

**Roseneath School Board of Trustees**  
**Minutes**  
**11 April 2017, 19:30 – 22:15**

The meeting opened at: 19:30

1. Administration

Attendance

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

Others in attendance:

Luana Carroll, Deputy Principal

Ella Tavernor, Education Manager, Ministry of Education

Izzy Shelswell, Senior Adviser, Ministry of Education

Alana McCorry, Senior Adviser, Ministry of Education

Steve Jamison, Employment Adviser (NZSTA)

Carol Murray-Brown, Governance Adviser (NZSTA)

**Motion** to provide Steve Jamison, Carol Murray Brown and Luana Carroll with speaking rights, to advise to the Board.

Moved: DC / AB. Carried.

Declarations of interest

None.

2. Strategic discussion

2.1 Publicly excluded business

**Motion** to exclude the public (excluding 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 conduct of public affairs / personal privacy of individuals.

Moved: DC / KH. Carried.

*Meeting closed to members of the public at 19:35*

*Ministry officials left the meeting at 20:15.*

*Meeting re-opened to members of the public at 20:25*

## 2.2 Review of enrolment scheme

The Board discussed / noted:

- The Ministry has advised that a review of the operation of the enrolment scheme is due for review this year.
- Roseneath and Hataitai have overlapping enrolment zones.
- Our Ministry Senior Adviser and the Enrolment Scheme Adviser advise keeping the zone as it is. Ministry projections show that the roll will reach 125+ by the end of the year.
- A roll of 120 is only just comfortable to retain our 6<sup>th</sup> classroom. A roll of 122 at most is expected by July (and we need to open up out of zone enrolments before July, as projected new entrant enrolments are not sufficient to meet these projections).
- Advertising / promotion of out of zone enrolments through the website / school newsletter / local newspaper.
- The success of the Year 7/8 information evening in retaining year 6 students; and the opportunity to do the same again this year (noting that early in Term2 would be good timing).
- A suggestion to follow the Ministry's advice this year, noting that the scheme is reviewed annually.
- Key dates for the roll are 1 March and 1 July.
- A subcommittee to make recommendations for advertising vacancies / retaining Year 6 students.

**Action:** KH / LC to consider options for an enrolment / retention strategy, and bring recommendations back to the next meeting (9 May).

**Motion** that the Board respond to the Ministry's letter with option (a): The school has an ongoing need for an enrolment scheme to prevent overcrowding or the likelihood of overcrowding at the school. The Board believes that the home zone in the present scheme should be retained without amendment.

Moved: DC / PG . Carried.

## 2.3 Policy review: Health & Safety, Child Protection Policy

The Board discussed / noted:

- The school policy framework, and review timetable.
- Revisions to the Health & Safety policy to include a Child Protection Policy that follows the NZSTA template.
- As drafted the Child Protection Policy includes guidelines around Safety checks for volunteers. Policy guidelines provide the Principal with discretion as to when to undertake Safety checks (Police vetting).
- An updated link to the Ministry's Health and Safety in schools.

**Action** DC to add dates to policy review timetable.

**Motion** that the revisions to the Health & Safety meta-policy to incorporate a Child Protection Policy be approved by the Board.

Moved: DC / PG . Carried.

#### 2.4 Principal Performance Review Policy

The Board discussed / noted:

- Proposed an update of the Principal Performance Review Policy to follow NZSTA guidelines.
- Duplication of the Principal Performance Review Policy across the Board Governance Framework and Employment Policy.
- NZSTA advice: important thing is to have a policy and know where it is. As long as everyone understands what the policy is and where it is accessible, it does not matter which document you put it in.
- The objectives in Principal Performance Agreement; and the need to build these into those for LC as the Acting Principal.
- The performance appraisal process and use of an external consultant.
- NZSTA advice: There are a number of ways to engage a consultant – they could engage in the whole process or they could just complete the education review process. The endorsed consultants are reviewed every year by the NZSTA.

