Minutes of a Meeting of the Board of Trustees

24 February 2026 - 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

Principal opened meeting until a new Board Chair is elected

Time/Speaker *(Times Approximates)*	Ref	Detail	Motion/Action
Attendees **Te hunga i tae mai** ***(Principal)***	1.1 1.2 1.3	**Attending:** Nick Mackeson-Smith, Janine Irvine, Vijay Patel, Jasmine Reynolds, Fleur Woolford, Vicki Brooke, Shane Moser, Sindy Xian, Michelle Nayagam (6.20pm) **In Attendance:** Dawn Wood **Scribe:** Janet Glover **Apologies: Michelle Nayagam (late)** **Visitors In Attendance - nil**	
6.00-6.05pm	**2.0**	**Welcome**	
Welcome / **Nau mai haere mai** ***(Board Chair)***	2.1 2.2	**Karakia** Trustees shared a karakia. **Mihimihi** Trustees shared a mihimihi.	
6.05-6.15pm		**Election of Officers**	
(Principal) ***(Board Chair)***	2.3	**Election of Officers** Janine called for nominations for the Presiding Member to be otherwise known as the Board Chair. Board Chair - Nick Mackeson-Smith ***Motion moved by Vicki Brooke*** ***That Nick Mackeson-Smith be elected as the Board Chair.*** ***Seconded: Fleur Woolford*** ***MOTION: Agreed*** Nick continued to chair the meeting. As there was a new board elected in September 2025, Nick asked if there were any changes recommended to the current committee elected as a result of the 2025 Election. - Deputy Chair - Michelle Nayagam - Treasurer - Vicki Brooke - Property - Shane Moser - Friends and Family Delegate - Michelle Nayagam / Fleur Woolford - Health and Safety Delegate - Vicki Brooke / Fleur Woolford - Whānau Delegate - Jasmine Reynolds - Community Liaison Delegate - Sindy Xian - Personnel Committee - (to be arranged as required) ***Moved by Nick Mackeson-Smith*** ***That the 2025 officeholder position be ratified.*** ***MOTION: Agreed no changes.***	

Cornwall Park District School
Te Kura O Maungakiekie

Minutes of a Meeting of the Board of Trustees

24 February 2026 - 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

6.15-6.25pm	**3.0**	**Administration**	
Admin / Kaiwhakahaere ***(Board Chair)***	3.1 3.2 3.3 3.4	**Declaration of Conflict of Interest (Register)** No declarations noted. **Any changes to Agenda** Remove - F&F make a decision on uniforms. Removed during the meeting. **Approval of Minutes held** - November 2025 accepted with spelling changes - December 2025 (In-Committee notes only - filed) ***Motion moved by Nick Mackeson-Smith*** ***That the minutes of meetings held in November and December 2026 be accepted with changes made.*** ***MOTION: Agreed*** **Urgent Matters Arising From the Minutes** (all other non urgent matters are deferred to 6.3 Action Register)	
6.25-6.30pm	**4.0**	**Correspondence**	
Correspondence Nga reta reta ***(Board Chair)***	4.1 4.2	**Inwards Correspondence** School Donations To be discussed later under Finance Report **Inwards Correspondence** Nil ***Motion moved by Nick Mackeson-Smith*** ***That the inwards correspondence be accepted.*** ***MOTION: Accepted.***	
6.30-7.00pm	**5.**	**Monitoring: Annual Plan**	
Principal's Report **Te Ripoata a te Tumuaki** ***(Principal)***	5.1	The Principal's Report and respective reports were distributed prior to the meeting (taken as read) Property Report Taken as read. 2026 Annual Documentation A. Analysis of Variance - Strategic Plan 2025 Review B. Analysis of Variance - Business as Usual including Kiwisport C. Achievement Levels for the end of 2025 D. Draft Strategic Plan and Annual Plans for 2026 Michelle entered the meeting. (6.20pm) Janine shared an email from the ESOL teacher outlining the pleasing growth in reading.	Add the Achievement Levels for 2025 to the website.

