

## Minutes of a Meeting of the Board of Trustees

to be held on 25 August 2020 at 6.00pm

by Zoom Meeting

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

**Apologies:** Sanjeev Deva (late)

**Scribe:** Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
Chair		Welcome - The board joined in a karakia.	
		<b>Administration</b>	
Chair		<u>Declaration of Conflict of Interest</u> No conflicts recorded.  <u>Minutes of Meeting</u> <b>Recommendation:</b> <b>That the minutes of the meeting held on 28 July 2020 be approved.</b> <b>Moved:: Sarah Sutcliffe, Seconded: Andrew Bason</b> <b>MOTION: Agreed</b>  <u>Scenario Cards discussed</u> L4 and A4 cards were discussed.	
	<b>2.</b>	<b>Correspondence</b>	
Chair	2.1  2.2	<u>Inwards</u> NZSTA - Workshops emails (x3) Nothing further to note. <u>Outwards Correspondence</u> Nil <b>Recommendation that the inwards correspondence be accepted.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b>	
	<b>3.</b>	<b>Monitoring: Annual Plan</b>	
Principal (Janine Irvine)	3.1	<u>Principal's Report</u> - Janine Irvine - Principal The Principal's report for July was distributed prior to the meeting.  <u>Principal's Report for August 2020</u> Janine presented her report to the meeting.	

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		<p><u>Parent Teacher Zoom Meetings</u> Feedback from parents was they liked this process, there will be options for these going forward.</p> <p><u>Teacher Only Days</u> August TOD had to be cancelled due to COVID19. October is scheduled for Term 4. To reschedule the August TOD for December as this is important PD for teachers prior to the 2021 year.</p> <p>Due to COVID19 Level 3 lockdown again in Term 3 teachers assessment of student data has again been delayed. This will have an impact on the reporting to parents due at the end of the term. Parents will be able to view their child's goals online.</p> <p>Priority learners / Maori / Pasifika - discussion on ensuring ways to best support all learning groups especially as a result of COVID19.</p> <p>Losing a term of learning may result in a term lost of progress could be a reality. BOT to set targets Accelerated teacher methods.</p> <p><u>Applied Resilience Programme (Y5/6)</u> Materials to get through to the whole school and support for teachers for children with anxieties going forward.</p> <p><u>Camp</u> - at this stage it will go ahead in Level 2. Good plans are in place, including plans should COVID levels change. Camp organisers have announced that cancellations will be accepted the day before camp starts due to COVID19.</p> <p><u>School Sculpture</u> Janine fed back to the meeting her discussion with Godfrey Rudolph. Godfrey has agreed to act as the school liaison role between the carver and the school. Airfare, accommodation and costs would be covered by the school. He would then feed back to the board. A whanau hui would then be arranged. A story to be developed. An unveiling to coincide with the centenary celebrations.</p> <p><b>Recommendation:</b> <b>That the Principal's Report be accepted.</b> <b>Moved:: Kirstin Fleming, Seconded: Andrew Bason</b> <b>MOTION: Agreed</b></p>	
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<b>Treasurer (Sarah Sutcliffe)</b>	3.2	<u>Sub- Committee Reports:</u>	
	3.2.1	<p><u>Finance / Property Committee Minutes</u> and <u>Action Register</u> of the Finance/Property Meeting held on 28 July 2020 were distributed. prior to the meeting.</p> <p><u>Property Report</u> No meeting was held prior to the meeting. Tenders will be closed on Friday</p> <p><u>Installation of Carpark Camera</u> Cost quote of \$1,729 + GST including installation.</p> <p>No objections to this expenditure. Accepted. Camera installation approved.</p> <p><u>Tenders for Admin Renovation</u> An extraordinary meeting will need to be called next week to approve the expenditure of this rebuild if it comes in over the funding already approved. It would be good to approve the final tenderer as well.</p> <p>Due diligence rubric has been completed by all six tenderers. Three have worked in the school in the past.</p> <p><u>Finance Report</u> Uncommitted funds sitting at just over \$700,000 includes PTA funds of \$85,000</p> <p>Donations are low due to COVID19 sitting at 70% of budget.</p> <p><b>Recommendation:</b> <b>That the Financial Statement for July 2020 with a surplus of \$26,379 be accepted.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	
<b>Officeholders</b>	3.2.2	<p><u>Health and Safety Committee</u> Staggered pickups will be arranged again. Only those showing the school app COVID19 checking will be allowed on the school site. QR code is in place should parents choose to do both processes.</p>	

