

Minutes of a Meeting of the Board of Trustees
9 September (August Meeting) 2025 - 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai (Presiding Member)	1.1	Attending: Nick Mackeson-Smith (Chair), Janine Irvine, Emma Henderson, Jasmine Reynolds, Vijay Patel, Anthony Fong, Michelle Nayagam, Shane Moser	
	1.2	Apologies: Vicki Brooke (sick)	
	1.3	Visitors In Attendance: Dawn Wood (Deputy Principal) ASL's - Veeninder Kaur and Raupo Fleet Adam Powell	
	1.4	Secretary: Janet Glover	
6.00pm	2.0	Welcome - Karakia/Mihimihi	
Welcome / Nau mai haere mai (Presiding Member)	2.1	Karakia The trustees 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) Vicki/ Shane - Whats App Thread - Strike	
	3.2	Any changes to Agenda Whānui meeting minutes added to the meeting folder. Numbering change Copy of the Strategic Plan was included Reports from ACCOS leaders were uploaded to the drive.	
	3.3	Approval of Minutes held on - 5 August (July Meeting) 2025 Motion: <i>That the minutes of the July meeting held on 5th August 2025 be accepted.</i> Moved: Nick Mackeson-Smith MOTION: Agreed	
	3.4	Urgent Matters Arising From the Minutes (all other non urgent matters are deferred to 6.3 Action Register) No matters were raised. A large proportion of the school fence on Green Lane West front boundary blew down last weekend, this is currently being replaced.	

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		<p>In-School Leaders to report to the Board Veeninder Kaur (Numeracy) and Raupo Fleet (Te Ao Māori) Karin Jacobsen sends apologies.</p> <p><u>Raupo presented her Te Ao Māori Report.</u> Jasmine thanked Raupo for her mahi and support of Māori whānau in the school. Janine said that as a school we are very lucky to have Raupo in our school. She is a huge asset to the students and programme. Trustees all passed on their appreciation of the amazing work Raupo and her team do for the school.</p> <p><u>Veeninder presented her Numeracy Report.</u> Veeninder is an amazing leader in the school, providing numeracy curriculum support across the school during a time of implementing a new curriculum. Trustees provided positive feedback and thanks to Veeninder. Veeninder has a lot of passion for maths and this enthusiasm is a wonderful asset passing this on to students.</p> <p>CPDS is very progressive leading this new curriculum.</p> <p>Veeninder and Raupo left the meeting.</p>	
6.15-6.20pm	4.0	Correspondence	
<p>Correspondence Nga reta reta (Presiding Member)</p>	<p>4.1</p> <p>4.2</p>	<p><u>Inwards Correspondence</u></p> <ul style="list-style-type: none"> - Uniform Additional Notes (Janet) - Leave Application - to be discussed in-committee - <p><u>Outwards Correspondence</u></p> <ul style="list-style-type: none"> - Letter - Principal - Concurrence Email - School Uniform Centre Disestablish of the Kahui Ako to Janine Irvine <p>Motion: <i>That the inwards correspondence be accepted and the outwards correspondence be ratified.</i> Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
6.30-7.00pm	5.	Monitoring: Annual Plan	
<p>Principal's Report Te Ripoata a te Tumuaki (Principal)</p>	<p>5.1</p> <p>5.1.1</p>	<p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read).</p> <p>Reporting to the Board</p> <p><u>Malicious Email Update</u> The school was targeted by an email which was caught in the N4L malicious email filter and so was not forwarded to the Principal. Janine has followed up with a letter to the Ministry of Education as it was highlighted that those schools who had engaged in an external review of their Health and Safety / Evacuation Process were put in better stead. Another idea was to have a sister school</p>	<p>Evacuation Review - Term 4 (Janine)</p>

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		<p>that supported each other during these stressful events.</p> <p>What is the role of the full board of communication during events like this.</p> <p>We are undergoing a full review at the beginning of Term 4, providing a thorough investigation - a final report will be sought.</p> <p><u>Student Learning and Effective Teaching</u> Updating of Goals on HERO to Align with Curriculum Attendance- interim Report Formal report will come out next term, the interim was just a window into where the school was at. Holidays during term time continue to be the main reason for critical marks against attendance.</p> <p>Recent School/ Community Events International Students</p> <p>Additional Report - LSC Allocation School List The funding pool for this allocation is coming from the unused budget from the disestablishment of Kahui Ako funding. As CPDS is not destined to receive any of the funding until year 3 it is unknown where any wool comes through to our school.</p> <p>Motion: <i>That the Principal's Report be accepted</i> Moved: Vijay Patel, Seconded: Emma Henderson MOTION: Agreed</p>	Student Learning and Effective Teaching Report - Term 4
Property Report (Janine/Shane)		<p><u>Property Update</u> <u>Green Lane Road Fencing being replaced</u> - is this a good opportunity to put in a gate and take pedestrians away from the school driveway. It is being looked into but this may cause a different problem.</p>	
Finance Reports (Treasurer)	<p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><u>Financial Statements</u> - July 2025 Water Leak - A refund of \$8,500 has been received in recovery of 4 months of elevated invoices. One of the meters was investigated and identified as being faulty. Shane on this.</p> <p><u>School Donation</u> Very pleasing to see continual flow of donations being paid reaching targeted budget - \$223,900.</p> <p><u>Depreciation Rate Sheet</u></p> <p>Moved: <i>That the Depreciation Rates for Fixed Assets for the current year be accepted with no changes.</i> Shane Moser, Seconded: Anthony Fong MOTION: Agreed</p>	

