



## Notice of a Meeting of the Board of Trustees

20th June 2023 6.00pm - 8.20pm

Held at 193 Green Lane West, Greenlane

**Present:** Anthony Fong (Deputy Chair), Janine Irvine, Anne-Marie Shepherd, Vijay Patel, Michelle Nayagam, Vicki Brooke, and Emma Henderson (virtually)

**Apologies:** Nick Mackeson-Smith, Emma Henderson

**In Attendance:** Dawn Wood, Paul Campbell

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai (Chair)	1.1	<b>Attending</b> - Paul Campbell (PE Report) - Dawn Wood (Additional Needs Report)	
	1.2	<b>Apologies accepted.</b>	
	1.3	<b>Visitors in attendance noted</b>	
<b>6.00-6.05pm</b>	<b>2.0</b>	<b>Welcome</b>	
Welcome / Nau mai haere mai (Chair)	2.1	<b>Karakia</b> The board shared in a karakia.	
	2.2	<b>Mihimihi</b> Nick shared a Mihimihi.	
<b>6.05-6.15pm</b>	<b>3.0</b>	<b>Administration</b>	
Admin / Kaiwhakahaere (Chair)	3.1	<b>Declaration of Conflict of Interest</b> Nil	
	3.2	Changes to the Agenda	
	3.3	The following items were added for discussion	
	3.4	<b>Approval of April Minutes held in May 2023</b> (No May meeting).  <b>Moved:</b> <b><i>That the Minutes of Meeting held on 9 May (April Meeting) 2023 be accepted subject to change of wording in 6.1 "... extension of term of existing coopted trustee".</i></b> <b>Moved: Anthony Fong, Seconded: Janine Irvine</b> <b>MOTION: Agreed</b>	

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		<b>Urgent Matters Arising From the Minutes</b> (all other non urgent matters were 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>	<p>4.1</p> <p>4.2</p>	<p><b>Correspondence was distributed to trustees prior to the meeting.</b></p> <p><b>Inwards</b> (Available to read in Correspondence folder)</p> <ul style="list-style-type: none"> <li>- Invitation - Journey to Te Tiriti No trustees attended on Saturday past</li> <li>- NZEI - Code of Conduct Trustees reviewed their signed Code of Conduct to compare to the new proposed version. Janet to upload a sample to the drive for further discussion at the next meeting.</li> <li>- EROs School Evaluation Approach Survey no further action.</li> </ul> <p><b>Outwards</b></p> <ul style="list-style-type: none"> <li>- Nil</li> </ul> <p><b>Moved:</b> <b><i>That the inwards correspondence be accepted.</i></b> <b>Moved: Anthony Fong, Seconded: Janine Irvine</b> <b>MOTION: Agreed</b></p>	
<b>6.20-7.00pm</b>	<b>5.</b>	<b>Monitoring: Annual Plan</b>	
<b>PE Report</b>		<p>Paul Campbell, CPDS-PE Teacher reported verbally to the meeting.</p> <p>Has now been at CPDS for nearly 18 years. Paul gave an overview of his role, highlighting some moments and enhancing how important his role is during swimming sessions. The importance of vigilant eyes on students, using vigilant parents and the Year 6s getting into the pool to help with the younger students.</p> <p>Main message, for students to try everything, Honour not Honours.</p> <p>Review of Facilities: New turf with lighting is a fantastic resource with courts included.</p> <p>PE is well supported by management and the Friends and Family have been very generous, also the BOTs that have</p>	

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		<p>supported initiatives.</p> <p>Parent transport still seems to be a challenge, school van may be a further thought in the future.</p> <p>Parent help is always really appreciated.</p> <p>Neighbouring clubs (ie; tennis, league are supportive of the school), after school Playball and Football Kidz have been well utilised by students.</p> <p>Challenges: Becoming more buoyant after covid Swimming was difficult to get up and running again Term 1 PE and swimming can be very hot and tiring being out in the sunshine all day.</p> <p>Thanks were given to Paul for a great role done.</p> <p>Focuses: more in school competitions, using Houses, more of a cross country course rather than just a run around a field.</p> <p>Wishlist: Heating the pool, better storage in the hall for gym gear.</p> <p>To update website will have all the amazing options at CPDS.</p> <p>Anthony thanked Paul for a great report. Paul Campbell left the meeting 6.40pm</p>	
<b>Additional Needs Report and Intervention Data</b>		<p>Dawn Wood to report 2022 Additional Needs Report and a number of Intervention Data Reports were distributed prior to the meeting (taken as read)</p> <p>It was commented how pleasing it is to see that the school provides a large number of interventions that students can access, some going from one to another and the amount of increase in achievement that these interventions support.</p> <p>CPDS has a strong reputation for being inclusive and accepting in the wider community and that the school provides good support for students with specific needs.</p> <p>Recognised the great work that Dawn and her team do, teacher aides have been attending professional development. We are very lucky to have such skilled ladies in this group.</p>	