**Action** DC / LC to provide a performance agreement for LC at the next meeting (9 May).

**Motion** that the revisions to the Principal Performance Review Chapter in the Roseneath School Employment Policy be approved by the Board, and the duplication in the Board Governance Framework be removed.

Moved: PG / AT. Carried.

**Motion** that the Principal Performance Agreement be approved by the Board.

Moved: AT / KH. Carried.

**Motion** that DC and LC be delegated to engage an external consultant to assist with completing the Principal and Acting Principal's performance review.

Moved: DC / SR. Carried.

#### 2.5 Annual report

The Board discussed / noted:

- The publication of the Annual Report, and the timing of the audited financial accounts.
- NZSTA advice: The Annual Report needs to include the audited financial accounts before it is published (and submitted to the Ministry).

**Motion** that the Board accept the Annual Report.

Moved: DC / KH. Carried.

### 3. Monitoring

#### 3.1 Principal's report (AB)

The Board discussed / noted:

- Fantastic turn out for student, parent and teacher interviews. Teachers going out their way to ensure the interviews take place.
- ICAS – 19 students enrolled.
- Open afternoon – science learning – children so excited and lots of parent turnout. Shows learning as it happens.
- Appraisal processes well underway. Schedule is in place for the next three terms.
- Finance: management side of things, collected quotes from different companies around cleaning and care taking. Will inform the 2018 budget. Consult the NZSTA around this, surrounding the Vulnerable Workers Act.
- Property, Health and Safety: Hall project is progressing, there were issues around structure but this has been attended to.
- Amendment to the current 5YA: reshuffling things in the plan to put forward the extra costs for the Hall but also continue to progress the future projects. The next objective on the plan is the roofing and spouting project, this may be delayed slightly due to finances.
- 10YP planning: Lee Ashby's next job is a review of the 10 year property plan.
- Painters scheduled for the second week of the school holidays.
- Huge recognition for the successful working bee, so much was done and the spirit was fantastic.
- Health & safety: a very small number of minor injuries, no trend other than the injuries happening in outdoor places, which is not out of the ordinary for a primary school.
- Improvement with school attendance from the last meeting.

**Motion** that the Board agree that WREMO have access to the Hall in the event of a civil defence emergency.

Moved: DC / SR. Carried.

**Motion** that the Board accept the Principal's report.

Moved: PG / KH. Carried.

#### 3.2 Finance report (PG / DC)

The Board discussed / noted:

- The audit questionnaire from PWC. PWC have completed pre-audit discussions with the Finance Officer and Principal.
- Received a second draft of the accounts.
- Operating surplus is about \$44,000 at the end of the first quarter.
- Budget allocation for drainage is close to exhausted for the year.
- Donations are coming in reasonably well. Board is still seeking support on the donations.
- Photocopying costs are contained. The Board is to be e-mailed reports/papers for future meetings to save on cost. Another option is to make papers available through the GoogleDrive,

then it is optional for trustees to print off or view online. The exception being In Committee papers that are to be distributed in hardcopy only.

- NZSTA advice: recommend having school email addresses for trustees, saves personal emails being clogged up and ensures privacy of Board matters.

**Action** DC to look at the drainage budget / revisions between 2016 / 2017 budget.

**Action** DC to add standing item to track / record hours spent on Board matters for financial reporting. LC to place the Ministry spreadsheet for recording hours onto the GoogleDrive.

**Action** LC to create school e-mail addresses for KH, DC for Board matters.

**Motion** to approve the March 2017 expenses.

Moved: PG / AT. Carried.

**Motion** that the Board accept the Finance report.

Moved: SR / KH. Carried.

### 3.3 [Property \(AT\)](#)

The Board discussed / noted:

- Hall is well underway and progressing well. There were a few quiet weeks in waiting for decisions to be made on progress. Adjusted the 5YA accordingly.
- Approved painting.
- New vinyl and paint for the staff bathrooms.
- Playground working bee was terrific.
- Get a committee to do the few retaining walls.
- Builders doing an amazing job.
- Installation of the supernova can be much cheaper if we can be flexible with it.

