

Minutes of a Meeting of the Board of Trustees

25 February 2025 - 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

Principal to open meeting until a new Presiding Member is elected

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai (Presiding Member)	1.1	<u>Attending</u> Janine Irvine (Principal), Nick Mackeson-Smith, Michelle Nayagam, Emma Henderson, Jasmine Reynolds, Anthony Fong, Vijay Patel, Shane Moser	
	1.2	<u>Apologies</u> Vicki Brooke, Emma Henderson (late)	
	1.3	<u>Visitors In Attendance</u> Dawn Wood	
	1.4	<u>Scribe</u> Janet Glover	
6.00-6.05pm	2.0	Welcome	
Welcome / Nau mai haere mai (Presiding Member)	2.1	Karakia The meeting shared a karakia.	
	2.2	Mihimihi Nick shared a mihimihi.	
6.05-6.15pm	3.0	Administration	
Admin / Kaiwhakahaere (Presiding Member)	3.1	Declaration of Conflict of Interest (Register)	
	3.2	Any changes to Agenda <ul style="list-style-type: none"> - Agenda reference numbering changed - Added School Camp letter to drive - Update to Strategic and Annual Plan Pg 3 Affected Teaching - Strategic Action See document - <u>Strategic and Annual Plan 2025</u> Added Blue below 1d Mathematics In School leader works with the 'What Success Looks Like' initiative in the Kahui Ako to forge cross school networking and alignment in assessing within and across phases - Workplan for 2025/2026 uploaded to drive 	
	3.3	Election of Officers - Call for nominations <u>Presiding Member</u> (Previously known as Board Chair) Nominations accepted for Presiding Member Nick Mackeson-Smith Motion: That Nick Mackeson-Smith be appointed as the Presiding Member. Moved: Michelle Nayagam, Seconded: Vijay Patel MOTION: Agreed Nick proceeded to Chair the meeting.	

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		<p>As this is an election year it was agreed that it would be a good idea to shadow trustees stepping into officeholder positions.</p> <p><u>Deputy Presiding Member</u> Nominations accepted for Deputy Presiding Member Emma Henderson Anthony Fong and Michelle Nayagam (in support)</p> <p><u>Treasurer</u> Nominations accepted for Treasurer Vijay Patel</p> <p><u>Friends and Family Delegate</u> Emma Henderson Michelle Nayagam (in support)</p> <p><u>Whanau Hui</u> Jasmine Reynolds</p> <p><u>Health and Safety Delegate</u> Shane Moser and Vicki Brooke</p> <p><u>Personnel / Disciplinary Committee</u> To be arranged as required</p> <p>Motion: <i>That the nominated officeholders as outline above be accepted</i> Moved: Anthony Fong, Seconded: Jasmine Reynolds MOTION: Agreed</p>	
	3.4	<p>Approval of Minutes held</p> <ul style="list-style-type: none"> - November 2024 - December 2024 (In-Committee notes only filed) <p>Motion: <i>that the Minutes of meeting held on 19 November 2024 be accepted.</i> Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
	3.5	<p>Urgent Matters Arising From the Minutes (all other non urgent matters are deferred to 6.3 Action Register)</p>	
6.15-6.20pm	4.0	Correspondence	
Correspondence Nga reta reta (Presiding Member)	4.1	<p><u>Inwards Correspondence</u> <u>School Donations (WhatsAppThread)</u> Correspondence filed. Moved: <i>That the School Donation be increased to \$490 if paid by 31 March 2025 and \$500 for the rest of the year.</i> Moved: Nick Mackeson-Smith MOTION: Agreed</p>	