HONOUR NOT HONOURS
Cornwall Park
District School
Te Kura O Maungakiekie

Minutes of a Meeting of the Board of Trustees

24 February 2026 - 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

		<u>Strategic Plan 2026</u> Janine presented the Strategic Plan to the meeting. A few minor adjustments were recommended. Janine to update then send documents to the Ministry and upload to the website. A copy of the final document would be included with the next meeting for ratification. ***Motion moved by Janine Irvine*** ***That the Analysis of Variance - Strategic Plan 2025 Review, Analysis of Variance - Business as Usual including Kiwisport, Achievement Levels for the end of 2025 and the Strategic Plan and Annual Plans for 2026 be accepted.*** ***Seconded: Shane Moser*** ***MOTION: Accepted*** <u>CPDS Attendance Management Plan</u> This is a refresh of our current Management Plan with slight adjustments noted by Janine. Aspiring BOT target - 85% Ministry - 80% by 2030 Communications to parents to help us to get to our target. ***Motion moved by Nick Mackeson-Smith*** ***That the CPDS Attendance Management Plan be accepted.*** ***Seconded: Jasmine Reynolds*** ***MOTION: Agreed*** <u>Principal Delegation of Authority Summary 2026</u> Add 5. 5 maximum of five consecutive days - in two places. Updated. ***Motion moved by Nick Mackeson-Smith*** ***That the Principal's Delegation of Authority be accepted.*** ***MOTION: Agreed*** <u>Board Assurances</u> Accepted. <u>School Annual Accrual Report</u> ***Motion moved by Nick Mackeson-Smith*** ***That the 2025-26 School Annual Accrual Report be accepted.*** ***MOTION: Accepted*** <u>Property Update</u> An updated Property Vision will be provided when ready. <u>International Students - 8 intl students</u> Active interest being communicated with. ***Motion moved by Janine Irvine*** ***That the Principal's Report be accepted.*** ***Seconded: Jasmine Reynolds*** ***MOTION: Moved***	Janet to file a copy of the Strategic Plan with the pack as this was left out Janine to update the Strategic Plan and send it to the Ministry / upload to the website. Nick - coms to parents Janine to upload to website

Cornwall Park District School
Te Kura O Maungakiekie

Minutes of a Meeting of the Board of Trustees

24 February 2026 - 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

Finance Reports ***(Treasurer)***	5.2	Finance Report Distributed prior to the meeting, taken as read. Vicki presented the finance report to the meeting. 5.2.1 Financial Statements - 30 November 2025 - Surplus $211,052 5.2.2 End of Year Interim Report - 31 December 2025 (Interim) - Surplus $173,642 ***Motion moved by Vicki Brooke*** ***That the Financial Statements for the month of November with a Surplus of $211,052 and the Interim Report dated 31 December 2025 with a surplus of $173,642 be accepted.*** ***Seconded: Vijay Patel*** ***MOTION: Agreed*** 5.2.3 Final 2026 Budget ***Motion moved by Vicki Brooke*** ***That the Final 2026 budget with a deficit of ($22,100) be accepted.*** ***Seconded: Janine Irvine*** ***MOTION: Agreed*** Donations Agreed to keep the current donation of $490 per child if donated up to 31 March 2026 and $500 if donated on/after 1 April 2026. To add additional wording with the covering letter : "Don't let your $500 donation limit your generosity", and a reminder that it is tax deductible. Add link to IRD.	Blurb to go out with reference to tax credit. Janet to let Leigh know.
Friends and Family Report ***(Delegate)***	5.3	Verbal Report from Meeting 19 February 2025 Fleur provided a report to the meeting. Moving the discos to Term 3 to create a darker atmosphere More parents will be needed for security. Buying new basketball uniforms. Dawn to liaise with Fleur to see where the stress points are for Fiesta so staff can help support these.	
Health and Safety ***(Delegate)***	5.4	Health and Safety Meeting (Shane/Vicki) Health and Safety Meeting Dates Accepted. Minutes of the Health and Safety meeting held in Term 4 2025 were distributed prior to the meeting. Accepted. Nothing further to include from the previous meeting. - Next meeting to be held 11 March	
Whanau Report	5.5	Whanau Hui (Jasmine) Jasmine presented her report to the meeting. Looking at a Marae overnight stay for this year. This will be held after the Kapa Kahui.	

