Roseneath School Board of Trustees
Minutes
11 June 2018, 19:00 – 21:30

The meeting opened at: 19:10

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, Jenni Thwaites for Agenda item 3.1.4

Declarations of interest

None.

Motion: That the Board consider Agenda Item 3.1.4 at the start of the meeting to allow Jenny Foote and Jenni Thwaites to leave the meeting.

Moved: PG / AC. Carried.

3.1.4   Focus: Technology

The Board discussed / noted:

- A report and presentation from Jenny Foot and Jenni Thwaites.
- That the curriculum focus: technology has furthered tuakana-teina relationships within school, and connections with whanau as students have applied growth in skills and thinking.
- Connections with the science focus from last year (e.g., science and music through the design of wind chimes in the Long Board). Students are bringing these skills and taking greater responsibility for their learning.
- Connections to wearable arts for the senior students; and an intention to continue the learning in house groups.
- PLD for teachers to support teaching; and updates to curriculum.
- That the curriculum focus: technology has supported progress of target students. It has enabled them to play to their strengths and has highlighted strong learning dispositions.

Motion: That the Board accept the Technology report; and thank Jenny Foote and Jenni Thwaites for their report.

Moved: PG / AT. Carried.

2.   Strategic discussion

   2.1   Strategic Aim 2: *Promote a responsive and inclusive environment to support quality teaching and learning*

The Board discussed / noted:

- A report and presentation setting out progress against Strategic Goal 2.
- Strategic Goal 2 is our 'behaviours' goal. Sub-goals set out the 'Roseneath way' that aims to align behaviour (and responses) throughout the school.
- Programmes available for schools with challenges (e.g., Postive Behaviour for Learning, PB4L).
- Accelerated progress, reflecting a proactive approach by Staff underpinned by an open culture to learning.
- Next steps including implementation of a School-wide reward system. Roseneath School provides more rewards and acknowledgment more than similar schools.
- Student voice in rewards. Roseneath students prefer 'time' and 'experiences' rather than things.
- Importance of cohesive and aligned reward systems (and incorporation of medals / cups).
- Reporting of behaviour incidents and differences between a minor and major incident. Definitions and boundaries have been clarified with staff, to standardise responses.
- Objective of responses is to restore relationship and behaviour. Major incidents are escalated to parents/caregivers. Repeated minor incidents may be reported following discussion with the student.
- A standardised approach to reporting incidents in eTAP has been established. Trends will be able to be reported to the Board (although the data is not reliable yet).
- Additional support (and funding) available through SENCO and RTLB for students that need it.
- The importance of consistency important for children and teachers.

Motion: That the Board accept the Strategic Aim 2 report; and thank staff for their contribution.

Moved: PG / KH. Carried.

   2.1.1   NZSTA survey. Managing students with behavioural issues

The Board discussed / noted:

- Content of the survey.

Action: AB to complete and return survey.

Motion: That AB be delegated to complete and return the survey on behalf of the Board

Moved: PG / SR

2.2 Communications survey

The Board discussed / noted:

- Positive feedback and key messages from the Communication Survey.
- A phone friendly app would work for many parents (most use a phone as their main communication tool). Skoolloop would be good for this.
- Newsletters are well read and the most used form of communication.
- The website is not used by families. It could be simplified and some of the outdated information taken off.
- Services provided by Kindo; and integration with other communication channels.

Action: KH / AB look at process to load names into Skoolloop (e.g., through eTAP), seek advice from other Principals.

Action: KH to ask reference group to trial Skoolloop.

Motion: That the Board accept the Communication Survey; and thank KH and the reference group for their work.

Moved: AT / AC. Carried.

2.3 Staff morale / engagement survey

The Board discussed / noted:

- The NZCER: Teacher Workplace survey, and the University of Canterbury, Teacher Attitude and Engagement Survey.
- The purpose of a survey, and a need to protect respondent confidentiality in a small school.
- Acknowledge. Careful process that is safe.
- Timing of the survey with options to leave the survey open for longer to provide teachers with time to complete it.
- A commitment to run a safe process and to follow-up feedback received.

Action: DC to engage NZCER.

Motion: That the Board engage NZCER to complete survey.

Moved: PG / SR. Carried.

3 Monitoring

3.1 Principal's report

The Board discussed / noted:

- Roll return 1 July. 125 Students.
- Health and safety register.
- Results from a survey of Principals.

Action: AB arrange to have the pathways commercially waterblasted.

Motion: That the Board accept the Principal's report.

Moved: SR / AC. Carried.

3.1.1   ERO Domain 4, Responsive Curriculum

Discussed under Agenda Item 2.1.

