

## Minutes of a Meeting of the Board of Trustees

19th September 2023 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

### MINUTES

Time/Speaker	Ref	Detail	Motion/Action
<b>Attendees</b> <b>Te hunga i tae mai</b> <b>(Chair)</b>	1.1	Attending - Nick Mackeson-Smith, Janine Irvine, Anthony Fong, Anne-Marie Shepherd, Emma Henderson, Michelle Nayagam, Vicki Brooke	
	1.2	Apologies - Vijay Patel, Anne-Marie Shepherd	
	1.3	Visitors In Attendance - Dawn Wood, Ronelle Clarke, Veeninder Kaur and Raupo Fleet	
		Thanks to Anthony for chairing the last meeting.	
<b>6.00-6.02pm</b>	<b>2.0</b>	<b>Welcome</b>	
<b>Welcome /</b> <b>Nau mai haere mai</b> <b>(Chair)</b>	2.1	<b>Karakia</b> The Board shared a karakia.	
	2.2	<b>Mihimihi</b> Nick shared a mihimihi.	
<b>6.02-6.05pm</b>	<b>3.0</b>	<b>Administration</b>	
<b>Admin /</b> <b>Kaiwhakahaere</b> <b>(Chair)</b>	3.1	<b>Declaration of Conflict of Interest</b> No conflicts recorded.	
	3.2	<b>Any changes to Agenda</b>	
	3.3	<b>Approval of Minutes held</b> - July 2023 - No August Meeting  <b>Motion:</b> <b>That the Minutes of a Meeting held on 8 August (July Meeting) 2023 be accepted.</b> <b>Moved: Anthony Fong, Seconded: Emma Henderson</b> <b>MOTION: Agreed</b>	
	3.4	<b>Urgent Matters Arising From the Minutes</b> (all other non urgent matters are deferred to 6.3 Action Register)	
<b>6.15-6.20pm</b>	<b>4.0</b>	<b>Correspondence</b>	
<b>Correspondence</b> <b>Nga reta reta</b> <b>(Chair)</b>	4.1	Inwards - CES - Fixed Asset Register and Depreciation Rates (to be discussed later in the finance report.	
	4.2	Outwards - nil  <b>Motion:</b> <b>That the inwards correspondence be accepted.</b> <b>Moved: Michelle Nayagam, Anthony Fong</b> <b>MOTION: Agreed</b>	

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6.20-7.00pm	5.	Monitoring: Annual Plan	
Principal's Report Te Ripoata a te Tumuaki (Principal)	5.1	<p>The <u>Principal's Report</u> Principal's Report was distributed prior to the meeting (taken as read)</p> <p><b>COL In-School Leaders</b> - verbal reports. (Ronelle, Veeninder and Raupo to report)</p> <p><u>Ronelle - Writing Initiative</u> Marking and moderating of writing across the school to ensure confident writers and teachers with explicit instruction. Ronelle provided examples of the importance of using Rubrics. The communication and the sharing of very valuable resources across the COL is pivotal to the success of this programme.</p> <p>How can we make this accessible across the community? What is the future and how could that go? To go forward to review these questions.</p> <p><u>Veeninder Kaur - What success looks like</u></p> <ul style="list-style-type: none"> <li>- encourage growth mindset (in particular Maths)</li> <li>- empower our teachers to be effective teachers of maths</li> </ul> <p>Veeninder gave feedback on how teachers have been working in groups to explore what this could look like. Data has been gathered and analysed. Introduction of new and exciting resources and programmes (Move and Prove) are being used by teachers which are proving to be hugely popular by students as they are fun.</p> <p>Next steps to get parents in to see how this is working and answer questions. Teachers are all doing coaching sessions.</p> <p>The trustee held an in depth discussion of how the move and prove programme works in Maths and the power of how children are engaging.</p> <p><u>Raupo Fleet - Te Ao Māori</u> Great collaboration and support across kura, schools and wider community sharing history of Maunga and local environment and the sharing of stories. The teaching of new māori cultural games which were well received by students. There have been a number of very successful events including Matariki, a hospital visit by the Kapa Haka, Hangi, Whakatau, local marae visit for staff, just to name a few. Look at having more Te Reo Māori signage around the school. Children absorb learning fast through waiata and song. Rm 30 was opened during the year as the Whare Ako which was a wonderful beginning of good things to come. Planting of cultural plants sourced from local families around the Whare Ako. Children will be able to learn how to respect these plants and to see the importance of this resource.</p> <p>Raupo gave a review of the 2023 year. There has been a very strong initiative across the COL which has fed down into our school.</p>	

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What does success look like; students leaving primary with a love of the Māori language and talking without thinking about it in a mixture of English and Māori language.

