

Roseneath School Board of Trustees
Minutes
10 September 2018, 19:00 – 21:00

The meeting opened at: 19:00

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	Apologies
Andrew Thomson	Property	Present

Others in attendance:

None.

Declarations of interest

None.

2. Strategic discussion

2.1 School Sunsafe hat

The Board discussed / noted:

- Results from survey of community; approximately 35 respondents out of 80 families.
- Responses showed 54% in favour of having the option of buying an alternative SunSafe hat; 46% voted to make the Roseneath School SunSafe hat mandatory.
- Feedback from the survey including that related to cost and physical activity.
- The SunSafe policy; students without a wide-brim hat will only be allowed to play in the shade from Term 4 onwards.
- A suggestion that Roseneath School SunSafe hats could be left at school (on students' pegs).
- A number of Roseneath School SunSafe hats have been ordered, and will be for sale in Term 4.

Action: AB to develop procedures to monitor compliance with the SunSmart policy; and report results in the Principal's report from Term 4, 2018.

Action: AB / DC draft a paragraph to report the results of the survey in the school newsletter.

Motion: that the SunSmart policy remain unchanged; students have the option of wearing the Roseneath School Sunsafe hat or an alternative SunSafe hat (minimum 7.5cm brim) or bucket hat (deep crown and minimum 6cm brim).

Moved: PG / KH. Carried.

2.2 In committee discussion: Employment matters, Board review

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 19:14.

The Board discussed: its performance and further feedback from the NZCER Teacher Workplace Survey.

Meeting re-opened to members of the public at 19:31.

3 Monitoring & review

3.1 Principal's report

The Board discussed / noted:

- Roll relatively steady. Ministry officials have indicated that the School capacity is 125.
- The provisional staffing entitlement for 2019.
- Requirements to notify WorkSafe about fractures and other accidents where significant first aid and medical intervention is required.
- Concerns and complaints policy; and the role and responsibility of the Board.

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

Moved: PG / AT. Carried.

3.1.1 Strategic Aim 3: Empower ākonga, whanau, teachers and the wider community to participate in collaborative partnerships for learning.

The Board discussed / noted:

- A forthcoming discussion at a Teacher workshop to be held in the School holidays around the reporting on student achievements.
- Surveys of students and teachers.
- Progress on communication strategy; and the success of the School Facebook page.

Motion: That the Board thank the Principal for the update on 3.1.1

Moved: AT/ KH. Carried.

3.1.2. Target Group Moderation

The Board discussed / noted:

- A report on progress of Target Students; 60% have moved either from 'below' to 'at' or from 'at' to 'above'.
- Greater discussion among teachers about breakthroughs in student learning and achievement.

Motion: That the Board accept the target student report and congratulate teachers on current progress.

Moved: PG / KH. Carried.

3.1.3. Charter review: planning and process

The Board discussed / noted:

- The incorporation of the Charter values through all aspects of school life; and the development of new certificates that highlight the values.
- Progress against strategic goals; and the emphasis placed on consistently reinforcing positive behaviour.
- Systems for teachers to continue active learning.

Action: Trustees to read through the Charter.

3.2 Finance, Budget review

The Board discussed / noted:

- Income looks good; expenditure is below budget (50% spent, against 67% of the year gone).
- Curriculum spending is relatively low; but is expected to increase with activities and events in Term 3 and in Term 4.
- Changes discussed with ESL to reporting.

Action: AB to email ESL regarding the finance report changes discussed at mid-year.

Motion: That the Board accept the Finance report.

Moved: PG / AT. Carried.

3.2.1. Capital budget approval

The Board discussed / noted:

- Its resolution approved by circular to purchase a portable sound system, and amendments to the purchase of untuned percussion instruments in 2018.

Motion: That the Board approve the Capital Expenditure: Strategic Asset Replacement Plan.

Moved: PG / AT. Carried.

3.3 Property

The Board discussed / noted:

- Updated playground drawings from Aspen Landscapes.