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	4.2	<p><u>Outwards Correspondence</u></p> <p>- Letter to go to Parents - School Camp Some of the income for the 2024 camp came in during the 2023 year into Funds in Advance which would not have easily been identified in the Camp income for 2024. Janine assured that the camp income covered the cost. Narrative to go into the financial statements for the Final December accounts to reflect this.</p> <p>RAMS are provided by the camp organisers, and the school has their own RAMS as well. In the event of an emergency the school would take responsibility for all communications, whereas the camp teachers in charge are responsible for the camp from consultation with the school.</p> <p>Moved: <i>That the Camp Letter with the recommended changes be accepted.</i> To add - the teacher in charge of overall responsibility is in control of any change of activities - any decision for a change would be in consultation with the Principal. Dawn Wood - Deputy Principal. Moved: Janine Irvine, Seconded: Emma Henderson MOTION: Agreed</p>	Janet to discuss with Schooled
6.20-7.00pm	5.	Monitoring: Annual Plan	
Principal's Report Te Ripoata a te Tumuaki (Principal)	5.1	<p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read)</p> <p>Janine thanked Dawn Wood for the amazing work she has done in her own time creating a lovely new walkway and garden by the Junior Playground.</p>	
	5.1.1	<p><u>2024 Annual Documentation</u></p> <p>A. <u>Strategic and Annual Plan 2025</u> The Strategic and Annual Plan was distributed prior to the meeting. A robust discussion was held providing valuable recommended changes.</p> <p>Attendance is well measured at 89% - of this there are 15 families that are currently on holiday during term time which is not endorsed by the school.</p> <p>It was requested to add an action plan in the Annual Plan on attendance - to be measured above the national target without falling from our own levels of attendance.</p> <p>Motion: <i>That the Strategic and Annual Plan 2025 be accepted subject to recommended changes.</i> Moved: Janine Irvine, Seconded: Michelle Nayagam</p>	Strategic Plan Final Version

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		<p>The final version will be updated and redistributed to trustees for final approval prior to the next meeting so that this document can be sent to the Ministry by the extended deadline.</p> <p>B. Analysis of the 2024 Annual Plan Analysis of the 2024 Annual Plan was distributed prior to the meeting. Taken as read. Feedback sought.</p> <p>Motion: That the Analysis of the 2024 Annual Plan be accepted. Moved: Janine Irvine, Seconded: Vijay Patel MOTION: Agreed</p> <p>C. Achievement Levels for End of 2024 Achievement Levels for the End of 2024 was distributed prior to the meeting. Taken as read. Trustees were engaged with a robust discussion on the data.</p> <p>Motion: That the Achievement Levels for End of 2024 be accepted Moved: Janine Irvine, Seconded: Michelle Nayagam MOTION: Agreed</p>	
	5.1.2	<p>Website update - a new look website is coming soon. Look at including a Suggestion Box portal</p>	Dawn to investigate
	5.1.3	<p>Effective communication - what does this look like - it would appear that many parents do not read (or miss) valuable information going out in HERO.</p>	Janet to look into
	5.1.4	<p>Arrange Name Badges / BOT Trustee Pins.</p>	
	5.1.5	<p><u>Restraint</u> As per the Principal's Report</p>	
	5.1.6	<p><u>Staffing</u> Units of responsibility - permanent and fixed term units are distributed to staff wanting to hold additional responsibility for the year. These were advertised and distributed to those successful staff.</p>	
	5.1.7	<p>Principal Delegation of Authority Summary 2025 Motion: That the Principal's Delegation of Authority be accepted. Moved: Nick Mackeson-Smith MOTION: Moved</p>	
	5.1.8	<p><u>Board Assurances</u> Janine assured the all procedures for the following areas have/or are being followed:</p>	
	5.1.9	<ul style="list-style-type: none"> - Learning Support - Health Education - Digital Technology and Online Safety - Safety Management systems and Worker engagement, 	

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		<p>Participation and Representation</p> <ul style="list-style-type: none"> - Healthcare <p>School Annual Accrual Report We have received our Annual SAARs report. The School Annual Accrual Report (SAAR) summarises salary and wage information from the SUE reports from 28 January 2024 to 27 January 2025. This has been checked (with no errors identified) and signed off ready to be handed to the auditors.</p> <p>Motion: <i>That the SAARs Report for 2024 be accepted.</i> Moved: Janine Irvine, Seconded: Emma Henderson Motion: Agreed</p> <p>Property Update <u>Updated Property Vision</u> Picture of playground to be updated. Accepted with changes made..</p> <p><u>International Students</u> <u>Trustees were given up update on the 2024 year</u> <i>There are currently 11 International students enrolled</i></p> <p>Motion: <i>That the Principal's Report be accepted</i> Moved: Janine Irvine, Seconded: Emma Henderson MOTION: Agreed</p>	Janine to change picture of playground
Finance Reports (Treasurer)	<p>5.2</p> <p>5.2.1</p> <p>5.2.2</p>	<p>Financial Statements for November and December were distributed prior to the meeting. Taken as read.</p> <p>Moved: <i>That the financial statements for the month ending 30 November 2024 with a surplus of \$286,607 be accepted.</i></p> <p>Moved: <i>That the financial statements for the month ending 31 December 2024 (being an Interim report) with a surplus of \$217,186 be accepted.</i></p> <p>Moved: Vijay Patel, Seconded: Shane Moser MOTION: Agreed</p>	Discrepancies to be checked by Janine
Friends and Family Report (Delegate)	5.4	<p>A verbal Report from Meeting 20 February was given by Emma Henderson. The following officeholders were accepted.</p> <p>Colette Nicholson - Friends and Family Chair Louise Rule - Secretary Bhagya Athauda - Treasurer</p> <p><u>Uniform - Swimming Togs and Trunks</u> There is a requirement for Waterpolo, Flipperball, and representative swimming teams to have swimming togs and trunks. These could also be available for any students wanting to</p>	