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		<p>The after school provided has moved from an hourly rate to a percentage of income. This will provide additional income from the tenant.</p> <p>There will be a few upgrades to the hall facilities, like kitchen appliances and stairs from the back of the hall.</p> <p>The after school programme is an exceptionally well run service to the school. There is very positive feedback from parents using this programme.</p> <p><u>Balance Sheet and Cashflow Budgets</u> Moved: <i>That the 2024 Balance Sheet Budget with a working Capital Budget of \$948,916 and the 2025 Cash Flow Budget with a total projected cash held at the end of the year of \$1,295,579 be approved</i> Moved: Vijay Patel, Seconded: Shane Moser MOTION:Agreed</p>	
Friends and Family Report (Delegate)	5.5	<p><u>Report</u> Emma provided a report to the board. Whereas there was no meeting held since the last meeting, swimming togs and hoodie ideas would be handed to Janet to move forward.</p>	
Health and Safety Committee (Delegate)	5.6	<p><u>Health and Safety Meeting</u> <u>Minutes</u> of the H&S Meeting held on 20 August 2025 together with the Sick Bay Report - Term 3 2025 taken as read. Health and safety is treated seriously in the school and anything that is raised is dealt with with speed and proficiency. Nothing further to report.</p> <p>The pool has rubber mats inside the changing sheets and will be outside as well. The pool is currently warming up in readiness of Term 4.</p> <p>It has been noticed that teachers are on top of children picking up their rubbish around cubbyholes. Encouragement is ongoing and trying to get students to take pride in their environment.</p> <p>Mr Munn is doing a great job yelling at parents for not using the pedestrian crossing on Wheturangi Road or for parking poorly.</p>	
Whanau Hui (Jasmine)	5.7	<p>Minutes of the Term 3 Whānau Hui were distributed prior to the meeting. Taken as read. Jasmine presented her report to the meeting.</p> <p>Data reporting is coming but some clarity will be needed first. Jasmine to discuss with Dawn.</p> <p>The survey was expected out, but it may be too late for this now.</p> <p>A photo from the Whānau group will be organised and the website updated.</p>	Jasmine to follow up report clarity.

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7.00-8.00pm	6.	Strategic Discussions	
(Presiding Member)	6.1	Any further Items for Next Newsletter Emma took new ideas for the next newsletter.	
	6.2	Updated WorkPlan 2025	
	6.3	<u>Policy Review</u> (see May / Policy Folder folder for documents) The Board is to review the following policies. (Login into SchoolDocs for all links and review) <ul style="list-style-type: none"> • Child Protection • Abuse Recognition and Reporting • Safety Checking No objections or recommended changes.	
	6.4	Any feedback from review : <u>School Uniform Change and Price Adjustments</u> <ul style="list-style-type: none"> - Trousers, Culottes and Shorts - New samples will be made available for review. The board had a robust discussion on the supplier of new shorts and culottes options and were asked to individually feed back To get clarity on not providing Compulsory Insurance. It is noted that the board has done its due diligence and has a few areas to seek clarity on. The negative considerations did not give enough to hold this back from being approved to ensure that the Board is making the right decisions for the school. Caveat - make the thoughts known to the School Uniform Centre right and centre for future decisions. Moved: <i>That the School Uniform Centre go ahead with the ordering of new shorts, culottes and sweat trousers.</i> Moved: Michelle Nayagan and Shane Moser MOTION: Agreed	
	6.5	<u>Action Register</u> Reviewed and updated	
Strategic Plan	6.6	<u>Review 2024/25 and create new plan for 25/26</u> <ul style="list-style-type: none"> - Be prepared to discuss any changes that need to be made to the next Strategic Plan - A copy has been included in the drive Still interested in looking to get a counsellor within the school. Unless you have a full time councillor in the school there is no guarantee that they would be on site as situations rise. Leave the Food and Nutrition in School policy under review - create our own variation of the policy in the short term which School Docs	



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8.00-8.10pm	7.	General Business	
(Presiding Member)		Trustees Attendance / Hours Schedule No longer required.	
Not required	8.	Self Review	
(All Trustees)		<u>Rate yourselves as a group out of 5</u> Review process - thinking about - 5 Have you discussed the right things? - 5 Have you used your time wisely? - 5 Are you confident in the decisions that you have made? - 5 Was everybody's voices heard? - 5	
8.10-8.15pm	9.	In-Committee Meeting: (as required)	
		Behaviour Staffing - Year 0 Leave	

This being the last meeting - Closed 7.20pm