



# CORNWALL PARK DISTRICT SCHOOL

Minutes of a Meeting of the Board of Trustees  
Held on Tuesday 30 May 2017 at 6.00pm in the School Board Room

**Present:** Lee-Ann Lucas (Chair), Janine Irvine (Principal), Sarah Sutcliffe, Nicki Taylor, Jamie Galloway, Chris Porteous, Louese Dennis and Gowan Duff, (Trustees)

**Apologies:** Michael O'Brien

**In Attendance:** Dawn Wood (Associate Principal)

**Scribe:** Janet Glover

No		Meeting Items	Action and Follow Up
1.	1.1 Administration	<b><u>Declaration Conflicts of Interest</u></b> There were no conflicts noted in relation to the set agenda.	
	1.2 Minutes	<b><u>Minutes of the Previous Meeting</u></b> <b><i>Recommendation that the minutes of meeting held on 2 May 2017 be accepted as a true and correct record subject to amendment - Property Report - change steel 'framing' to steel 'verandah poles'.</i></b> <b><i>Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas</i></b> <b><i>MOTION: Agreed</i></b>	
	1.3 Action Register	Action Register - to be discuss later in the meeting.	
2.	Correspondence	<b><u>Inwards/Outwards correspondence advised prior to the meeting</u></b> No inwards correspondence Letter to Deloitte - SAAR Report sent  <b><i>Recommendation that the Outwards Correspondence be ratified.</i></b> <b><i>Moved: Lee-Ann Lucas</i></b> <b><i>MOTION: Agreed</i></b>	
3.	Monitoring: Annual Plan	<b><u>Principal's Report</u></b> Janine presented her report to the meeting covering: <ul style="list-style-type: none"> <li>• Progress towards National Standard School Targets 2017 - Good results, most areas on target, Maths identified as a new target area for Pasifika students.</li> <li>• Cohort levels - Government direction for taking new entrants.</li> <li>• COL leader for two teachers who have stepped down We welcome Jessamy Barnes and Kelsi Robertson to these new roles.</li> <li>• Resilience of students in school</li> <li>• Sister School Visit - Term 3. In line with past years and to continue the relationship that we have forged with our sister school, the Board were asked to support the release of a teacher to visit Ningbo. This arrangement is sponsored by our sister school. Also in line with past visits the Board were asked to support the inclusion of a second staff member. Challenges noted of attending overseas PD without peer from the same school. The Board felt that the second position could come from another school from within our Community Of Learning (COL) instead and that it be applied for through a scholarship as provided for by the Board. The Principal was asked to discuss with other principals within the COL. The Board is responsible for the schools uncommitted funds and have set up scholarships for staff. The applicant must be able to link their request to student achievement with a focus on the priorities as set by the Ministry - Maori, Pasifika, and special</li> </ul>	Action: Distribute paperwork for scholarship to the trustees Janine to get feedback from Principals of other



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		<p>needs. Support staff are also welcome to apply - must provide same links to student achievement as teachers.</p> <p><b>Cohort Entry</b>  <i>Further discussion to be had - deferred to next meeting. BOT to gather information and bring to the next meeting.</i></p> <p><b>Recommendation that the Principal's Report for May 2017 be accepted.</b>  <b>Moved: Janine Irvine, Seconded: Louese Dennis</b>  <b>MOTION: Agreed</b></p>	<p>schools.</p> <p>Action: Agenda Item next meeting 45mins          What do we want          What is the process we need.</p>
	<p><b>Committee Reports</b></p>	<p><b>Property Report</b>          Students are now in refurbished classrooms. Code of compliance certificate is being sought. Concrete has been replaced. Rooms have been blessed through a powhiri. Opening ceremony to be arranged - Possible BOT PR opportunity.          Gates are semi-erected.          Space under Room 27 - Proposed sketches - approval to engage project manager. The brief is to look at overall use of space not as separate spaces.</p> <p><b>Financial Report</b>  <b>Recommendation that the Financial Statements for the month ending 30 April 2017 with a surplus of \$253,934 be accepted.</b>  <b>Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas</b>  <b>MOTION: Agreed</b></p> <p><b>Health and Safety Report</b>          Reducing trend of incidents. Discussion of epipens. Health and Safety audit attached to the report.  <b>Recommended that the Health and Safety Report be accepted.</b>  <b>Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas</b>  <b>MOTION: Agreed</b></p> <p><b>Community Committee Report</b>          This committee needs to meet and discuss continued connection with school community (established through community meetings in 2016) and to review the school's position on the Collaborative Planning Group ("Inclusive Planning Group"). Chris volunteered to chair this committee and will organise a meeting before the end of term 2.</p> <p><b>Policy Committee Report</b>          Committee presented draft Workplan and report template for staff when presenting to the Board - refer Strategic discussions below.          Committee also discussed proposed amendments to the SchoolDocs policies for review - Employer Responsibility Policy and Documentation and Self-Review Policy. It was agreed that the committee submit feedback on behalf of the Board.          Other matters for this committee - gaps in SchoolDocs regarding CPDS policies and procedures. Janet to discuss this with committee.</p> <p><b>Student Discipline</b>          Nothing to report.</p>	<p>Action: Organise a community function-          Community committee to organise - refer Chris</p> <p>Add to Community Committee agenda to review. Strategic Planning from community consultation.</p> <p>Janet to discuss gaps in policies and procedures with Committee</p>
<p>5.</p>	<p><b>Strategic Discussions</b></p>	<p><b>Reporting to the BOT (staff guidelines)</b>          Update and then distribute to staff. Include timing.</p> <p><b>Work Plan</b></p>	<p>Lee-Ann to update          Janine to feedback to staff</p>



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		Work Plan was distributed prior to the meeting. This document will be used for agenda and planning forward.	
6.	<b>Self Review - against our role</b>	The board reviewed their feedback on the recently completed <u>NZSTA Internal Evaluation Tool Survey</u> . The results revealed that the Board are cohesive and performing well in their roles and responsibilities. The Board particularly understand their focus of student achievement. The only area to explore in more detail is the relationship between Governance and Management.	
7.	<b>General Business</b>	No new business.	
8.	<b>In-Committee Meeting</b>	The trustees broke from the BOT meeting to enter in-committee business. Time: 8.35pm	

**The Board of Trustees Meeting Ended at 9.00pm**  
**Next Meeting Dates - 27 June 2017**

Signed by Chairperson:

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Lee-Ann Lucas

Date Signed:

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