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		<p>Next Health and Safety meeting to be deferred to following week.</p> <p><u>Personnel Committee</u> - nothing new to report.</p> <p>3.2.3 <u>Community Committee /</u> <u>Family and Friends Committee</u></p> <p>3.2.4 Sarah provided an update to the meeting.</p> <p>3.2.5 Very pleasing that quite a few more teachers and new parents/grandparents attended the last F&amp;F meeting.</p> <p>Second Hand Uniform Sales - although we have people who have volunteered to sort donated uniform, we now have a parent who has come forward to help arrange the sales. Sarah provided a list of events that are being organised.</p> <p><u>Policy Committee</u> Term 3 Review</p> <p>3.2.6 SchoolDocs- Username: cornwallpark Password: CPDS</p> <p>The review for term 3 has been completed. No further changes recommended.</p> <p>Term 2 - Assessment - senior leadership has reviewed this policy. Janine to share changes with Andrew. Final approval come to the next meeting.</p> <p>3.2.7 <u>Centenary Committee</u> Student Discipline Committee. Meeting was scheduled for the week we went into lockdown and consequently deferred. Currently planning calendar items and confirmation of dates. Planning a zoom meeting with the volunteers There seems to be some excitement through the students that there is a special year next year. A large amount of the curriculum will be based around the centenary.</p> <p><u>Student Discipline Committee</u> Nothing new to report.</p> <p>3.2.8 <b>Recommendation:</b> <b>That the Officeholder Reports be accepted.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p>Sanjeev to overview the Camp COVID19 plan.</p>	
<b>Chair</b>	<b>4.</b>	<b>Strategic Discussions</b>	

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	4.1	Any further Items for Next Newsletter COVID 19 - Camp Plan Online started the very next day to lockdown to provide Teacher Aides Teacher Only Day Feedback from Health and Safety meeting	
	4.2	<u>Management Appraisal</u> The 2020 process is currently proceeding. New guidelines from the MOE is that Teachers do not need to do the level of appraisal work as in the past, portfolios are now not needed.  Appraisal Process - Personal growth and areas of concerns. Appraiser for 2021 under review..	
	4.3	<u>Work Plan 2020</u> As previously discussed under Principal's Report	
	4.4	<u>Community Consultation</u> School Charter and Strategic Plan for 2021 - getting engagement from the community. Look at the local curriculum - incorporating Kahui Ako basis.  Different systems have been used over the past 5 years with varied input from parents. Difficult to get feedback across the school.  The board discussed different ideas.  Pasifika Plan, Maori Success Plan are all encompassing as part of the Local Curriculum  Property Vision - still current  Management to follow with a timeframe.  <u>Action Plan</u> The meeting discussed in depth the updated action plan for 2020/2021 years. Taking into consideration change for a progressive future of the school and being a centenary year.	Shanthan to send BOT information about Local Curriculum
<b>Chair</b>	<b>5.</b>	<b>5. General Business</b>	
		No new business.	
<b>Chair</b>	<b>6.</b>	<b>Self Review - against our role (as required)</b>	

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		The Board engaged in a review of how the meeting worked for them.	
<b>Chair</b>	<b>7.</b>	<b>In-Committee Meeting: (as required)</b> <b>Nothing to report in-committed</b>	

The meeting closed at 7.53pm

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