

Roseneath School Board of Trustees
Minutes
22 June 2017, 19:30 – 22:30

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 Trustee	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)

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

Moved: LC / PG. Carried.

Motion to add item 4.6 to agenda: NZSTA Training: Your Community: Engagement, Concerns and Complaints.

Moved: PG / SR. Carried.

Declarations of interest

None.

2. Strategic discussion

2.1 Policy Review: Curriculum and Student Achievement

The Board discussed / noted:

- The removal of procedures that were previously contained in the curriculum policy.
- Improving Educational Outcomes for Maori Students.
- Revisions to the EOTC policy and its alignment to Health and safety requirements.

Motion to approve revisions to the Curriculum policy.

Moved: LC / AT. Carried.

2.2 Policy Review: Relationship between the Board and the Friends of Roseneath School

The Board discussed / noted:

- The Friends are not a formal subcommittee of the Board.
- That the relationship between the Board and the Friends is based on trust, good and communication.
- A discussion rather than absolute agreement at the start of the year is important to have an idea of priorities.
- Planning is important to co-ordinate fund raising events with the School calendar.
- Friends' finances are part of the Board accounts.

Action: KH / LC to circulate the policy to the Friends at their next meeting.

Motion that the Relationship between the Board and the Friends of Roseneath School be adopted by the Board, and added to the Board governance policy.

Moved: AT / SR. Carried.

2.3 Strategic Aim 4: Finance (NAG 4a)

The Board discussed / noted:

- That the Board did not meet the outcomes in the Annual Plan around the 2016 accounts as our accountant was ill at the time the accounts were due to the auditor. The delay meant that PWC were late completing the audit.
- The Ministry were informed of the issues; and agreed to the late submission.
- Annual reporting is now complete (see Finance Report).
- The Principal is monitoring and reviewing expenditure on a monthly basis. Staff are checking out curriculum spending.
- Priorities for the next six months: following up audit recommendations, developing an asset management plan, and a review of finance policies.

Action: PG

Motion that the Board Accept the Review of Strategic Aim 4: Finance (NAG 4a)

Moved: PG / KH. Carried

2.4 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: AT / KH. Carried.

Meeting closed to members of the public at 19:54.

Meeting re-opened to members of the public at 20:00

3. [Monitoring](#)

3.1 [Learner progress and achievement: National standards](#)

The Board discussed / noted:

- Conservatism in OTJs mid-year.
- Target. Shift boys 'at' to 'above' reading; girls 'at' to 'above' maths. Identify each of the children below; and talk about how to accelerate progress.
- Equity and excellence in this school about shifting 'at' to 'above'. Focus in planning (and building learner dispositions). Enabling children to move (broader than targets).
- Targets set off how we did in 2016.
- Difficult to form target groups. Nine children 'below' in writing.
- Spring into maths funded (Year 3, 4 & 5) boost. Known acceleration programme.
- Writing. Known issue for new entrants. 17% below.
- Bigger target groups sit higher up the school. Comparison and consistency across the school through OTJs.
- Reading: Experience, information. Age appropriate content for reading level.
- Target students Year 4/5 read with younger target students. Responsibility and mana. Helps both. Conversations they have. Sue / Hayden kids.
- Dispositions: confident lifelong learners.
- Early words. Successful. Every 5 year old goes through this programme. One on one tuition. Advanced words. See progress in first two years.
- Target investment.
- Writing: Strong data. Two teachers to PLD engage boys. Part of target.
- Maths: surprised by below.
- Maori & Pasifika, Reading. Some target at to above. Writing. Similar to reading. Maths closer to meeting targets than rest of the school. What is it that drives these children in maths: oral, visual teaching methods.
- Want to see visibility Maori books. Parents. Kids shine in other areas (beyond national standards).
- Processes and systems to capture data. Using eTap to reliable / clean data. Comparisons over time. Backfilling data (not entered last 4 years). Pick up a child start of Roseneath. Child leaves school.
- Key competencies. Around dispositions. Resilience, risk takers, self-managers. Effective learner. Give tools to provide support. Social connectedness.

Motion that the Board accept the Learner progress and achievement report.

Moved: PG / SR. Carried.

3.2 [Focus curriculum area: Science](#)

The Board discussed / noted:

- The success of the Science open afternoon.
- Continuing PLD for staff, 30 hours allocated for school. The provider is passionate about science, and will be observing and working alongside teachers to build capability, help with ideas and planning.
- A focus for some of the classes is sport science. Students are thinking like scientists: gathering data, critiquing; and gathering more data. Focus on making sure that everything is connected.
- The topic is having an impact on the engagement of target students.
- Good resources are available. The science learning hub has had an upgrade; there are lots of topical articles.
- New learning for teachers, outside of core areas. Nice way to use digital devices.

Motion that the Board accept the Focus curriculum area: Science report.

Moved: LC / PG. Carried.

