



CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees
Held on Tuesday 2 May 2017 at 6.00pm in the School Board Room

Present: Lee-Ann Lucas (Chair), Janine Irvine (Principal), Michael O'Brien, Jamie Galloway, Chris Porteous, and Gowan Duff, Sarah Sutcliffe (late) and Nicki Taylor(Trustees)

Apologies: Louese Dennis

In Attendance: Dawn Wood and Alicia Whata (Associate Principals)

Scribe: Janet Glover

No		Meeting Items	Action and Follow Up
1.	1.1 Administration	<u>Declaration Conflicts of Interest</u> There were no conflicts noted in relation to the set agenda.	
	1.2 Minutes	<u>Minutes of the Previous Meeting</u> <i>Recommendation that the minutes of meeting held on 28 March 2017 be accepted as a true and correct record subject to amendment - add Mike O'Brien to those attending.</i> <i>Moved: Lee-Ann Lucas</i> <i>MOTION: Agreed</i>	
	1.3 Action Register	Action Register - to be discuss later in the meeting.	
2.	Correspondence	<u>Inwards/Outwards correspondence advised prior to the meeting</u> Letters from CRE (Bible in School) and NZEI (Union Meeting) distributed prior to the meeting. <i>Recommendation that the Inwards correspondence be accepted and outwards correspondence be ratified.</i> <i>Moved: Lee-Ann Lucas</i> <i>MOTION: Agreed</i>	
3.	Monitoring: Annual Plan	<u>Principal's Report</u> Janine presented her report to the meeting <i>Sarah arrived - 6.14pm</i> <i>Nicki arrived - 6.18pm</i> <i>Recommendation that the Principal's Report for April 2017 be accepted.</i> <i>Moved: Janine Irvine, Seconded: Chris Porteous</i> <i>MOTION: Agreed</i> <u>Presentation - Progress on Re-Branding</u> Leadership Team presented to the Board the results from Critical Mass on the rebranding of the school bringing the school into the 21st century including dispositions, growth mindset. Introduced the statement "Being Better Than Before" as an expression of our school culture. This is to replace 'Stepping up... To Challenges... with confidence... with others'. It was noted that the new statement is already embedded in classes through the growth mindset focus. Board asked for consideration of the maori version of the statement. Logos and images were presented. The board discussed the historical integrity of the School Motto - 'Honour Not Honours'. <i>Recommendation that as a result of renewing the school website and refreshing the school logo that the BOT Trustees continued to</i>	Action: Janine to take Board feedback to Critical Mass.



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support the placing of the motto 'Honour Not Honours' in the school logo.

Moved: Lee-Ann Lucas

MOTION: Majority vote to retain motto. (5/2) 1 absent

A professional photographer will need to be engaged to take images for the website (under development) and documentation.

Recommendation that the Board approve additional funding of \$4,000 for a photographer to come to the school to capture images.

Moved: Janine Irvine, Seconded: Sarah Sutcliffe

MOTION: Agreed

Branding

The board liked the fresh and modern change.

Mountain - Maungakiekie - more modern picture should be considered.

The Board suggested that development to date be communicated through Focus groups back to the community.

Copyright

Recommendation that the Board approve additional funding of \$900 to cover copyright costs.

Moved: Nicki Taylor, Seconded: Lee-Ann Lucas

MOTION: Agreed

Property Report

As the Property/Finance meeting met yesterday minutes were not available prior to the meeting. These were tabled at the meeting.

Building Upgrade - Contractor has struggled to get quality sub-contractors on site. Concrete work and fire retardant and stainless steel framing have not met architect spec. This work will need to be redone.

Certificate of Public Use - must wait for this - may take some time- may need to get a Code of Compliance Certificate to be in by Week 6. Currently still on target with costs - saving of approx \$63,000

Lundia shelving in the Teacher's Resource Rooms - work has progressed well with shelving now in. Redevelopment of Area under Room 27 - Cost are currently been investigated. Electrical Fault under Hall - work has been completed - invoice to be received but should come in under expected cost. The property report was accepted.

Financial Report

Financial Statements for the month of March 2017 were distributed prior to the the meeting.

Banking Staffing (tool used to manage annual staff entitlement)

Janine brought the board up to date with current status. Currently we have a figure of Figure \$1,844 - seems light (as in underused) - carefully watching this budget. To date we have not experienced high reliever costs for Term 1. We will be entering a deficit budget for teaching staff.

Staffing will not hit us until next year after our July Roll Return results have be calculated - this could impact the school by losing teachers for 2018.

The school has received advice from the Ministry not to employ permanent positions for the remainder of 2017.

Recommendation that the Financial Statements for the month ending 31 March 2017 with a surplus of \$44,907 be accepted.

Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas

MOTION: Agreed



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		<p>School Donations Graph Sarah presented the updated graph to the meeting. An acronym on the graph is to be removed and then it will be ready to release to the community.</p> <p>School Annual Accrual Report Recommendation that the SAAR Report with a balance of \$1,553.42 outstanding be accepted as presented to the Board. Moved: Sarah Sutcliffe, Seconded: Janine Irvine MOTION: Agreed</p> <p>Roll Growth We are currently experiencing low enrolment numbers for Year 1 and 0 for 2017. The ballot received a lot of declines and the waiting list is currently being contacted.</p> <p>Recommendation that the Board open another ballot for Years 1, 3 and 5 and for siblings of all Year levels to reach approximately 100 students at each level. Moved: Janine Irvine, Seconded: Sarah Sutcliffe MOTION: Agreed</p>	<p>Action: Remove acronyms. Lee-Ann, and Nicki to include in community BOT newsletter.</p>
	Committee Reports	<p>School Docs - Policy Committee Report Due to Fair timeframes, the Policy Committee had not met.</p> <p>Health and Safety Report Trustees Meeting Schedule distributed prior to the meeting.</p> <p>Community Nicki Taylor - met with the Tennis Club. Great feedback - very happy neighbours.</p> <p>Policy Deferred to next meeting.</p> <p>Student Discipline Nothing to report.</p>	<p>Action: Any changes to be arranged by trustees</p> <p>Action: Meeting to be arranged within the next fortnight.</p>
5.	Strategic Discussions	<p>Work Plan The Board Work Plan was distributed prior to the meeting. This document is aimed to give the board guidance of what focus discussions could be covered during the year. The Board discussed the layout - send to the Policy Committee to discuss further. To bring draft back to next meeting.</p>	<p>Action Plan: Policy Committee to discuss Work Plan</p>
6.	Self Review - against our role	<p>The board reviewed their meeting process.</p>	
7.	General Business	<p>Acknowledging the Fair Committee The Board would like to acknowledge the amazing effort of the Fair Convenor and Committee.</p>	<p>Lee-Ann to arrange.</p>
8.	In-Committee Meeting	<p>The trustees broke from the BOT meeting to enter in-committee business. Time: 8.35pm</p>	

The Board of Trustees Meeting Ended at 9.00pm
Next Meeting Dates - 30th May 2017

Signed by Chairperson: _____
Lee-Ann Lucas

Date Signed: _____