Community Liaison Report	5.6	Sindy presented her feedback from the community consultation while attending the Friends and Family picnic last week. What would you like to know more about at School How does learning work? Education & communication Student wellbeing and friendships Extracurricular opportunities How parents can be involved Next steps to consult with Janine and Dawn on what can be explored, workshop, information evening. Questions taken: Transitioning of language for students, how can they be more in volved Screen time - 0-2 on TV. Devices Yr 3 onwards Explanation of modern teaching styles and the usage of tv/screens. Explanation could be provided on the delivery of learning. Parenting hacks from teachers.	
7.00-8.00pm	**6.**	**Strategic Discussions**	
Board Chair	6.1 6.2 6.3 6.4 6.5 6.6 6.7	Any further Items for Next Newsletter Strategic Plan / Annual Plan available on website - link Donations / Fiesta / Field Attendance Management Plan Property Vision <u>Board Contribution to Staff Function</u> Janine thanked the Board for their contribution. This was a fabulous event and the staff genuinely appreciated the Board supporting this event, as well as receipt of Christmas vouchers. <u>Meeting Dates</u> 6.2.1 BOT Meetings 2026 6.2.2 Health and Safety Meetings 2026 2026 dates were accepted. <u>Events to be Organised</u> Proposed BOT/Staff Breakfast 31 March - 6am <u>Proposed WorkPlan 2026</u> Deferred to next meeting <u>Policy Review</u> 6.6.1 Board Policy Review Schedule 2025-27 distributed for reference. 6.6.2 Board Assurance Schedule 2026 for reference 6.7.1 <u>Policy Review</u> *(Board Review)* *Policies to be reviewed by the Board are:* • Alcohol, Drugs, and Other Harmful Substances Policy Raffles and the inclusion of alcohol is against the policy. This needs	Dawn and Janine to explore this.

	6.8 6.0	further investigation. Janine to review the policy in line with all school raffles. In the meantime to leave out donated alcoholic items for the 2026 Fiesta. Fleur to take back to the Fiesta Committee's next committee meeting. • Sun Protection Sunscreen is available in the pool area and in classrooms. Acknowledgement goes to the Friends and Family for supplying sunscreen in the school. • Digital Technology and Online Safety Janine advised the meeting that the school had received an OIA requesting a broad feedback on the use of private devices by the Board of Trustees. A robust discussion was held on the responsible usage of personal devices for managing board related information, including WhatsApp used as a quick turnaround for urgent decisions - these may be in-committee. <u>Update Trustees Code of Conduct</u> To add a line in the Code of Conduct and all trustees to re-sign this document. Nick and Janet to discuss and come up with a new item for the Code of Conduct. 6.7.2 <u>Other policies up for review</u> *(FYI only): (Parent/Staff)* • Cellphones and Other Personal Digital Devices • Safety and Welfare for Students on Work Experience (composite/secondary only). • Firearms (optional policy) - (*Not Applicable to CPDS)* No action required. <u>Action Register</u> The register was reviewed and updated. <u>Principal Professional Development</u> Nick brought the meeting up to date.	Urgent investigation needed. Nick and Janet to circulate a new Code of Conduct to all Trustees.
8.00-8.10pm	**7.**	**General Business**	
(Board Chair)		No new business.	
Not required	**8.**	**Self Review – against our role (as required)** **To be held once per term**	
(All Trustees)		Review process - what does the Board want to review in 2026? Continue with the 2025 review process.	

Cornwall Park District School
Te Kura O Maungakiekie

Minutes of a Meeting of the Board of Trustees

24 February 2026 - 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

		The trustees reviewed their progress.	

Trustees went in-committee - 7.55pm

Nick closed the meeting with a karakia.
The meeting closed at 8.05pm.