

Roseneath School Board of Trustees
Minutes
12 February 2018, 19:30 – 21:30

The meeting opened at: 19:30

1. Administration

Attendance

Name	Role	Present/Apologies
David Cooling	Chair	Present
Adelle Broadmore	Principal	Present
Anne Crewdson	Staff Trustee	Present
Pat Gilligan	Treasurer	Present
Kate Harrison	Trustee	Present
Simon Rillstone	Trustee	Present
Andrew Thomson	Property	Present

Others in attendance:

Jenny Foote

Motion: to provide Jenny Foote speaking rights, to advise to the Board.

Moved: AB / KH. Carried.

Declarations of interest

None.

Appointment of a Chairperson

Motion: That David Cooling be appointed Chairperson.

Moved: PG / SR. Carried.

2. Strategic discussion

2.1 Charter, strategic goals

The Board discussed / noted:

- The Charter document, process.
- Cultural responsiveness.
- Strategic goals.
- Annual plan. National standards replaced with curriculum levels. Positive dispositions to learning.
- Key targets from trends in data. Writing an area of focus (identified in the analysis of variance).
- Replacement reporting for National Standards. Due in September. Consistency of data could be ensured by PACT tool.

Motion: That the Board approve the Charter, and strategic goals for submission to the Ministry.

Moved: PG / KH. Carried.

2.2 Analysis of variance

The Board discussed / noted:

- Analysis of variance from 2017.
- Changes in the composition of the roll and the impact of this on the data.
- Shifts in a number of target groups achieving the standard (particularly maths).

Motion: That the Board accept the Analysis of Variance for 2017.

Moved: SR / AT. Carried.

2.3 Curriculum: key competencies

The Board discussed / noted:

- Key competencies in the curriculum; and link to the Charter and strategic goals.
- The use of 'Roseneath way' in building a responsive and inclusive environment.
- Discovery time for Years 0-3; and Trust licences for Years 7-8.

Motion: That the Board accept the key competency presentation.

Moved: KH / SR. Carried.

Jenny Foote left the meeting.

2.4 In committee discussion, employment matters

Motion to exclude the public from the meeting under section 48(1) of the Local Government and Official Information and Meetings Act 1987 to maintain the personal privacy of individuals.

Moved: AT / AB . Carried.

Meeting closed to members of the public at 20:05.

Meeting re-opened to members of the public at 20:23

3. Monitoring

3.1 Principal's report

The Board discussed / noted:

- Roll numbers 120.
- Student achievement, charter goals and attitude survey.
- Contributions made by Jenny Foote. Te Reo phrase of the week, and
- Plans to increase the number of staff with current first aid certificates in the School.

Motion: That the Board accept the Principal's report, and the Principal's attestations for 2018.

Moved: PG / KH. Carried.

3.2 Finance, 2018 Budget, Annual report

The Board discussed / noted:

- December report remains a draft until the audit is complete.
- ESL has started the audit process for 2017. Accounts are expected to be with the Auditor by end-February.
- A strong financial position, and investment in new furniture in Upper Bridge.
- Oversight of EOTC, camp and sport receipts and payments (including the challenge of keeping track of fundraising for camps during the year).

Action: AB / PG to check camp, EOTC and sport payments.

Action: AB / PG / DC donation letter and finance policies.

Motion: That the Board accept the finance report.

Moved: PG / SR. Carried.

3.3 Property, Security

The Board discussed / noted:

- Completion of work to remediate the flashings round the Hall windows.
- Quotes from Recon Security and Harbour City Security to provide additional security for the Hall.
- Work in progress to redevelop the next stage of the playground.
- A meeting with our Ministry Property Adviser regarding the 5YA funded projects; roof and drains.

Action: AT / AB / Lee Ashby additional funding to repair the drains.

Motion: That the Board accept the property report.

Moved: AT / SR. Carried.

3.4 Policy review: Enrolment Policy (School Management Metapolicy), Finance

The Board discussed / noted:

- Review of the Finance policy to be held over to March meeting.
- Procedures and processes to implement the enrolment zone.

Action: AB / DC to follow up with the Ministry.

Motion: That the Board approve without amendment the Enrolment chapter of the School Management Policy.

Moved: PG / KH. Carried.

4 [Discussions](#)

4.1 [East Wellington Community of Learning | Kāhui Ako: update](#)

The Board discussed / noted:

- Principals' meeting held 20 November 2017.
- Stewardship Group workshop held 20 November.
- The opportunities to build strong relationships between schools in our community beyond those already established by the Principal's cluster. For example between new entrant or Year 7/8 teachers.
- That student achievement at Roseneath exceeds that set out in the proposed Achievement Challenges.
- Proposed Memorandum of Agreement.
- The appointment of John Western, Seatoun School, as Lead Principal.

Motion: That the Board approve, in principle, the proposed Memorandum of Agreement and Achievement Challenges.

Moved: KH / AT. Carried

4.2 [Trustee P&D](#)

The Board discussed / noted:

- NZSTA Wellington / Wairarapa programme of events

5 [Identify agenda items for next meeting](#)

The Board discussed / noted:

- Review of Finance Policy
- Maintenance plan
- Hautū (possible workshop)

Action: DC to follow up a possible facilitator for the Hautū with NZSTA / Kathe Tawhiwhirangi-Perry (CORE-ed).

6 [Administration](#)

6.1 [List of delegations](#)

The Board discussed / noted:

- That the finance delegations are under review, along with the finance policies.

Motion that the Board approve the Governance delegations with amendment to finance committee delegations to remove the finance officer role.

Moved: KH / AC. Carried.

6.2 [Code of conduct](#)

The Board discussed / noted:

- The Trustee code of conduct.

Motion that the Board approve the code of conduct without amendment.

Moved: PG / AB. Carried.

6.3 Minutes of previous meeting (12 December 2017)

Motion that the Board accept the minutes of the meeting held 12 December 2017 as a true and accurate record of that meeting.

Moved: PG / KH. Carried.

6.2 Correspondence

None.

6.3 Actions

Review of actions from 12 December meeting.

Owner	Action	Status
AB	Review processes around parent approval and payment for extra-curricular sports	Complete
AB	Signal the cost of the Year 5/6 and Year 7/8 camps at the start of the year	Complete
AT / SR	Respond to Aspen Landscapes setting out expectations of deliverables; and to provide a budget of \$25,000 for 2018, and an indicative budget of \$15,000 / year thereafter	Complete
AB	Ensure consistent application of the sunsafe policy in Term 1, 2018	Complete
DC	Provide Board workplan and dates for 2018 meetings	Complete

The Chair read back actions recorded from the meeting.

6.4 Resolutions made by circular (for noting)

None.

7 Closure

7.1 Date for next meeting

The Board confirmed its next meeting for: 12 March 2018

Agenda items due: Monday, 5 March 2018

Papers are due: Thursday, 8 March 2018

Meetings 2018:

Term 1: 9 April

Term 2: 8 May, 12 June

Term 3: 14 August, 11 September

Term 4: 12 November, 10 December

7.2 Summary of meeting outcomes

The Chair read back the Board's resolutions.

7.3 Meeting review

The meeting closed at: 21.33

Minutes **approved**

Chair:



Date: 12/03/2018