

Roseneath School Board of Trustees
Minutes
12 December 2017, 18:00 – 20:00

The meeting opened at: 18:05

1. Administration

Attendance

Name	Role	Present/Apologies
David Cooling	Chair	Present
Luana Carroll	Principal	Present
Anne Crewdson	Staff Trustee	Present
Pat Gilligan	Treasurer	Present
Kate Harrison	Trustee	Present
Simon Rillstone	Trustee	Present
Andrew Thompson	Property	Present

Others in attendance:

Adelle Broadmore

Carol Murray Brown, NZSTA

Susie Hilliard, NZSTA

Gina Gonzales, Ministry of Education

Izzy Shelswell, Ministry of Education

Motion: to provide Adelle Broadmore and Carol Murray Brown with speaking rights, to advise to the Board.

Moved: LC / KH. Carried.

Declarations of interest

None.

2. Strategic discussion

2.1 Public excluded business, board update

Motion to exclude the public (excluding Adelle Broadmore, NZSTA, and Ministry of Education Officials) 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: PG/AT. Carried.

Meeting closed to members of the public at 18:09

Meeting re-opened to members of the public at 18:45

Carol Murray Brown, Susie Hilliard, Gina Gonzales and Izzy Shelswell left the meeting at 18:47.

2.2 Strategic goals 2018, draft

The Board discussed / noted:

- The three draft strategic goals flow from the Charter; and key values. An action plan sits beneath the goals; and will contain measurable outcomes. Action plans are reviewed annually, strategic goals on a three year cycle.
- Changes to the Education Act mean that Charters are to be replaced with four year strategic plans. Our new Charter and the strategic goals position the School well for these changes.
- The strategic goals replace the seven in our current strategic plan. They focus on learning and student achievement. Although Governance, Finance and Property all contribute to outcomes, they are not stand-alone goals.
- The first goal is the “learning” goal. It is about knowing our learners, their strengths, goals and aspirations, so that they can be active learners.
- The second goal relates to engagement and behaviour. The objective is to reflect and encourage positive behaviour throughout the School. Also to engage learners by responding to their needs.
- The Third goal is a “communication” goal and seeks to build “educationally powerful connections”: bigger and better conversations about our learners, engagement with our community beyond fundraising.
- Opportunities to strengthen cultural responsiveness and to build on the work that has started through Kapa Haka this year. It might be the principles we adhere to and what these look like in day to day practice. Questions to ask might be; ‘What does Maori success look like and what is achievement to Maori? It could be around whanau and community engagement.

Motion: That the Board approve the draft strategic goals.

Moved: KH / SR. Carried.

2.3 Budget 2018, draft

The Board discussed / noted:

- A balanced budget has been prepared. Interest in enrolments for next year (and the increased roll this year) lower risks around income.
- A draft asset plan is in place for 2018; means that (operational) teaching resource budgets are not affected by capital expenditure needs. The intention is to be consistent over the next three years; so that investment can be maintained, and so that furniture and computers do not need replacing all at the same time.
- Changes in reporting mean that budget can be allocated (and tracked) more accurately.
- Asset plan will include hardware (include IT) for next year.

Motion: That the Board approve the allocations set out in the draft budget.

Moved: PG / KH. Carried.

3. [Monitoring](#)

3.1 [Principal's report](#)

The Board discussed / noted:

- Staff changes for 2018 (NAG 3).
- LC's thanks to the Board for a successful year.

The Board thanked LC for her 10 years of service to Roseneath School and her tireless support for our students. LC has been a superstar this year; and she leaves the School in fantastic shape.

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

Moved: AT / PG. Carried.

3.1.1 [End of year Curriculum update – school achievement report](#)

The Board discussed / noted:

- The end of year Curriculum update and the achievement targets set out in the Strategic Goals.
- Although achievement targets have not been met; 88% of our students are 'at or above' the National Standards for reading; 82% are 'at or above' for reading; and 90% are 'at or above' for maths.
- Accelerated progress is evident for some target students. Those children who are not meeting National Standards are not necessarily the students for which the targets were set.
- ESOL students are progressing very well. They are expected to meet National Standards targets in 2018.
- The relationship between achievement and behaviour; and the importance of positive behaviour programmes in 2018.
- Challenges with National Standards in reporting performance and the importance of 'Overall Teacher Judgments' (knowing our learners). The Ministry are to have replacement reporting for consultation in September 2018.
- Next steps continue to: look at how to make accelerated progress (what we do and how we do it); make learning engaging and empowering the learners to take initiative; and have critical engaging conversations with teachers.

Motion: That the Board accept the end of year curriculum update.

Moved: PG / AT. Carried.

