

Roseneath School Board of Trustees
Minutes
9 May 2017, 19:30 – 21:30

The meeting opened at: 19:30

1. Administration

Attendance

Name	Role	Present/Apologies
David Cooling	Chair / Treasurer	Present
Luana Carroll	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:

Carol Murray-Brown, Governance Adviser (NZSTA)

Rebekah Wright, Programme Co-ordinator (NZSTA)

Motion to provide Carol Murray Brown with speaking rights, to advise to the Board.

Moved: DC / LC. Carried.

Declarations of interest

None.

2. Strategic discussion

2.1 Strategic Aim 3

The Board discussed / noted:

- Progress against the annual goal; noting the update provided at induction on 9 April.
- Staff changes (Chantelle, Nina).
- Two teachers have been enrolled in a maths course; a further two teachers in a focussed transition course; and two teachers in a behavioural course (incredible years).
- Professional development plan for science is being developed currently, with funding assistance from the Ministry.
- Appraisal structure is in place and running. Progressing through weekly PLD meetings.

2.2 Principal performance agreement

The Board discussed / noted:

- Principal Performance Agreement for Luana Carroll.

- Objectives one and two are the same as Adelle's performance agreement.
- Objective three has been extended to encompass 'Transition to School' and developing pathways for our learners to / from Roseneath School.
- 'Friends' have offered their assistance in welcoming new families to the school.
- Objective three is looking at family/whanau engagement in the school.
- Laura Snowden has been engaged to assist the Board with the Appraisal process. Laura is an NZSTA-approved provider.

Motion that the Principal Performance Agreement for Luana Carroll be approved by the Board.

Moved: PG / KH. Carried.

2.3 Enrolment / transition / retention strategy

The Board discussed / noted:

- Proposals to attract new enrolments and to retain the current students, especially year 6 students.
- Advertising is expensive, which has led to the idea of marketing through Facebook advertising.
- Designs for a proposed postcard that has key information, looks attractive, and can be used in mailbox drops, placed in ECE centres and handed out in response to queries.
- NZSTA has a module on school charter which covers community engagement.
- Stories that could be placed be put in local newspapers, e.g. opening of the new hall coinciding with the annual school production.
- Promotion of the Facebook page. Encourage parents and friends to share through their own Facebook accounts. Facebook page to belong to the board email.
- Enrolment information has been made more prominent on the School website.
- A meeting is to be held next week to publicise opportunities for Year 7&8 students; and support retention of current Year 5 & 6 students.
- A piece of work from the Year 7 & 8 students will go into the newsletter, fortnightly, to build awareness of Year 7 & 8 at Roseneath.
- A coffee morning is to be held on 16 June, for parents to share updates and to have targeted conversations with teachers and other parents about key events within the school.

Action: LC to seek parental permission for the photos to be displayed on postcard/advertising.

Action: LC to send PG email addresses ahead of the Year 5 & 6 Information Evening.

Action: KH & LC to come back with final draft and costs of postcard.

Motion that the Board delegate responsibility for the production and printing of the Postcard to Kate Harrison and Luana Carroll.

Moved: DC / SR. Carried.

Motion that the Board approve the marketing plan and the creation of a School Facebook page.

Moved: DC / PG. Carried.

2.4 RASC licence agreement

The Board discussed / noted:

- The afterschool care licence agreement provided by Pyar Mautner. The agreement has never been officially signed.
- Proposed amendments to the licence agreement: the use of the hall; composition of the management committee (to include the Principal); the frequency of meetings; and changes to the Vulnerable Children's Act and Board's Child Protection Policy.

Action: to communicate Board decisions to Licensee.

Action: to draft a Terms of Agreement for RASC's use of the Hall.

Action: DC add review of license agreement to Board calendar (December).

Motion that the Board consult with the licensee on proposed changes to the licence agreement.

Moved: DC / LC. Carried.

Motion that Simon Rillstone be the Board representative on the RASC Management Committee.

Moved: PG / KH. Carried.

Motion that LC/SR be delegated to negotiate the operating license and Terms of Agreement for RASC's use of the Hall.

Moved: DC / PG. Carried.

2.5 Property Committee, terms of reference

The Board discussed / noted:

- Proposed terms of reference for the Playground sub-committee.
- A timeframe of 5 years to redevelop the School playground.
- Proposed amendments to the Property Committee Terms of Reference following to reflect decisions made at the meeting on 13 March.
- Amendments to the School delegations list for the playground sub-committee.

