

Minutes of a Meeting of the Board of Trustees

to be held on 22 September 2020 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)

In Attendance: Shanthan Naidu (Associate Principal)

Scribe: Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
6.00pm	1.1	Welcome In attendance - Lisa Rolle, Paul Campbell, Glenys Muir Those in attendance were welcomed. Karakia The Trustees joined in a Karakia	
		Administration	
Chair	1.2	Apologies Late Sanjeev Deva, may not be able to attend.	
	1.3	Declaration of Conflict of Interest No conflicts.	
	1.4	Recommendation: That the minutes of Meeting held on 25 August 2020 be accepted. Moved: Sarah Sutcliffe, Seconded: Janine Irvine	
	2.	Correspondence	
Chair	2.1	<u>Inwards</u> Email Trail - Office Refurbishment Tender - Ratification of decision required Email Trail - Taonga - work to be invoiced - Ratification of decision required - Seed money to pay for travel expenses	
	2.2	<u>Outwards Correspondence</u> Nil Recommendation: That the inwards correspondence be approved Moved: Anne Patel, Seconded: Janine Irvine	

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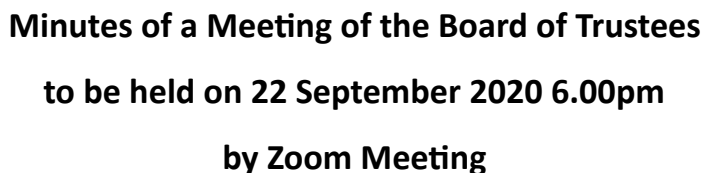
	3.	Monitoring: Annual Plan	
Principal (Janine Irvine) 30mins	3.1	<p>Principal's Report - Janine Irvine - Principal The Principal's report for September was distributed prior to the meeting.</p> <p>Specialist Teacher Reports Janine introduced three specialist teachers, Paul Campbell, Lisa Rolle and Glenys Muir.</p> <p><u>Physical Education</u> - Paul Campbell. Paul presented his report.</p> <ul style="list-style-type: none"> - COVID has impacted activities including zones - Fells well supported with resource - Looking forward to astroturf installation <p>Paul was thanked for this report.</p> <p><u>Reading Recovery</u> - Glenys Muir. Glenys presented her report.</p> <ul style="list-style-type: none"> - Thanked the board for the ongoing opportunity of running reading recovery in the school. - Glenys outlined the importance of Reading Recovery and how it supports students and teachers, backed up by Janine, Shanthan and Lisa. Also having a Year 0/1 teacher as a trained reading recovery teacher how this has a positive impact on the new entrants and their early education journey. - Suggest to have another teacher train as a reading recovery teacher. <p>Glenys was thanked for a great report. Parents have fed back huge value of this programme.</p> <p><u>Eureka</u> - Lisa Rolle. Lisa presented her report.</p> <ul style="list-style-type: none"> - Newly named from the old Gifted and Talented group of students. There are a number of areas of referral which are referenced to the Linda Silverman criteria for selection. - Ideas for 2021 Eureka Art, Eureka Debating and Eureka Philosophy - The more we let children explore the better. <p>Lisa was thanked for her report.</p> <p>The board discussed that the importance of the board expenditure for these resourceful teachers is well worthwhile.</p>	