3.2 [Finance](#)

The Board discussed / noted:

- A strong financial position; with available working capital in excess of \$100,000.
- Challenges getting the right codes assigned to expenditure items.
- The budget is tracking well in terms of income and learning resources. Teachers will be encouraged to spend budgets earlier in the year, unless they are being reserved for a particular event / item.

- The 2018 budget will continue a shift to increase the learning budgets; and lower administration spending. Spending money where it counts.
- Challenges in recovering the cost of extra-curricular activities (camps, sports).
- All bank accounts controlled by the school or Friends are on the Financial Report; total transparency.

Action: AB to review processes around parent approval and payment for extra-curricular sports.

Action: AB to signal the cost of the Year 5/6 and Year 7/8 camps at the start of the year.

Motion: That the Board accept the finance report.

Moved: SR / KH. Carried.

3.3 Property

The Board discussed / noted:

- A proposal from Aspen Landscapes for design work / quotes for the redevelopment of the playground.
- Key deliverables from Aspen Landscapes in the planning phase to ensure that proposals fit with the budget that we have available (i.e., that the School can afford plan options). Noting that fundraising changes over time so there may be more (or less) money available in some years.

Action: AT / SR to respond to Aspen Landscapes setting out expectations of deliverables; and to provide a budget \$25,000 for 2018, and an indicative budget of \$15,000 thereafter.

Motion: To subject to an engagement letter being drawn up by AT, that we accept the quote from Aspen Landscapes for the further designs of the playground.

Moved: PG / LC. Carried.

Motion: That the Board accept the property report.

Moved: PG / SR. Carried.

3.4 Friends of Roseneath School, update

The Board discussed / noted:

- An annual report from the Friends of Roseneath School.

The Board thanked the Friends for another great year of fundraising and Community events.

Motion: That the Board accept the Friends of Roseneath School update.

Moved: AT / KH. Carried.

3.5 Policy review: Governance, Chair's Role Description Policy

The Board discussed / noted:

- The existing policy, and review schedule.

Motion: That the Board agrees to the Chair’s Role Description Policy.

Moved: LC / PG. Carried.

4 Discussions

4.1 East Wellington Community of Learning | Kāhui Ako: update

Held over to first meeting of 2018.

5 Identify agenda items for next meeting

The Board discussed / noted:

- Principal Performance Review (to be completed 19 December).
- Hautū.
- RASC Licence Agreement (June).
- Review of Finance Policies.

6 Administration

6.1 Minutes of previous meeting (14 November 2017)

Motion that the Board accept the minutes of the meeting held 14 November 2017 as a true and accurate record of that meeting.

Moved: KH / PG. Carried.

6.2 Correspondence

6.2.1 Inward

Date	Sender	Content	Action
04/12	Ashley Stanford	Application of sunsmart policy. School Hats	LC / AB

The Board discussed / noted:

- A proposal that a Roseneath School hat be available for purchase (on a similar basis to Roseneath School t-shirts). The design of the hat should meet guideline 3 of the Sunsafe chapter of the Health & Safety Policy. That is, *protect students' face, neck and ears*.
- The role of student leaders in encouraging wearing of hats.

Action: AB to ensure the consistent application of the Sunsafe policy in Term 1, 2018.

6.2.2 Outward

Date	Reference	Addressee	Content
26/11	26/10	Peter Alsop	Thanked for feedback on draft charter.
26/11	26/10	Martin White	Thanked for feedback on draft charter.

6.3 Actions

Review of actions from 14 November meeting.

Owner	Action	Status
LC / PG	Follow-up a call from PWC regarding the FY2017 audit.	Complete
LC	Set a date Strategic Goal working party meeting and communicate it to the entire board	Complete
LC / AB	Follow up a workshop for sports coaches in Term 1, 2018.	Carried over
AT / SR	Provide KH with an update from Aspen on the Playground by 6 December	Complete
AB	Talk AB about Principal Performance Appraisal	Complete

The Minutes Secretary read back actions recorded from the meeting.

6.4 Resolutions made by circular (for noting)

Date	
02/12	That the Board appoint Jenny Foote as Deputy Principal. Carried: 02/12
05/12	That the Board approve capital spending of \$7,058 for furniture for Upper Bridge and the Principal (Furnware, Quote number 28673) Carried: 05/12

7 Closure

7.1 Date for next meeting

The Board noted its next meeting is: 13 February 2018

Agenda items due: Tuesday, 6 February 2018

Papers are due: Thursday, 8 February 2018

Meetings 2018:

Term 1: 13 February, 13 March, April 10

Term 2: 8 May, June 12

Term 3: 14 August, 11 September

Term 4: 13 November, 11 December

Action: DC to provide Board workplan and dates for 2018 meetings.

7.2 Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3 Meeting review

The meeting closed at: 20.10

Minutes **approved**

Chair:



Date: 12/02/2018