

Roseneath School Board of Trustees
Minutes
12 November 2018, 19:00 – 21:25

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	Present
Andrew Thomson	Property	Present

Declarations of interest

None.

2. Strategic discussion

2.1. Review of strategic plan

The Board discussed / noted:

- A need to explicitly include a goal around well-being of students, staff (and the community). This also aligns with the goals of our Kāhui Ako.
- Challenges of monitoring a well-being; and the use of surveys.
- Changes to strategic planning that take effect in 2020.

Action: AB to update the well-being strategic goal. All trustees to read the updated document.

Simon arrived at the meeting at 19:17.

2.2. Succession planning

The Board discussed / noted:

- School Trustee elections in 2019. Election Day is Friday 7 June.
- A proposal from Canterbury Education Services to provide a Returning Officer Service for the elections.
- Messages in the School Newsletter, encouraging those interested in standing for election to come and meet the Board, and to attend meetings early next year.
- A need to build representation among the parents of junior children, and Māori and Pasifika parents.

Action: AB / DC to follow up at forthcoming Whānau fono / hui.

Motion: That the Board appoint CES' Wayne Jamieson as Returning Officer for the 2019 Board of Trustees election.

Moved: PG / AT. Carried.

Motion: That the Board accept quote dated 12 November 2019 to provide Returning Officer Services, and delegate AB to sign on behalf of the Board.

Moved: PG / KH. Carried.

2.3. [In committee discussion: Employment matters, Education Outside of the Classroom](#)

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 / AC . Carried.

Meeting closed to members of the public at 19:23.

The Board discussed matters relating to Employment and Education Outside of the Classroom.

Meeting re-opened to members of the public at 19:42

3. [Monitoring & review](#)

3.1. [Principal's report](#)

The Board discussed / noted:

- Attendance rates are improving and is largely at or above 90%.
- Student injury rate has been low; this is partially attributed to the school holidays.
- Emergency preparedness has been practiced through the Shakeout drill of which most parents were supportive of and offered feedback to improve the School's emergency procedures.
- The Roseneath School sunhats have been very successful with a third order on its way.
- Compliance with the SunSmart policy has been extremely successful, with almost 100% compliance. Spare sunhats have been made available in the event that a student forgets to bring their own.

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

Moved: AT / KH. Carried.

3.2. [Finance, Budget review](#)

The Board discussed / noted:

- Actual spending is below budget, although a number of large invoices are expected shortly.
- IT contract spending is well below budget. The contract is used for specialist technical help, with routine troubleshooting handled by a staff member.
- DP release has been funded out of 'Staffing Relievers'.
- There is some minimal overuse of the Banking Staffing budget.

Action: AB to follow-up on earlier presentational changes agreed with ESL.

Motion: That the Board accept the Finance report.

Moved: AB / AC . Carried.

3.3. Property

The Board discussed / noted:

- The main roofing and spouting project has been completed. Some additional broken sprouting and corroded sheets is to be replaced.
- The drainage project has been moved to the April 2019 school holidays (rather than 2018 Christmas holidays) due to the availability of contractors. This means that the timeframes will be tighter and need to be managed carefully to ensure that the work is completed in the holidays.
- The condition of the Northern boundary fence including its height and construction. There are possible health and safety issues around corrugated iron.

Action: AB /AT follow-up with Wellington City Council on replacing the Northern Boundary fence.

Motion: That the Board accept the Property report.

Moved: AT / SR. Carried.

3.3.1 Playground budget

The Board discussed / noted:

- There are some design issues with the slide in Area A that will need to be rectified.
- Its thanks for an anonymous donation of \$15,000 that has recently been received.
- A review of the capital budgets for Areas A and C following new information around costs of specific pieces of equipment.

Action: AT to circulate the draft Playground Newsletter to the Trustees for review.

Motion: That the Board amend the capital budget allocation for the playground to allow \$15,000 for Area A and \$40,000 for Area C; and confirm its acceptance of quotes for Areas A and C from Aspen Landscapes.

Moved: AT / KH. Carried.

3.3.2 Appointment of consultant for 10YPP

The Board discussed / noted:

- Quotes to prepare the next 10YPP from Ashby Property Management Limited and Catalyst Consulting Limited. A third consultant was approached but unable to provide a quote.
- Differences between the two proposals, and a need for further information (and reference checks) to be completed.
- A need to appoint a consultant to prepare the 10YPP no later than December.

