Cornwall Park District School
Te Kura O Maungakiekie

Minutes of a Meeting of the Board of Trustees

28 October 2025 - 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

Time/Speaker	1.0	Detail	Motion/Action
Janine Irvine ***(Principal)***	1.1	**Welcome to new Trustees**	
	1.2	**Attending** Nick Mackeson-Smith, Janine Irvine, Shane Moser, Michelle Nayagam, Vijay Patel, Jasmine Reynolds, Fleur Woolford, Sindy Xian, Vicki Brooke **In Attendance** - Dawn Wood **Apologies** - nil **Scribe** - Janet Glover	
Janine Irvine ***(Principal)***	1.3	**Election of Board Presiding Member (Board Chair)** <u>Call for Nominations</u> The Principal called for nominations for the position of Board Chair. Nominee: Nick Mackeson-Smith ***Moved by Vijay Patel*** ***That Nick Mackeson-Smith be elected as Board Chair.*** ***Seconded by Vicki Brooke*** ***MOTION: Agreed***	
	1.4	**New Change to the Agenda** Deputy Chair to call for nominees list. Call for nominees deferred to later in the meeting.	
6.00pm	**2.0**	**Welcome - Karakia/Mihimihi**	
Welcome / **Nau mai haere mai** ***(Board Chair)***	2.1	**Karakia** Tihei mauri ora! E ngā mana, e ngā reo, e ngā hau e whā Tēnā koutou, tēnā koutou, tēnā koutou katoa <u>Translation</u> Behold the breath of life! To all the authorities, all the voices, to the four winds gathered here. Greetings, greetings, greetings to everyone.	
	2.2	**Welcome to our new trustees** A round to get to know each other.	
	2.3	**Mihimihi** Kei ngā maunga whakahī, Kei ngā wai tuku kiri, Kei ngā mātāwaka o te motu, Ka nui te mihi. <u>Translation</u> To those who connect to the mountains, the rivers and oceans across the land. Hello and welcome to you.	

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6.05-6.15pm	**3.0**	**Administration**	
Admin / Kaiwhakahaere ***(Board Chair)***	3.1 3.2 3.3 3.4	**Declaration of Conflict of Interest (Register)** None **Any changes to Agenda** No further changes. **Approval of Minutes held on *9 September (August meeting)*** ***Moved by Vicki Brooke*** ***That the minutes of the meeting held on 9 September (August Meeting) be accepted.*** ***Seconded by Jasmine Reynolds*** ***MOTION: Agreed*** **Matters Arising from Minutes** Matters Arising From previous Minutes discussed later with Action Register. **Matters Arising for Previous Minutes** Minutes of Meeting held on 25 February 2025 - The board discussed during this meeting the final approval of the 2025 budget. This was not minuted. Need to ratify that there was no change to the Draft Budget other than a code change - no difference to the bottom line. ***Moved by Vicki Brooke*** ***That the Draft Budget be ratified as a Final Budget for 2025 with a surplus of $517 backdated to 25 February 2025 and that the 25 February 2025 minutes be updated.*** ***Seconded: Vijay Patel*** ***MOTION: Agreed***	
Nick Mackeson-Smith (Board Chair)	3.5	**Election of Officers** A discussion was held regarding the areas in which the board could appoint a designated delegate. The purpose of this role would be to strengthen engagement with the school's diverse ethnic communities and ensure their perspectives are considered in future strategic planning. It was noted that engagement with different ethnic groups should be a focus in 2026, with the goal of gathering strategic feedback during the whole year and feeding into the 2027 Strategic Plan. It emphasised the importance of understanding the composition of the school community, examples shared included the Māori Whanau Group who meet regularly, the Chinese families' WeChat Group, which has approximately 300 members actively supporting each other, and also identifying groups whose voices are not heard, and other ethnic groups that historically have not been widely	

		attended in large proportionate numbers. The Board agreed that future discussions with community groups should have a clear and structured purpose ensuring meaningful dialogue and mutual learning. Trustees recognised that these groups provide valuable opportunities to educate the board and enhance cultural understanding within the school community. **Call for Nominees of Board Officeholders** **Call for Nominations** The Board Chair called for nominations for the positions of Officeholder Delegates **- Treasurer** Nominee: Vijay Patel Vijay would like to continue until the end of the year with a view to handover to another at the beginning of the new year. Nominee: Vicki Brooke Vicki would like to be supported in this role. **- Personnel Committee** It was agreed that the Personnel sub-committee would be formed, consisting of trustees that are available, at the time needed. **- Sub-Committee Delegates** Nominations were called for the sub-committee delegates. **Property:** Shane Moser **Health and Safety:** Fleur Woolford **Friends and Family:** Michelle Nayagam and Fleur Woolford A Friends and Family meeting must be attended by a minimum of two Board delegates (a trustee, the Principal and/or Deputy Principal). **Māori Whanau Delegate:** Jasmine Reynolds **Connection Liaison:** Sindy Xian **Vice Presiding Member:** Michelle Nayagam **Speaking Rights:** Dawn Wood, Associate Principal is not a member of the board, she has been given speaking rights as her perspective is relevant. ***Moved by Shane Moser*** ***That the Delegate nominations and speaking rights permission as listed above be accepted.*** ***Seconded: Jasmine Reynolds*** ***MOTION: Agreed***	
6.15-6.20pm	**4.0**	**Correspondence**	

