

**Roseneath School Board of Trustees**  
**Minutes**  
**12 March 2018, 19:30 – 21:40**

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

Declarations of interest

None.

2. Strategic discussion

2.1 Communication / Marketing / Enrolment

The Board discussed / noted:

- Experience from 2017 and the focus of communications and marketing in 2018.
- Private schools open days/enrolments are even earlier this year. Year 7/8 information evening is timed for May.
- KH is building relationships with local media.
- Use of the Facebook page (and reach to an increasing number of families).
- Enrolment pack for new families is almost complete. Consideration is being given to having Year 7/8 students act as ambassadors to show around prospective parents.
- A coffee morning with Principal in Term 2; and positive feedback on the weekly newsletter.
- Kindo; online portal for parents. Meeting with Kindo in due course. Main thrust for Kindo is their payment management. Has to be easy for Adelle and/or staff to update. Would be ideal for Kindo to have notifications to alert parents of important events.
- MailChimp can be used to send out newsletters as HTML rather than attachment. Possible profile on the Board in the newsletter to keep parents up to date.

**Action:** KH / AB communications survey.

**Action:** PG to coordinate a meeting with Kindo, including AB / KH.

**Action:** AB to reach out to Principals in our COL around communication tools / strategies.

## 2.2 Hautū

The Board discussed / noted:

- Board workshop with Kathe Tawhiwhirangi-Perry, Tuesday 1 May at 6pm – 8pm.
- Its intention to use the workshop to start to develop a strategy to deepen cultural responsiveness.
- An offer from Luana Carroll's whanau to share knowledge around the Powhiri and History of the Wellington region.

**Action:** DC to make available the link to the NZSTA tools.

## 3. Monitoring

### 3.1 Principal's report

The Board discussed / noted:

- Roll numbers; including two students who have recently moved out of the area, and new entrant visits.
- Fixed term units; applied for each year. Equates to \$4000 for extra responsibility. Two projects under fixed term units, this year. One project is play based learning in year one; another project is in the ICT development.
- Health and safety incidents; including procedures to manage behaviour related incidents.
- A possible new hazard: the playground bridge planks are too far apart and is leading to some minor injuries.
- Earthquake and lock-down drills; these procedures are going well.
- Luana Carroll's Powhiri at Houghton Valley. The Board noted the work that Teachers and Students put into the event; and its success. Houghton Valley, extended further invitations to visit.
- Progress against the three strategic goals.
- Changes to NAG1 and a focus to recognising student progress as well as achievement.

**Action:** AT to talk to playground designer about playground bridge planks.

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

Moved: PG / KH. Carried.

#### 3.1.1 PAT / STAR results

The Board discussed / noted:

- Use of PAT / STAR results to inform teaching strategies. The tests give detailed information about individual students and information about trends over the whole class. Children that show change are reviewed.
- Roseneath students do exceptionally well and are over represented in the excellent category.
- Data trends are similar to last year: girls are consistently higher in everything except maths; Maori and Pasifika students are tracking well with the rest of the school.

- Limitations of PAT / STAT testing. A time bound test on a single day. For Year 3/4 tests can be quite overwhelming for them.
- NZCER collates the data from the tests for research purposes.

**Action:** AC / AB to report some of the PAT / STAR data at the Year 7/8 information evening.

**Motion:** That the Board note the PAT / STAR results.

**Moved:** KH / SR. Carried.

### 3.1.2 HR Audit Checklist 1

The Board discussed / noted:

- That the School is working at an effective level. Board / Management are vigilant with employment requirements, and our policies are up to date.
- Policies and procedures for dismissal and incompetence issues. These are in place, but have not been 'tested' in recent times.

**Motion:** That the Board accept the HR Audit Checklist 1.

Moved: AT / KH. Carried.

### 3.2 Finance, Annual report

The Board discussed / noted:

- The financial report and continuing improvements around the transparency of the budget lines. Continuing work on ensuring that coding of revenue and expenses is accurate. AB still working with ESL.
- Stationery inventory and balances.
- PG / AB are working with ESL to ensure that the Auditors receive the end of year accounts by end-March at the latest.
- The Board's Annual Report for 2017.

**Action:** PG follow up electronic copies of the governance report (part of the financial) with ESL.

**Action:** AB to follow-up line 9501 (5YA furniture and equipment grant).

**Action:** DC to share folder for draft Annual Report paragraphs, and the 2017 Annual Report in MSWord format.

**Motion:** That the Board accept the finance report.

Moved: SR / KH. Carried.