Action: AB / AT to request further information from tenderers, and to complete reference checks.

3.4. National Standards Policy (School curriculum and achievement)

The Board discussed / noted:

- PACT (Progress and Achievement Curriculum Tool) to monitor student achievement. A key concern is the limited window in which to record data in the tool that places pressure on teachers' workloads.
- The School currently monitors student progress against the New Zealand curriculum levels in place of National Standards.
- Time spent by teachers on writing reports; and questions around what parents and caregivers most value from reporting including the balance between written and verbal reports.
- Possible review and consultation with the school community on reporting of student progress and achievement.

4. Discussions

4.1. ERO Dimension 6: Evaluation, inquiry and knowledge building for improvement and innovation

The Board undertook a discussion activity led by the Principal that highlighted the following practices to promote evaluation, inquiry, and knowledge building:

- Using eTAP to collect student learning and achievement data termly.
- Using review surveys to gather feedback from staff, students and parents
- Collecting and evaluating data trends in addition to referring to student achievement data trends when making decisions around teacher aide support, external expertise, agency referrals and additional means of academic support.
- Weekly professional development and regular workshops.
- Reporting learning goals, progress, and achievements to parents
- Active participation in networks and clusters such as SENCO and Kāhui Ako.
- Board of Trustees training in order to upskill.
- The setting and review of goals and expectations.

The Board discussed / noted:

- An opportunity to use Skool Loop to update parents on staff professional development

4.2. East Wellington Community of Learning | Kāhui Ako: update

The Board discussed / noted:

- Outcomes from Stewardship Group AGM.
- A planned education centre within the Lyall Bay surf club that is seeking to partner with the Kāhui Ako.

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

The Board discussed / noted:

- Progress against curriculum
- Strategic plan, 2019
- Draft 2019 budget

6. [Administration](#)

6.1. [Minutes of previous meeting \(10 September 2018\)](#)

Motion that the Board accept the minutes of the meeting held 10 September 2018 as a true and accurate record of that meeting.

Moved: AB / KH. Carried.

6.2. [Correspondence](#)

6.2.1 [Inward](#)

Date	Sender	Content	Action
10/09	Ministry of Education	Provisional staffing for 2019	AB / DC
13/09	Office of the Auditor-General	Outcome of audit tender process	None
19/09	BDO Wellington Audit Ltd.	Audit fee proposal for 2018-2020	AB / PG
26/10	NZEI Te Riu Roa	Planned rolling strike action, advance notice	DC

The Board discussed / noted:

- Not all Trustees are receiving NZSTA Operational Updates by e-mail.

Action: DC to forward NZSTA Operational Updates to the Board.

6.3.2 [Outward](#)

Date	Reference	Addressee	Content
23/10	10/09	Ministry of Education	Request for provisional roll review
01/11	19/09	BDO Wellington Audit	Agreement to fee proposal

6.3. [Actions](#)

Review of actions from 10 September 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
AC	Review EOTC policy over the next twelve months	In progress
AB	Develop procedures to monitor compliance with the SunSmart policy; and report results in the Principal's report from Term 4, 2018.	In progress
AB / SR	RASC committee meeting	Complete
AB	Arrange to have pathways commercially waterblasted	Complete
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.	Complete
AB / DC	Draft a paragraph to report the results of the survey in the school newsletter	Complete
AB	E-mail ESL regarding the finance report changes discussed at mid-year	Complete
AB / AT	Follow up with Aspen Landscapes, accept quotes for Areas A and C AT to send the new drawings to the playground committee	Complete
AB / DC	Advertising board meetings in the newsletter of Thursday 20 th September.	Complete
AT	Follow-up the opportunity to talk to its submission to the Wellington City Council at the City Strategy Committee on Thursday 13 September 2018.	Complete

The Minutes Secretary read back actions recorded from the meeting.

7. Closure

7.1. Date for next meeting

The Board confirmed its next meeting for: Monday, 10 December at the earlier time of 17:00

Agenda items due: Monday, 3 December 2018

Papers are due: Friday, 7 December 2018

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: 10/12/2018