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		<p>purchase as part of their uniform. Janet to get quotes and samples of styles from the school Uniform Centre.</p> <p>Samples to come to the next meeting.</p> <p>The first F&F meeting for the year was held last week. There was a reasonable turnout.</p> <p>have made a new direction for rules around the use of the Friends and Family Facebook page. School uniforms will no longer be able to be posted on this site. Any post will be taken down.</p>	Get samples
Health and Safety Committee (Delegate)	5.5	<p>Health and Safety Meeting - - Health and Safety Meeting Dates - Accepted</p>	
Whanau Hui (Jasmine)	5.6	<p>Whanau Hui Report (Jasmine verbal report) Kapa Kāhui Event - Thursday 10th April Arrangements are underway Jasmine provided a brief outline and ideas for this event.</p> <p>Waharoa is also underway - timber supplies have been provided thanks to Bunnings Mt Wellington.</p>	
7.00-8.00pm	6.	Strategic Discussions	
(Presiding Member)	<p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>Any further Items for Next Newsletter</p> <p><u>Meeting Dates</u> - to be finalised 6.2.1 BOT Meetings Distributed to trustees. Accepted. 6.2.2 Health and Safety Meetings Accepted</p> <p><u>Events to be Organised</u> BOT - Hosting Auckland Central PMs - 10 March Proposed BOT/Staff Breakfast (Date to be confirmed)</p> <p>Any other events to be held by the Board Staff breakfast - 18 March</p> <p><u>BOT Elections</u> Date of Election - 10 September 2025 Appointment of Returning Officer Moved: <i>That Schooled be elected as the returning office to handle an online election process.</i> Moved: Nick Mackeson-Smith MOTION: Agreed</p> <p>Agreement signed by Board Chair.</p> <p>By the end of Term 2 the process will be starting. Have a post box set up for parents to use rather than posting</p>	

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		<p>through the mail. Meet and Greet to be arranged to talk to prospective trustees.</p> <p>6.5 <u>Proposed WorkPlan 2025</u> (this will be available at the end of Monday) Trustees were given the opportunity to feedback any recommended changes.</p> <p>6.6 <u>Policy Review</u> Policies to be reviewed by the Board are:</p> <ul style="list-style-type: none"> • Health, Safety, and Welfare Policy • Safety Management System • Risk Management • Healthcare <p>Trustees to read and review prior to the meeting. Any valuable feedback/topics for discussion to be brought to the meeting.</p> <p>6.7 <u>Action Register</u> Action register was discussed and updated.</p> <p><u>Ideas for next Newsletter</u> Ideas were given to Nick.</p> <p>6.8 <u>New Satellite School on School Grounds</u> The Ministry of Education has contacted Janine to consider a Satellite School for children with Specific Needs. Our school is already under pressure for space. Love to have been able to assist, but not viable for CPDS Janine to reply by email.</p> <p>6.9 <u>MOE Direction to take students from a Shared Zone.</u> Simplicity Homes Complex in Ellerslie is well underway into its building project. There could be a number of students enrolling at CPDS. This may also have an effect on the ballot.</p>	Get Map from Janine
8.00-8.10pm	7.	5. General Business	
(Presiding Member)		Trustees Attendance / Hours Schedule (link to come) Reminder - complete hours in schedule	Janet to send link to trustees.
Not required	8.	Self Review – against our role (as required) Hautu - Self Review To be held once per term	
(All Trustees)		Nothing new to report for Term 1.	Make plan to review Hautu for 2025

The meeting closed at 8.20pm