Motion that the Board approve the revised Terms of reference for the Property Committee.

Moved: LC / KH. Carried.

Motion that the Board approve the Terms of reference and delegations for the Playground sub-committee.

Moved: DC / SR. Carried.

2.6 Annual Report

The Board discussed / noted:

- Ministry requirements for annual report; due 31 May: Analysis of Variance; List of board of trustees members and the dates they go out of office; Statement on Kiwisport funding; Financial statements; Statement of Responsibility signed and dated; Audit report (not the management letter) signed and dated.
- Other Schools have published the Principal's report and Analysis of Variance on their websites.

Motion that the Board approve the publication of: the Principal's report, and Analysis of Variance on the school website ahead of the completion of the financial report.

Moved: PG / AT. Carried.

Motion that the board approve a delegation to DC & LC to submit the annual report to the Ministry of Education once the financials are completed.

Moved: KH / SR. Carried.

2.7 Public excluded business

Motion to exclude the public (excluding NZSTA) 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 20:11

Meeting re-opened to members of the public at 20:18

3. Monitoring

3.1 Principal's report (LC)

The Board discussed / noted:

- Roll is now 120. Highly possible that three more students will enrol soon. However, losing two students who are moving out of Wellington.
- Teachers have identified target students that they are focusing on through an inquiry process.
- NSW exams coming up for digital technology and science, good to see as focus is on science this year.
- Pushing to get school production ready, has lots to do with science also.
- Finances NAG 4. Teachers following new order system and tracking budgets really well. Teachers can gauge how much they have in their budgets.
- Met with Lee last week to discuss 10 year property plan (more in Property Report). Finishing touches on programme maintenance being completed this week.
- No injuries to report so far this term!
- 11 students absent, this was due to extended holidays.
- Looking at trends around target students and extended holiday makers.

Motion that the Board accept the Principal's report.

Moved: SR / PG. Carried.

3.2 Target students, progress report

The Board discussed / noted:

- Literacy; keep looking at strategic aims, annual aims and student aims. Curriculum action aim, looking to get students below national standard reduced to below 4% and students above up to 38%. Action plan for writing – target group of children who were below the average in 2016. Looking at acceleration with boys and their writing, engaging a passion and giving them different avenues to go down.
- Acceleration programme – rubric 6 & 9 – look at where effectiveness is in terms of the approaches and interventions Roseneath currently has running.
- Looking at what data and evidence we can share to show we are accelerating.
- Maths; fairly happy with the supplementary sessions and how these target students are tracking as a result of these. Report back on the targets in the August Board meeting.
- PLD sessions – look at how children have progressed so then in moderation sessions there is evidence to move children on.

Motion that the Board accept the Target students' progress report.

Moved: KH / SR. Carried.

3.3 Curriculum: English / literacy

The Board discussed / noted:

- Evaluations, currently around: 'how we are going towards the objectives we have set?'
- Student meetings have been successful.
- Jenny Thwaites has some great ideas on engaging children and helping other staff members.
- Using programmes to inform how teachers are going to use teacher aide time.
- Writing isn't getting a lot of teacher aide support.
- Targeted group for supplementary sessions from week 6 onwards.
- Reading there has been a buddy system established, with the older students buddying with younger students. Teachers have put together students with common interests and passions. Working really well. Helping the older students as well as the younger students.
- Target students achieving above national standards that are buddied together in both groups.
- Like to use the library more, especially for the boys and target students – one of the annual goals is for these students to recreationally read.
- Make the library seem inviting for the kids to go and read for leisure.
- Teacher aide time is being used to assist the classroom teachers in their endeavours with target students and/or gifted and talented students.
- PLD session will look at ways to use the new 'modern learning environment' to help raise achievement. The spaces are a real asset to enable different styles of learning: some students like to work quietly, whereas, others like to work collaboratively.

Motion that the Board accept the Target students' progress report.

Moved: PG / KH. Carried.

3.4 Finance report (PG / DC)

The Board discussed / noted:

- A conversation with the Auditor on progress. The audit is expected to be complete. Everything to be done by the 31 May.
- There are some timing issues with accounts. Adjusting for these the operating surplus is looking healthy. Looking at surplus of around \$50K.
- Budget tracking, photocopying costs are still tracking ahead of budget.
- It may be possible to lower the frequency of rubbish collection to accommodate the increase in tip charges.