### 3.3 Property, Maintenance plan 2018

The Board discussed / noted:

- An investigation of the drains that is to be completed in the April holidays to avoid disruption. Additional funding may be available under Special Project grants under our 5YA programme.

- Regular maintenance schedule. AB has a contractor coming in on a semi regular basis to complete odd jobs.
- Replacement of Programmed Maintenance contract; and arrangements maintain the schools paintwork. Ministry advice is that schools need to be wary of 7-10 year painting plans.
- Maintenance plan; talked through key maintenance issues that need to be attended to regularly. One in particular that needs to be added to the maintenance plan, are thorough cleans, especially of carpets. Aiming to have a cycle of maintenance plans by next year.
- Keep discussing signage in the entrance way. Could be promoting the school better.

**Action:** AB / AT to review the maintenance plan.

**Motion:** That the Board proceed with the replacement of the roof / spouting under the 5YA programme; and investigate possible remediation of on-going drainage issues.

**Moved:** PG / KH. Carried.

**Motion:** That the Board approve the maintenance plan, and accept the Property Report.

Moved: AB / SR. Carried.

### 3.4 Policy review: Finance, Governance

The Board discussed / noted:

- Proposed changes to the Finance Policy, to bring our policies into line with the Ministry model.
- Finance Policy has been shared with Staff (particularly sections around delegations, and whistleblowing).
- Finance delegations. Those beyond the Principal are to be reviewed and updated each year by Term 1.
- Changes to cash handling; and the possible effect of these changes on the Friends of Roseneath School. Ideally the school will have accounts with businesses that we use regularly (e.g., New World, Moore Wilsons).
- Fixed asset register with ESL; AB responsible for its maintenance.
- Its responsibilities in respect of the Friends Account.
- Proposed changes to the Governance Policy suggested by the NZSTA to reflect changes to the Education Act last year.

**Action:** AB to set up accounts with businesses as required.

**Action:** PG to follow-up completion of the Finance Policy; and delegations.

**Motion:** That the Board approve without amendment the Roseneath School Finance Policy.

Moved: PG / AT. Carried.

**Motion:** That the Board approve without amendment the proposed changes to the Governance Policy.

Moved: PG / AB. Carried.

#### 4 Discussions

##### 4.1 East Wellington Community of Learning | Kāhui Ako: update

The Board discussed / noted:

- Principals' workshop held 5 March. Varying levels of understanding of the work of the Kahui Ako. The Principals will meet twice a term. A management committee meets every fortnight that is open for any Principal to attend.
- Stewardship Group meeting to be held 12 April. The Group has committed to meet once a term this year.
- Concerns around the sharing of data across the Kahui Ako, and the needs for systems and processes to be put in place to support sharing of data and collaboration across schools.

#### 5 Identify agenda items for next meeting

The Board discussed / noted:

- Revisit the maintenance plan.

#### 6 Administration

##### 6.1 Minutes of previous meeting (12 February 2018)

**Motion** that the Board accept the minutes of the meeting held 12 February 2018 as a true and accurate record of that meeting.

Moved: AB / PG. Carried.

##### 6.2 In committee discussion, approval of minutes, 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: AB / AT. Carried.

*Meeting closed to members of the public at 21:27*

*Meeting re-opened to members of the public at 21:32*

##### 6.3 Correspondence

###### 6.3.1 Inward

Date	Sender	Content	Action
08-02	NZEI: Te Riu Roa	Notification: Paid Union Meetings	AB
16-02	Don Bagnall	ANZAC service	AB / DC

The Board discussed / noted:

- ANZAC service at memorial; have children from Roseneath to lay down wreaths/poppies.

###### 6.3.2 Outward

None.

## 6.4 Actions

Review of actions from 5 September meeting.

Owner	Action	Status
AB / PG	Check recording of camp, EOTC and sport payments	Complete
AB / PG	Donation letter, finance policy revisions	Complete
AT / AB	Investigate possible (additional) Ministry funding for drains	Complete
DC / AB	Operation of the enrolment zone	Carried over
DC	Facilitator to work though the Hautū	Complete

The Minutes Secretary read back actions recorded from the meeting.

## 6.5 Resolutions made by circular (for noting)

None.

## 7 Closure

### 7.1 Date for next meeting

The Board confirmed its next meeting for: 9 April 2018

Agenda items due: Monday, 2 April 2018

Papers are due: Thursday, 5 April 2018

Meetings 2018:

Term 2: 8 May, June 12

Term 3: 14 August, 11 September

Term 4: 12 November, 10 December

### 7.2 Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

### 7.3 Meeting review

The meeting closed at: 21:40

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Minutes **approved**

Chair:



Date: 09/04/2018