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		<p><u>ESOL</u> Adele to be asked to present a report at a further meeting.</p> <p><u>Principal's Report for September 2020</u> Janine presented her report to the meeting.</p> <p><u>Other Business / Compliance</u></p> <p><u>Physical Restraint</u> Janine provided in her report information outlining changes are imminent for the physical restraint of students and the strict guidelines. De-escalation is more important than the way to restrain. Training is based more on how to de-escalate. Once the changes are announced some policies/ procedures may need to be updated.</p> <p><u>Board Assurances</u> Accepted.</p> <p><u>Mandarin Lessons</u> Year 2 and above have regular lessons of Mandarin. The school supports a simplified version. Important to understand that there are two different ways of teaching Mandarin - Simplified and Tradition. MOE guidance to be checked by Janine and reported back to the next meeting</p> <p><u>Safety Management System</u> Accepted.</p> <p><u>Retention and Destruction of Records</u></p> <ul style="list-style-type: none"> - Archived List for Document Destruction (report attached) - Electronic cheques nos. 2650 to 3000 - <p>Recommendation That the retention and destruction of records and cheques be approved. Moved: Sarah Sutcliffe, Seconded: Andrew Bason MOTION: Agreed</p> <p>Recommended: That the Principals Report be accepted. Moved: Anne Patel, Seconded: Sarah Sutcliffe MOTION: Agreed</p>	<p>Janine to bring feed back to next meeting.</p>
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<p>Treasurer (Sarah Sutcliffe) 15mins</p>	<p>3.2 3.2.1</p>	<p><u>Sub- Committee Reports:</u></p> <p><u>Finance / Property Committee</u> Minutes and Action Register of the Finance/Property Meeting held on 25 August 2020 distributed. The September Finance/Property Meeting twas held by Zoom directly before BOT Meeting) Sarah presented a verbal report of the meeting held.</p> <p>Finance/Property Minutes and Action Register</p> <p><u>Property Report</u></p> <p><u>Administration Block Upgrade</u> Admin has now been moved to Room 18. Builders are expected to start at the beginning of next week. Health and Safety has been identified and signs and cordoned off areas considered to ensure safety of students and staff.</p> <p>Tenderer Accepted - as per ratified email trail. Refer to minutes of the Finance Committee meeting dated 22 September.</p> <p><u>Finance Report</u> Balance of 5YA approved for toilet upgrade. Once the fencing and astroturf planned upgrades are complete the board will need to consider what the SIP surplus funds could be put towards. Hall upgrade is still an option. The board discussed this option. No work on the hall can be started until the board agrees to 43% of any cost can be covered by BOT funds. Deferred back to committee once more information comes to light and then come back to the Board with a further recommendation.</p> <p><u>Financial Statements for August 2020</u> Recommendation: That the Financial Statements for August 2020 with a surplus of \$32,510 be accepted. Moved: Nick Mackeson-Smith MOTION: Agreed</p> <p><u>Health and Safety Committee</u> Report was distributed prior to the meeting. Camp was discussed which went ahead.</p>	<p>MOTION: Financial Statements for June be accepted</p>
<p>Officeholders 20mins</p>			

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		<p><u>Personnel Committee</u> Nothing new to discuss.</p> <p><u>Community / Centenary Committee</u> Sarah presented her report.</p> <ul style="list-style-type: none"> - Centenary - date has been set for Term 3 2021. - School Sculpture - Taonga. Godfrey will report to the next meeting. - Logo - Sarah to send out samples to Board for email decision so that website can be created. Give ideas of what logo can be used for, ie: uniform item <p><u>Policy Committee</u> Term 3 Review SchoolDocs- Username: cornwallpark Password: CPDS Nothing new to report.</p> <p><u>Family and Friends Committee</u> Minutes - August 2020 distributed prior to the meeting.</p> <p><u>Student Discipline Committee</u> Nothing new to report</p> <p>Recommendation That the committee reports be accepted. Moved: Anne Patel, Seconded: Kirstin Fleming MOVED: Agreed</p>	
Chair	4.	Strategic Discussions	
10mins	<p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Any further Items for Next Newsletter The board discussed ideas for the next newsletter.</p> <p><u>Work Plan 2020</u> As previously discussed under Principal's Report</p> <p><u>Action Register</u></p> <ul style="list-style-type: none"> - Local Curriculum documents were distributed to the trustees prior to the meeting. - Register reviewed and updated. 	
Chair	5.	5. General Business	
		<p>Change of dates for Oct and Nov meetings confirmed. School calendar to be updated.</p>	

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		- Meeting Dates 2020 Board meeting dates for October and November brought forward a week each.	
Chair	6.	Self Review – against our role (as required)	
		The trustees reviewed the meeting	
Chair	7.	In-Committee Meeting: (as required)	

Meeting closed at 8.30pm

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