Principal's Report - continued

#### International Students - Conference Update

Janet gave a report on the success of the conference.

Thanks to Dawn, who did an amazing job supporting Janine while she was away from the school at the Principal's Conference.

#### Items Covered

2023 Professional Growth Cycle

\$6,000 Principal's Coaching and Wellbeing payment received at the end of Term 3 was recommended to be held over for the 2024 year. To be held in Payments in Advance for 2024 Principal Professional Development rather than trying to find meaningful professional development during Term 4 at short notice.

#### **Motion:**

***That \$6,000 be transferred to the 2024 budget for Principal's Wellbeing / Professional Development.***

***Moved: Nick Mackeson-Smith***

***MOTION: Moved***

#### Principal Professional Development 2024

Proposal - use of the MOE funded Coaching and Wellbeing Payment.

Janine presented to the board her initiative to attend professional development in Finland with a group of other principals from New Zealand.

#### **Moved:**

***That Janine Irvine be given permission to take part in a week long study tour in Finland in 2024. That the cost of this trip would be covered by the Principal's Coaching and Wellbeing Payment of \$6,000 together with the Principal Professional Development budget.***

***Moved: Nick Mackeson-Smith***

***MOTION:***

It was noted that the Professional Development would tie in well with recent conference attendance and a great chance to view other country inspired practices. It was agreed that Janine could also take a week of rest and recreation tagged on the end of this opportunity if taken mid term.

Concurrence - reported on in the Principal's Report.

#### Policy Review - Term 3

SchoolDocs website login

<http://cornwallpark.schooldocs.co.nz/>

Search for Cornwall Park District School

**Username:** cornwallpark

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		<p><b>Password:</b> CPDS</p> <p>Trustees to view the review for Term 3.</p> <p>Board Assurances Janine assured the board that:</p> <ul style="list-style-type: none"> <li>- a full risk management and safety assessment of the pool is currently underway and will be completed before the swimming season starts.</li> <li>- an internal audit of the school health and safety compliance and practices is being conducted by the school health and safety committee/delegated health and safety person, as well as reviewing the engagement of the staff in the H&amp;S processes, as well as seeking feedback on how we can improve engagement levels.</li> </ul>	
<b>Property Report</b>	5.2	<p><b>Property Report</b> (refer to the Principal's Report)</p> <p><u>Property Update</u> Pool upgrade is going well. Baby changing table installed. Waterlions and the school are currently negotiating the timetable to start using the pool earlier in November. This includes an extended community timetable to support parents. Trustees to discuss and approved process by email trail and will be endorsed at the next meeting</p> <p><b>Motion:</b> <b><i>That the Principal's Report be accepted.</i></b> <b>Moved: Janine Irvine, Seconded: Michelle Nayagam</b> <b>MOTION: Agreed</b></p>	
<b>Finance Reports</b> (Documents in folders)	5.3	<p>Audited Financial Report 2022 - Update</p> <p><u>Finance Report - July/August 2023</u> The Finance Report for the month of June was distributed prior to the meeting.</p> <p>5.3a - Finance Report - July 2023 5.3a - Finance Report Narrative - July 2023 5.3b - Finance Report - August 2023 5.3b - Finance Report Narrative - August 2023</p> <p><b>Motion:</b> <b><i>That the Financial Report for the months of July with a surplus of \$18,275, and August with a surplus of \$17,908 be accepted.</i></b> <b>Moved: Janine Irvine, Seconded: Anthony Fong</b> <b>MOTION: Agreed</b></p> <p>5.3c Fixed Asset Register and Depreciation Rates A letter was received from CES outlining the fixed asset register and depreciation rates as follows: Building Improvements - 14-40 years Furniture and Equipment - 4-15 years</p>	

