very hard, camp reimbursements, moving into Level 3 and discussion on moving to Level 2.</p>	



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	<p>Janine was commended for the great job in getting data from parents at short notice confirming where they were residing during Level 4 under the guidelines of State of Emergency, and the requirement of devices for some students.</p> <p>Our enrolment numbers are down considerably. We have had a good response from the ballot and will continue to monitor the waiting list. Looking at areas to boost numbers, may need to go to another ballot. The Board has already approved management to monitor and act on this as required.</p> <p><u>Break-in</u> Hall was broken into, no serious damage. Freezers were turned off, spoiling some frozen goods. Impact to Dee Jays only. No insurance claim processed.</p> <p><u>International Student Income</u> To date we have not had a huge impact from the effect of COVID-19. Two students have deferred to return at a later date.</p> <p><u>Special Needs Impact</u> Teacher Aides are engaging with students on a daily basis as well as Reading Recovery, Eureka, ESOL and Support Writing groups.</p> <p><u>Enrolments - Tracking Attendance</u> We have a robust system to check daily attendance - we have been consistently hitting 92-93% attending every day. Those who are not attending are being followed up by phone and/or email.</p> <p><u>Achievement</u> Difficult to gauge at this stage but students are getting lots of 1:1 feedback and this style of learning has been supporting a number of students who are doing well online.</p> <p><u>Hero - Parent Platform</u> Reporting to parents on Hero has been delayed as a result of COVID-19, however, this is still in the pipeline and may be delayed a month or two.</p> <p><u>ERO</u> Expected in 2020, however, the date may be changed due to COVID-19.</p> <p>Recommendation that the Principal's Report be accepted. Moved: Janine Irvine, Seconded: Anne Patel. MOTION: Agreed</p>	
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		<p>Janine was commended for her outstanding work done during these exceptional times. The board is very appreciative of the work that she has done. Very positive feedback received from parents and staff. Janine also praised the efforts of the APs Dawn and Shanthan, and Office Angels.</p>	
	<p>Property and Finance</p>	<p><u>3.2 Property and Finance</u></p> <p><u>Finance/Property Committee Report</u></p> <p>Sarah presented her report to the meeting.</p> <p>Recommendation that the Financial Statements for the months of February 2020 with a deficit of (\$49,636) and for March 2020 with a surplus of \$54,222 be accepted. Moved: Sarah Sutcliffe, Seconded: Janine Irvine Motion: Accepted</p> <p><u>MOE Funds - \$400,000 grant (increase/amendment to FYA)</u> Artificial Turf / Courts, Modifications and Maintenance progressing - waiting for quotes to come in.</p> <p>Refurbishment of Facilities - School Toilet Blocks and Admin - Sick Bay / Enrolment Office - plans are being drawn up (percentage of the hall toilets will need to come from uncommitted funds as partially owned with MOE.</p> <p>Recommendation: That the amendment to the FYA be accepted. Moved: Sarah Sutcliffe, Seconded: Andrew Bason MOTION: Accepted</p> <p>Recommendation that the Finance / Property Report be accepted. Moved: Sarah Sutcliffe, Seconded: Anne Patel MOTION: Agreed</p> <p>SAARS Report Recommended that the 2019 School Annual Accrual Report Certification be ratified. Moved: Nick Mackeson-Smith MOTION: Agreed</p>	



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4.	Committee Reports	<p>The following committee reports were deferred to next meeting due to COVID-19 Level 4 restrictions.</p> <p>Health and Safety Report Policy Committee Community Friends and Family Fair Committee Student Discipline Committee Personnel Committee Report Reunion Committee</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></p> <p>It has been a difficult year to review the Workplan so far for 2020. Some items have been deferred due to COVID-19. Continue to review the requirements of updating and review new ideas. Maori Hui could be done by a Zoom Hui (Zui).</p> <p>Hautu - still in the pipeline.</p> <p>The trustees went into In-Committee - 8.00pm</p>	
	General Business:	No new business	

**The Board of Trustees Meeting Ended at 7.20pm
Next Meeting Date - 2 June 2020 - 6pm**