3.1.2   Curriculum progress

The Board discussed / noted:

- That assessment is against Curriculum levels. These do not completely align with National standards but will not change our results. Each student has been assessed by teachers
- Results more thorough and tracking well. More reflective of where the students are actually at.
- Assessment is fairer on students in that it removes the 'check-box' approach in National Standards which means that teacher judgements are able to incorporate progress and how students are really learning.
- That our Maori and Pacifiska students continue to do really well.

Motion: That the Board accept the Curriculum progress report.

Moved: PG / AC. Carried.

3.1.3   Policy review: Curriculum

The Board discussed / noted:

- Changes around assessment language. Marking. Feedforward and feedback.
- EOTC has changed.

Action: AC to review EOTC policy over the next twelve months.

Motion: That the Board accept the proposed changes to the Curriculum policy.

Moved: KH / PG. Carried.

3.2   Finance, Budget review

The Board discussed / noted:

- Expenditure is tracking under budget compared to the same period last year. Included th overuse of the SUE budget, underspending reduces.
- Large items of expenditure over the past month including: Staff PLD, Furnware (furniture for lower deck), Drain Doctors and Aspen Landscapes.
- Balances related to stationery.
- Audited accounts for 2017.

Action: AB verify the Budget numbers for stationery.

Action: AB / DS. Capital budget, revisions and reallocation to operational budget.

Motion: That the Board accept the finance report.

Moved: AT / SR. Carried.

3.3 Property

The Board discussed / noted:

- Review of the exterior paintwork and a suggestion to bring forward the painting of the school under the 10YP. A possible weather tightness issue has also been identified.
- Quotes have closed for the roofing and spouting project. An amendment to the 5YA to use access the contingency buffer will be required.
- Progress with the drains.
- Designs from Aspen landscapes for the playground, and next steps.

Action: AT / AB Lee to follow up 5YA amendment. Approval by circular.

Action: AT/ AB follow-up drains.

Action: AT follow-up Aspen.

Motion: That the Board accept the property report.

Moved: AB / KH. Carried.

3.4 RASC licence agreement

Discussion held over to August. A meeting with the Licensee is being scheduled.

4 Discussions

4.1 East Wellington Community of Learning | Kāhui Ako: update

The Board discussed / noted:

- Next meeting 12 June at Kilbirnie School. Drafting job descriptions for the in school and across of school roles is on the agenda.

4.2 Paid union meetings

The Board discussed / noted:

- The NZEI's *Kua Tae Te Wā* - It's Time campaign and arrangements for a paid union meeting on 19 June.
- Its support for teachers and the additional support sought from government to free teachers to teach.

5 Identify agenda items for next meeting

The Board discussed / noted:

- Review of fixed asset register
- Mid-year performance review (August)

6   Administration

6.1   Minutes of previous meeting (8 May 2018)

Motion that the Board accept the minutes of the meeting held 8 May 2018 as a true and accurate record of that meeting.

Moved: AT / KH. Carried.

6.2   In committee discussion

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: AB / AT. Carried.

Meeting closed to members of the public at 9.10

The Board discussed employment and audit matters.

Meeting reopened to members of the public at 9.23

6.3   Correspondence

6.3.1   Inward

Date	Sender	Content	Action
08/06	OAG	Review of Auditor for 2018-2020	AB / PG

6.3.2   Outward

None.

6.2   Actions

Review of actions from 9 April meeting.

Owner	Action	Status
KH / AB	Communications survey	Complete
DC	Share folder for draft Annual Report paragraphs, and the 2017 Annual Report in MSWord format.	Complete
AC / AB	To report some of the PAT / STAR data at the Year 7/8 information evening.	Complete
AB / PG / KH	Kindo: report back to Board and make recommendation.	In progress
AB / AC	Kindo: share the service with Staff.	In progress
DC / AB	Board / Staff morning tea	Complete
DC	Teacher morale / engagement survey options	Complete
AB / PG / AT / KH	Provide MSWord copies of reports for the Annual Report	Complete
DC / AT	Collate and draft annual report	Complete

AB / AT	Review drainage line item ahead of finance workshop	In progress
DC	Add 5YA for beginners to induction folder	Complete
AB / SR	RASC committee meeting	In progress

The Board agreed that actions from the meeting be circulated by e-mail.

6.3   Resolutions made by circular (for noting)

None.

7   Closure

7.1   Date for next meeting

The Board confirmed its next meeting for: 13 August
Agenda items due: Monday, 6 August 2018
Papers are due: Friday, 10 August 2018

Meetings 2018:
Term 3: 14 August, 11 September
Term 4: 12 November, 10 December

7.2   Summary of meeting outcomes

The Board agreed that resolutions from the meeting be circulated by e-mail.

7.3   Meeting review

The meeting closed at: 21.30

Minutes **approved**

Chair:

Date: 13/08/2018