Motion to approve the April 2017 expenses.

Moved: LC / AT. Carried.

Motion that the Board accept the Finance report.

Moved: PG / SR. Carried.

3.5 Property (AT)

The Board discussed / noted:

- Budget for the building work.
- Costs to remediate the window flashings on the Hall. Contractors working on site currently.
- The addition of a sound system to the Hall following a generous (and anonymous) donation from a parent.
- Playground. David Carpenter, Andrew and Michael have met. Ideal if board could approve purchase of the Kompan Supernova for the playground. To minimise installation costs, the equipment could be installed around 21 June.
- Budget for redevelopment of the old adventure: \$10K donation from a parent, \$15K from Friends fundraising last year. Around \$1K spent already.
- The 10Y Property Plan. The Ministry pay the Board a sum (about \$10K) annually as part of the operating budget for maintenance. The 10Y plan that was set up two years ago, commits the Board to set aside additional funds (about \$15K) to meet the upkeep of the School Buildings and Grounds. The Board has not set aside these funds in recent years.
- Maintenance has been done well (school is waterblasted annually and paint touch ups are done where required) so there is no urgent need to paint the school.
- Some work has been completed as part of the current 5YA work (internal painting) which works in favour of our budget.
- The 10Y plan and the budget surrounding this is very clear now and is able to be worked on in the coming years.
- Discussion around the enrolment of more students and whether these students generate property funding from the ministry.

Action: AT to create a high level budget for the remaining work on the Playground to be approved by the Board by circulation, by 20 May.

Motion: that the Board approve the purchase of the Kompan Supernova.

Moved: DC / SR. Carried.

Motion to approve the remediation of the window flashings to the West Elevation of the Hall.

Moved: AT / LC. Carried.

Motion that the Board accept the Property report.

Moved: SR / PG. Carried.

4 [Discussions](#)

4.1 NZSTA regional events: Property session (AT)

The Board discussed / noted:

- The SPG funding secured by the Board for the current building work. Others in the region have not been so fortunate. Budget for the building work.

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

The Board discussed / noted:

- Terms of reference: Friends of Roseneath School
- Strategic Aim 4
- Policy review: Curriculum.
- National standards: parent reporting delayed to August.
- Roll return: 1 July.

6 [Administration](#)

6.1 [Minutes of previous meeting \(11 April 2017\)](#)

Motion that the Board accept the minutes of the meeting held 11 April 2017 as a true and accurate record of that meeting.

Moved: DC/PG. Carried.

6.2 [Correspondence](#)

The Board discussed / noted:

- Correspondence from Jon Wall; and the Board's response.

6.2.1 [Inward](#)

Date	Sender	Content	Action
07/04	Pyar Mautner	RASC: original proposal, licence agreement	Board
10/04	Jon Wall	Complaints process, access to board minutes	DC

6.2.2 Outward

Date	Reference	Addressee	Content
02/05	10/04	Jon Wall	Complaints process, minutes and agenda on website. Request refused, OIA section 18(d).

6.3 Actions

Review of actions from 11 April meeting.

Owner	Action	Status
KH / LC	Consider options for an enrolment / retention strategy, and bring recommendations back to the next meeting (9 May)	Complete
DC	To add dates to policy review timetable	June meeting
DC / LC	To provide a performance agreement for LC at the next meeting (9 May)	Complete
DC	To look at drainage budget / revisions between 2016 /2017 budget	Complete
DC	To add standing item to track / record hours spent on board matters for financial reporting. LC to place Ministry spreadsheet for recording hours onto the GoogleDrive.	Complete
LC	To create school e-mail addresses for KH, DC for Board matters.	Complete
AT	To invite Matthew Needham to join the Playground Committee	Complete
AT	To arrange a meeting of the Playground Committee	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: 13 June 2017, at 7.30pm.

Agenda items due: Tuesday, 6 June 2017.

Papers are due: Friday, 9 June 2017.

Motion that the Board accept AT & SR absences for 13 June meeting.

Moved: DC / LC. Carried.

7.2 [Summary of meeting outcomes](#)

The Minutes Secretary read back the Board's resolutions.

7.3 [Meeting review](#)

The meeting closed at: 21:43

Minutes **approved**

Chair:



Date: 22/06/2017