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Correspondence **Nga reta reta** ***(Presiding Member)***	4.1

		with in due course Attendance Data Parents taking children out of school for holidays during term time is what it is and will continue to affect school attendance. The school is feeding back to our local politicians that overseas trips are not always holidays, they can also be for important cultural and family reasons. The board continues to encourage parents to make the best decision for their family when taking children out of school during term time, and that they understand that sometimes it is a necessity. School Policies Under Review - Term 4 No changes recommended to current review documents. Board Assurances Taken as read. International Students 10 students are currently enrolled. School Donations Paid donations are very pleasing and still coming in. ***Moved by Janine Irvine*** ***That the Principal's Report be accepted.*** ***Seconded: Jasmine Reynolds*** ***MOTION: Agreed***	
Property Report **Ripoata Taonga** ***(Janine/Shane)***		Property Update Shane gave an update on maintenance around the school during the holidays. The school pool is ready for Term 4 use. Shane/Janine explained what the 5 Year Agreement (5YA) and 10 Year Property Plan (10YPP) are to the new trustees and the plans for upgrade. ***Moved by Shane Moser*** ***That the Property Report be accepted.*** ***Seconded by Fleur Woolford*** ***MOTION: Agreed***	
Finance Reports ***(Treasurer)***	5.2	Financial Statements Vijay presented the most recent report to the meeting. Janine explained Bank Staffing for the new trustees. ***Moved by Vijay Patel*** ***That the Financial Statements for the months of August 2025 with a surplus of $242,709 and September 2025 with a surplus of $210,820 be accepted.*** ***Seconded by Jasmine Reynolds*** ***MOTION: Agreed***	

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Friends and Family Report *(Delegate)*		Report from Last Meeting The minutes of the meeting of the Friends and Family Committee held on 16 October 2025 and Financial Statements for Terms 1 and Term 2 were distributed prior to the meeting. Taken as read. Michelle presented her verbal report. Looking for Fiesta helpers - asked the board to support communications to parents looking for volunteers. Specific targeting for particular requirements, ie Electrician etc Use of house points. Ask parents if you want the Fiesta to happen - what they can do to make it happen. It takes a community to put this event together. Sport Uniforms - the board is responsible for uniforms that are used for school representative sports teams? The school provides uniforms for sports representative teams only. Internal team sports use their PE Uniform. Team sports are a management discussion. To refer back to management. Can be brought back to the board if new information needs further discussion. Encourage parents to use the school website for feedback of new initiatives, positive feedback - concerns etc - links can be found on the school website where the Board Chair receives these communications. Look at creating a diagram for ideas. Check if the website needs to be updated. Link to be added to the comms going out to parents. Acceptance of Minutes ***Moved by Nick Mackeson-Smith (Chair)*** ***That the Minutes of meeting of the Friends and Family Committee held on 10 October 2025 be accepted.*** ***MOTION: Agreed*** Financial Reports - Term 1 and Term 2 2025 ***Moved by Nick Mackeson-Smith (Chair)*** ***That the Financial Reports for Terms 1 and 2 as distributed be accepted.*** ***MOTION: Agreed***	Add link in Comms to parents Dawn checked the website - link works and is easily found. Create a diagram.
Health and Safety Committee *(Delegate)*		Health and Safety Meeting The next meeting will be held on 12 November 8am - Fleur to check availability to attend. *Note: (subsequently (after the meeting) changed this meeting date to now be held on 19th November.*	
Whanau Hui (Jasmine)		Report from Last Meeting Jasmine gave a brief overview. Nothing new to discuss.	
7.00-8.00pm	**6.**	**Strategic Discussions**	

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(Presiding Member)	6.1 6.2 6.3	Any further Items for Next Newsletter Deputy Chair to put together the next newsletter. <u>Updated WorkPlan 2025</u> (new additions) Janine explained the plan to the new trustees. 2026 plan to come to next meeting Integrate this to a two year plan <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) Only first 3 policies to be reviewed by the board. The other 3 are FYI only. All policies look good to continue. No further changes recommended. Breach of Privacy Act - student information on walls. Permission to publish is sought from parents at the time of enrolment. To check the wording in our policies matches our procedures and our actual happening. A new process for Frozen Friday is working well. Parents have been thankful for the change. Remind parents to support lining up. Action Register The Action Register was reviewed and updated.	Janine to change the Work Plan to go over two years. Compare the procedure in line with policy.
Strategic Plan		Update new trustees on process of: Strategic Plan (Page 1) - Board to review for 2026 Annual Report - Principal to Update under guidance from the Strategic Plan as approved by the board of trustees	
8.00-8.10pm	**7.**	**General Business**	
(Presiding Member)			
Not required	**8.**	**Self Review**	
(All Trustees)		<u>Rate yourselves as a group out of 5</u> *Review process - thinking about:* Have you discussed the right things? Have you used your time wisely? Are you confident in the decisions that you have made? Was everybody's voices heard?	

Meeting closed at 8.33pm