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		<p>Information and Communication Technology - 4 Leased Equipment - Term of Lease Library Resources - 12.5% diminishing value</p> <p><b>Motion:</b> <b><i>That the Board of Trustees of Cornwall Park District School confirm that we have reviewed the useful lives of the school's asset categories, and that they are still considered to be "fair and reasonable" for the current year.</i></b> <b>Moved: Nick Mackeson- Smith</b> <b>MOTION: Agreed</b></p>	
<b>Health and Safety</b>	5.4	<p><u>Health and Safety Report</u> from Term 2 2023 (taken as read) and verbal report from the recent Term 3 meeting were accepted.</p> <p><u>Friends and Family Meeting</u> The Friends and Family Committee proposed that some recurring items for the next 5 years would be pre-approved.</p> <p>These are: Sunscreen - \$1,000 Matariki Breakfast - \$500 Y6 Graduation Party and Pins - \$500 Pastoral Care - including camp fees, sports team subs, trips - \$1,500 Staff Jackets - funding 50% - \$500 (after this initial outlay of jackets this year which is higher). Camp dinners for helpers \$500 (bi-yearly)</p> <p>These were acknowledged</p>	
<b>Friends and Family</b>	5.5	<p>Fiesta - so as not to put too much pressure on only a few people, to go to the community for more support - unless there is a committee to run this to delay and run in 2025 instead.</p>	Emma to go back to F&F meeting
<b>7.00-8.00pm</b>	<b>6.</b>	<b>Strategic Discussions</b>	
<b>(Chair)</b>	6.1 6.2 6.3	<p>Any further Items for Next Newsletter Nick asked for ideas to be included.</p> <p>Updated <a href="#">WorkPlan 2023</a></p> <p>Action Register</p>	
<b>8.00-8.10pm</b>	<b>7.</b>	<b>5. General Business</b>	
<b>(Chair)</b>		<p>Trustees Attendance / <a href="#">Hours Schedule</a> Reminder - complete hours in schedule</p> <p><u>New bank suffix - Kahui Ako</u> A new suffix has be set up for the two Kahui Ako Leaders - Janine Irvine (CPDS) and Steve King (Remuera Primary School) - Steve only has access to this specific suffix in our accounts.</p>	

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		<p><u>2023 Budget Request - Classroom Support</u> - Dawn There is a requirement for a \$5,000 over-budget expense to hire a new Early Intervention Teacher to support a number of new students that have come into the school as 5 year olds who need full Teacher Aide support.</p> <p><b>Motion:</b> <b><i>That the amount of \$5,000 be approved as an over-budgeted expense to the Special Needs Budget</i></b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p>There may be a requirement for an increase in the 2024 budget and an application to the Ministry of Education.</p> <p><u>Filming in School</u> - Dawn A filming company has approached the school for use of its premises. Agreed.</p> <p><u>Flag Day Speaker</u> - trustees to give Dawn suggestions for the 2023 Flag Day. Someone that children can relate to would be good.</p> <p><u>Christmas Gift Drive / Life Church</u> - let parents who would like support over the christmas period to tap into this amazing charity - to encourage parents who would like to donate.</p> <p><u>Donation 2024 Letter to parents</u> - defer to next meeting once budgets are closer.</p> <p>Uniform - Ponchos - non uniform item. Uniform Shop to supply as required.</p> <p><u>Staff Xmas Gift Discussion</u> <b>Motion:</b> <b><i>That a \$50.00 appreciation Christmas gift voucher for staff be approved.</i></b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p>Board to host a thank you BBQ breakfast for staff Term 4 - Wed 18th.</p>	Add to agenda
Not required	8.	<p><b>Self Review – against our role (as required)</b> <b><u>Hautu - Self Review</u></b> <b>To be held once per term</b></p>	
(All Trustees)		No review required for July	
8.10-8.15pm	9.	<b>In-Committee Meeting: (as required)</b>	
		Trustees moved in-committee 8.17pm	

THE MEETING CLOSED AT ... 8.55pm