**Action** AT to invite Matthew Needham to join Playground Committee.

**Action** AT to arrange a meeting of the Playground Committee.

**Motion** that the Board accept the Property report.

Moved: AB / KH. Carried.

**Motion** that the Board approve the amendments to the 5YA.

Moved: AT / PG. Carried.

## 4 [Discussions](#)

### 4.1 [ERO: Evaluation for improvement & learner success \(LC /DC\)](#)

The Board discussed / noted:

- Sole focus is accelerating student achievement.
- Priority groups are Maori, Pasifika and Special Needs Children.

- Need to show how the tail end of children are progressing.
- Whole process is around equity and acceleration, they will want to know that we have effective internal review processes. They will ask us to tell the story of what happens at Roseneath and the outcomes.
- Target students – accelerated learners – target programmes for these learners.
- Want to know if the programmes that the Board are funding are meeting the requirements of the target students.
- Board involvement in ERO review. Trustees are interviewed by ERO.
- Next Board meeting (9 May) will specifically be talking about target students, prepare any questions on the funding and outcomes, by this date.
- A suggestion that the Board read the latest ERO publications, to understand the processes and points in the review.

#### 4.2 Wellington: Communities of Learning | Kāhui Ako Cross Sector Forum (PG)

The Board discussed / noted:

- Communities of Learning Forum: Roseneath is in the ‘Eastern Wellington Community of Learning’.
- Delivery of service from Ministry to School and how this works in a COL.
- NZSTA website of COL live tomorrow and more information will be readily available (SJ is the lead in the NZSTA).
- Opportunities within the COL: lead Principal, stewardship group, additional funding (Government initiative).
- PLD will be coming through the COL.
- Opportunities for bulk purchasing of goods and services.

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

The Board discussed / noted:

- Review of RASC licence agreement
- Strategic Aim Three: Personnel
- Reporting on Target Students
- Acting Principal Performance Agreement
- 10YP

#### 6 [Administration](#)

##### 6.1 [Minutes of previous meeting \(13 March 2017\)](#)

**Motion** that the Board accept the minutes of the meeting held 13 March 2017 as a true and accurate record of that meeting.

Moved: DC / PG. Carried.

##### 6.2 [Correspondence](#)

The Board discussed / noted:

- Roseneath afterschool care – update report.

### 6.2.1 Inward

Date	Sender	Content	Action
22/02	Nathan Fogarty	Approval to use electronic registers	
13/03	RASC	Update report for Roseneath After School Club	Tabled
16/03	Jon Wall	Further feedback on: board processes and teacher aides.	
17/06	Ella Tavernor	Review of enrolment scheme (due 08/05)	AB

### 6.2.2 Outward

Date	Reference	Addressee	Content
14/03	02/03-2	Jon Wall	Feedback noted.
16/03	02/03-1	Jon Wall	Request refused, OIA section 18(d).
	16/03	Jon Wall	Feedback noted.

## 6.3 Actions

Review of actions from 13 March meeting.

Owner	Action	Status
PG	PG to update governance framework, in particular document table on page 26 (replace names with positions).	Complete
LC	Induction program of new trustees and settle on dates.	Complete
DC	Provide the 2016 minutes to the School Office. 2017 Minutes to be made available on the website.	Complete
All	Consider level of access to the school (including the hall) in the event of a civil defence emergency	Complete
AT / LC	Find Geotech/Engineer report for the driveway	Complete
DC / AT	Annual report. DC, AT Chair, Treasurer and property statements due 28 March.	Complete
DC	Correspondence, respond to 27/02-1. The requested information is available from the School Office and the website	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: 9 May 2017, at 7.30pm.

Agenda items due: Tuesday, 2 May 2017.

Papers are due: Friday, 5 May 2017.

Meetings are set down for 13 June, 4 July.

### 7.2 Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3 Meeting review

The meeting closed at: 22:15

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Minutes **approved**

Chair:



Date: 09/05/2017