- Put the project plan up on display and include in the newsletter.
- WCC is expected to come in at some point to prune the boundary trees.

Action: AB / AT to follow up with Aspen Landscapes.

Action: AT to send the new drawings to the playground committee.

Motion: That the Board accept the property report.

Moved: AT / AB. Carried.

3.4 RASC licence agreement

The Board discussed / noted:

- A quarterly report from the Operator. Noting that this report is usually received by the RASC management committee.
- Feedback from a survey of parents by the Operator (and the School).
- Strong feedback and interest in booking flexibility; parents are happy to pay a higher price range for this.
- Feedback also included: food options, and the inclusion of a learning element to the programme.
- Its support for the staffing of the programme: two RASC staff at all times.

Motion: That the Board accept the Quarterly Report.

Moved: KH / AB. Carried

Motion: That the Board acknowledges the consultation on after-school fees and approves an increase in fees commencing at the beginning of 2019. In approving the increase the Board strongly encourages increasing flexibility around enrolment and bookings.

Moved: AT / PG. Carried

3.5 Employment Policy Review, HR Checklist 2: Recruitment

The Board discussed / noted:

- Self-audit checklist.

Motion: That the Board accept the completion of HR Checklist2: Recruitment..

Moved: AB / PG. Carried.

4. [Discussions](#)

4.1 Motu Kairangi | Kāhui Ako: update

The Board discussed / noted:

- A forthcoming Stewardship Group AGM on 20 September for all Trustees.
- A visit of all Principals in the Kahui Ako to Roseneath School on 12 September.
- Discussions at a meeting of all Teachers within the Kāhui Ako.

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

The Board discussed / noted:

- Charter review, strategic plan review
- Succession planning.

Action: Advertising board meetings in the newsletter of Thursday 20th September.

6 [Administration](#)

6.1 [Minutes of previous meeting \(13 August 2018\)](#)

Motion that the Board accept the minutes of the meeting held 13 August 2018 as a true and accurate record of that meeting.

Moved: PG / KH . Carried.

6.2 [Correspondence](#)

6.2.1 [Inward](#)

Date	Sender	Content	Action
27/08	Ministry of Education	Consultation follow-up: Seatoun School Board funded property	DC
06/09	Wellington City Council	Response to submission: Proposed Pick up / Drop off zone (TR112-18)	

The Board discussed / noted:

- The opportunity to talk to its submission to the Wellington City Council at the City Strategy Committee on Thursday 13 September 2018.

Action: AT to follow-up.

6.3.2 [Outward](#)

Date	Reference	Addressee	Content
16/18	30/07	Wellington City Council	Consultation: Proposed Pick up / Drop off zone

6.2 [Actions](#)

Review of actions from 13 August meeting.

Owner	Action	Status
AB / PG / KH	Kindo: report back to Board and make recommendation.	In progress
AB / AC	Kindo: share the service with Staff.	In progress
AB / SR	RASC committee meeting	Complete
AB	Arrange to have pathways commercially waterblasted	In progress
AC	Review EOTC policy over the next twelve months	In progress
AB / AS	Consult on making a Roseneath School hat mandatory and report back to the September Board meeting	Complete

DC / AB	Draft a letter to Māori and Pasifika parents sharing achievement data and proposing the establishment of a whanau group.	In progress
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The Minutes Secretary read back actions recorded from the meeting.

6.3 Resolutions made by circular (for noting)

Date	
28/08	That the Board approve the purchase of a portable sound system for \$3,700; and the proposed reallocation of expenditure in the Board's asset purchasing plan. Carried: 29/08

7 Closure

7.1 Date for next meeting

The Board confirmed its next meeting for: 12 November

Agenda items due: Monday, 5 November 2018

Papers are due: Friday, 9 November 2018

Meetings 2018:

Term 4: 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: 20:55

Minutes **approved**

Chair:



Date: 12/11/2018