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		<p>The school is engaging in a Structured Literacy Programme starting with the New Entrants and Year 1s and will move up year levels going forward.</p> <p>Dawn is very grateful to have the support from the Board to provide funding that makes a difference to a lot of children who need additional support. The process of transitioning the school was highly regarded from feedback for parents outside the school, this is well supported by Erin Lingard (Year 1 Team Leader).</p> <p>Active extension groups for Maths, Writing etc are put into place if and when students are far above and need the in depth support. We are very lucky to have staff able to do this.</p> <p>Anthony thanked Dawn for her report.</p>	
<b>Principal's Report</b> <b>Te Ripoata a te Tumuaki (Principal)</b>	5.1	<p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read)</p> <p>5.1.1 <u>Reports</u></p> <ul style="list-style-type: none"> <li>- Auckland Primary Principals' Association 2023 Staffing Survey Janine did participate and agrees with all the findings. Staffing is currently extremely difficult to fill widely across NZ.</li> <li>- ACCOS - NZ Curriculum Writing Initiative CPDS is a leader in the wider school community, sharing its resources with other schools. Across school moderation is key, including going into intermediates.</li> <li>- Te Ao Māori Reporting To Principals Term 2</li> </ul> <p>The following were also covered in the report. Reporting to Parents Structured Literacy Updated RAMS - these have recently been updated Health and Safety Meeting</p> <p><u>Assurances</u> SchoolDocs Internal Policy Reviews - EOTC Abuse Recognition and Reporting Evacuations Expenditure</p>	
<b>Property Report</b>	5.2	<p>Property Report Rats ate through the mains water pipes and caused a large flood in Rooms 8. It dried up within a day and</p>	

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		<p>classes resumed without effect. Thanks to Shane for the quick response, that minimised damage.</p> <p>Pool Heating Project Update - deferred to next meeting.</p>	
<b>Finance Reports</b> (Documents in folders)	5.3	<p>Audited Financial Report 2022 - Update - these are still with the auditors.</p> <p>Financial Statements for the month of April and May 2023</p> <p><b>Motion:</b> <b><i>That the Financial Statements for the months of April with a surplus of \$195,783 and May 2023 with a surplus of \$202,411 be accepted</i></b> <b>Moved: Vijay Patel, Seconded: Janine Irvine</b> <b>MOTION: Agreed</b></p> <p>International Students - we are engaging in a Conference to be held in September which will be targeting agents supporting new enrolments in NZ.</p> <p><u>School Photo Shoot</u></p> <p><b>Motion:</b> <b><i>That an unbudgeted cost of \$4,500 be accepted for a full new shoot of the school and students to update the school website and school prospectus.</i></b> <b>Moved: Vijay Patel, Seconded: Vicki Brooke</b> <b>MOTION: Agreed</b></p>	
<b>Friends and Family</b>	5.4	<p>Verbal feedback from Friends and Family Meeting held on 4 May. Financial Report distributed prior to the meeting.</p> <p>Funding requests - Kapa Haka, Gym Equipment, Sports uniforms, Staff jackets, Rain Cover by Property Sheds</p> <p>International Food Night coming up. Usual annual events also coming up - quiz night, discos etc.</p> <p>New Parents - Coffee Afternoon, a great turnout from our new parents, who want to be involved with the school and in community engagement.</p> <p>The financial reports for the Friends and Family were tabled.</p>	<b>Action:</b> <b>Approve minutes</b>

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		<b>Moved:</b> <b>Thank the Principal's Report be accepted</b> <b>Moved: Janine Irvine, Seconded: Anthony Fong</b> <b>MOTION: Agreed</b>	
<b>7.00-8.00pm</b>	<b>6.</b>	<b>Strategic Discussions</b>	
<b>(Chair)</b>	6.1  6.2  6.3  6.4	<p>Any further Items for Next Newsletter</p> <p><u>Updated WorkPlan 2023</u> No new updates. Getting back on track and catching up. Add Whanau Hui - once a term</p> <p><u>Action Register</u> Updated</p> <p><u>Community Survey Feedback</u> Disappointing only 22 replies. This may be as a result that parents are predominantly happy. There were some parents who fed back areas for improvement. These were discussed.</p> <p>Sexuality Community Consultation - ideas for how this meeting will be facilitated have been explored - choosing a virtual forum. It is important that parents have the time to express their thoughts without being overshadowed by stronger voices. A measured sensible approach will be followed. The main key message will be "Everyone needs to know they belong".</p> <p>There was a lot of commentary that was not under the BOT responsibility and deferred to management.</p> <p>To resend the survey out prior to the end of the term to give more parents the opportunity to provide this valuable workplan feedback.</p> <p>Draft up a covering letter to be distributed again. Anne-Marie to arrange the redraft and liaise with the office to distribute.</p>	<p><b>Janine - add Whanau Hui to Workplan</b></p> <p><b>Nick / Anne-Marie to see if this is possible</b></p>
<b>8.00-8.10pm</b>	<b>7.</b>	<b>5. General Business</b>	
<b>(Chair)</b>		<p>Trustees Attendance / Hours Schedule Reminder - complete hours in schedule</p> <p>Te Wharenuui - the redevelopment of the door and deck will be started during the school holidays.</p>	



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Not required	8.	Self Review – against our role (as required) Hautu - Self Review To be held once per term	
(All Trustees)		Reviewed comments were distributed prior to the meeting No review required for June	

**THE MEETING CLOSED AT 8.20pm**