



## Minutes of a Meeting of the Board of Trustees

to be held on 15 December 2020

to be held at 26 Wapiti Avenue, Epsom at 6.00pm

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

**In Attendance:** Santhan Naidu (joined the meeting after in-committee)

**Scribe:** Janet Glover

The Trustees went straight into the in-committee Meeting.

- Principal's Appraisal
- Personnel
- BOT Scholarship Application)

Came out of Incommitte at 6.50pm

Time/Speaker	Ref	Detail	Motion/Action
6.00pm	1.1	<p><b>Welcome</b></p> <p><b>Acclamations</b></p> <p>The Board thanked Janine for doing a great job over the 2020 year.</p> <p>In return, Janine thanked the board for a great year, for the support that the BOT have given her over what has been a very interesting year.</p>	
		<b>Administration</b>	
<b>Chair</b>		<p>Apologies</p> <ul style="list-style-type: none"> <li>- No apologies</li> </ul> <p>Declaration of Conflict of Interest</p> <ul style="list-style-type: none"> <li>- No declarations registered</li> </ul>	
	2.	<b>Correspondence</b>	
<b>Chair</b>		<p>Inwards</p> <ul style="list-style-type: none"> <li>- No correspondence</li> </ul> <p><u>Outwards Correspondence</u></p> <ul style="list-style-type: none"> <li>- No Correspondence</li> </ul>	

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3.		Monitoring: Annual Plan	
<p><b>Principal / Board Chair)</b> <b>(Janine Irvine)</b> <b>(Nick Mackeson-Smith)</b></p>	<p><b>End of Year Report from the Chair</b> Nick presented his report to the meeting, highlighting a great year.</p> <p><b>End of Year Report from the Principal</b> Janine presented her report to the meeting.</p> <p><u>Flag Day Discussions</u> The Board discussed the length of Flag Day being very long and often hot sitting in full sun. To discuss further next year prior to the next event.</p> <p><u>Evacuation Summary</u> Earthquake and fire drills were held for Term 4. Security System - the current system is very old and aging to the point of having to be replaced early in 2021. This will be taken from budgeted Fixed Assets.</p> <p><u>Class Placement</u> Janine presented statistics from parent feedback regarding students 2021 class placement. There were approximately 15 requests for changes Important to build resilience.</p> <p><b>Recommendation:</b> <b>That the Principal's Report be accepted</b> <b>Moved: Kirstin Fleming, Sanjeev Deva</b> <b>MOTION: Agreed</b></p>	<p>Include on agenda in June</p>	



**Cornwall Park**  
District School  
*Te Kura O Maungakiekie*

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<p><b>Treasurer (Sarah Sutcliffe)</b></p>	<p>3.2</p>	<p><u>Sub- Committee Reports:</u></p> <p><u>Property Report</u> The Board had the opportunity during the week to walk through the new administration block. There was very favourable feedback.</p> <p><u>Finance Report</u> <b>Recommendation</b> <b>That the Financial Statements for the month of November 2020 with a surplus of \$316 be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p><u>Pool - First Aid Kit</u> First aid kits have been taken in just a week. This has now been replaced, albeit a reduced version.</p>	
<p><b>Staff Rep Report</b></p>		<p><u>Report from the Staff Rep</u> Many staff wanted to thank the BOT for a lovely breakfast at the beginning of the week. Also staff were very appreciative of their Christmas gift voucher.</p>	
<p><b>Officeholder Reports</b></p>		<p><u>Centenary Update</u> Website alumni link should be up and running in the next week or so.</p> <p><u>Official opening - 9th Feb</u></p> <ul style="list-style-type: none"><li>● Lifting of the time capsule</li><li>● Picnic and cupcakes birthday celebration on the field</li><li>● Invitation to all past students and family who want to attend</li></ul>	<p><b>Click here to view <a href="#">CPDS Alumni Website</a></b></p>

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		<p><u>Next Events</u></p> <p>April 11th - School Gala - 24th to 26th September - Centenary Weekend</p> <ul style="list-style-type: none"> <li>● Fri - Wine and Cheese and Cocktails for invited guests and ticket holders (5-7pm)</li> <li>● Sat - guided tour, photographs, high tea</li> <li>● Sun - closing event, flag display, time capsule burial</li> </ul> <p>Notarian media (to be contacted)</p>	Nick to follow up in the new year
<b>Chair</b>	<b>4.</b>	<b>Strategic Discussions</b>	
<b>10mins</b>	4.1	<p><u>Action Register</u> The action register was reviewed and updated.</p>	
<b>Chair</b>	<b>5.</b>	<b>5. General Business</b>	
<b>Chair</b>	<b>6.</b>	<b>Self Review - against our role (as required)</b>	
<b>Chair</b>	<b>7.</b>	<b>In-Committee Meeting: (as required)</b>	

**The meeting closed at 7.25pm**

[OTHER LINKS - BOT HOME PAGE](#)

Next BOT meeting will be held on (to be confirmed)  
- [Meeting Dates 2020](#)