3.3 Principal's report (LC)

The Board discussed / noted:

- Enrolment zone is open. Spaces have been advertised for new entrants, Years 3, 4 and 5. There have been some enquiries from current parents living outside zone.
- Roll return is due on July 1. The roll needs to get to 126 to retain six teachers. The end of year target is 132 students.
- Efforts to connect with Early Childhood Education ('ECE') better. Changes to the Education Act allowing cohort entry (choice) provide an opportunity for the School.
- The management of cohort groups is easier, and it consolidates reporting for teachers.
- One challenge is the age of the children. Cohort entry may allow children under 5 to enter school.
- LC is working with JT to connect with ECEs. Of the 18 in our area, it is rare to have many children from one place. The aim is to build a relationship with 10 – 15.
- A lot of work is being done on the School Graduate profile, particularly around expected knowledge, skills and learning dispositions.
- NAG3: The appointment of Charlotte Manthel to replace Nina Netherclift. Appraisal processes are underway.
- A request for an additional fulltime teacher aide for the Lower Deck to manage, behaviour issues with students at a cost of c.\$7,500 / term.
- Reallocation of budget or Teacher Aide hours from 'Spring into Maths' or 'Early words' noting that obligations from other funding means that some hours are unable to be reallocated.
- Additional external funding options, including parent support.
- Available PLD options. Incredible Years programme is not being run this year.
- Parent support in the classroom. Hataitai use a roster system to provide Teacher Aide support for Reading and Maths.
- NAG5: serious accident, an injury to the head.

Action: LC to review options for support in Lower Deck and report back at the next BOT meeting.

Action: CMB to advise on employment arrangements should parents opt to fund a Teacher Aide.

Motion that the Board accept the Principal's report.

Moved: PG / KH. Carried.

3.4 Finance report (PG / DC)

The Board discussed / noted:

- The 2016 Annual accounts; operating surplus and improvement in working capital.
- Breaches of the Education Act, and a suggestion to plan the 2017 audit early.
- The audit process. PWC has not completed an on-site visit this audit cycle which meant that the process took a lot of Board and Principal's time.
- An engagement letter has been requested and the matter will be raised with PWC.
- PWC's management letter; and that some of the matters could be addressed through the outcomes the review.
- The financial position at end-May, including Teacher Salaries' overuse (reflecting the need for relievers to release Teachers).
- Progress with the transition of the role of Treasurer to PG.

Motion to approve the 2016 Annual Accounts.

Moved: KH / SR. Carried.

Motion to approve the May 2017 expenses.

Moved: PG / KH. Carried.

Motion that the Board accept the Finance report.

Moved: LC / PG. Carried.

Motion that Pat Gilligan be appointed Treasurer.

Moved: AT / KH. Carried.

3.5 Property (AT, verbal)

The Board discussed / noted:

- The last remaining issues with the building work.
- Discussions with the Architect / Builder / Project manager regarding a number of variations.
- A delay in installing the supernova in the old adventure playground. The installation will be co-ordinated with other projects in Wellington. The project is on budget.
- A successful working bee preparing for the installation of the supernova. The next task is to replace the fence.
- Lee Ashby is updating the 10YPP. It is due next week.

Action: DC draft letter from the Board, thanking David Burrows for his work.

4 Discussions

4.1 Education Act Amendments

The Board discussed / noted:

- School charters are to become strategic plans.
- The introduction of cohort entry.

4.2 NZSTA training: Chair residential (DC)

The Board discussed / noted:

- Messages from key note speakers (<http://www.nzsta.org.nz/professional-development/chair-residential>), COLs, tools that will appear at board meetings.
- Nick Pole, ERO: focus on equity and excellence, looking for a deliberate improvement agenda in every school, strong evaluation frameworks, effective governance culture, accountability of the Board (holding the Principal to account, and being held to account).
- Linda Bendikson, Auckland University: spiral of inquiry, characteristics of an effect educational leaders.
- Iona Holsted, Ministry of Education: changes to the Education Act, Communities of Learning.; and the creation of a personalised pathway for each child.
- Various tools that will appear at Board meetings.

4.3 NZSTA Wellington-Wairarapa regional executive: Finance Forum (PG)

The Board discussed / noted:

- Every single decision has to be about education outcomes; delivering the curriculum. Easy to forget.
- Importance of policy framework.
- Each Trustee has to understand annual accounts, everyone is responsible. Healthy for everyone to discuss.
- Three or four of the biggest mistakes; we have made them in the past.
- NZSTA training: Effective financial governance.

Action: CMB to ask if NZSTA could deliver the Effective Financial Governance course for the Board.

4.4 Planning: ERO visit & review

The Board discussed / noted:

- ERO key questions and interest in learners' outcomes.
- How we might frame and present the Roseneath School Story.

- Arrangements for the meetings. Sue Watson has advised that the team usually would like to talk to the Board around 11.00am on the first day. A more detailed timetable will be made available when the ERO team has been assigned.
- Outcomes from the review. As we have an Acting Principal, a 4-5 year review is unlikely this time round.

Action: Board workshop. 11 July, 5.30pm at School.

Action: LC share evaluation process.

Motion that DC and LC be delegated to sign the Board Assurance Statement for ERO.

Moved: SR / KH. Carried.

4.5 Communities of Learning: update

The Board discussed / noted:

- The Investing in Educational Success (IES) initiative; and the role of Communities of Learning: Kahui Ako.
- Our participation in the Wellington East Community of Learning.
- A meeting of Principals / Board representatives at EBIS on 10 May that addressed next steps in forming the Wellington East Community of Learning: the creation of a Stewardship Group; and appointment of a lead principal.
- A further meeting held on 21 June at EBIS of the Board Chairs, and Principal steering group (Joyce Adam, Miramar North; Sally Haughton, WEGC, and John Western, Seatoun) that agreed the formation of a Stewardship Group, and way forward.
- Key risks around our size and location relative to other participants in our COL.

Motion that DC and LC will represent the Board on the Wellington East Community of Learning, (interim) Stewardship Group.

Moved: AC / AT. Carried.

4.6 NZSTA Training: Your Community: Engagement, Concerns and Complaints (late item)

The Board discussed / noted:

- Board communication work programme.
- Communication channels: SchoolsApp. Another (free App) has been found. KH to test with the Board and report back.
- Challenges of community engagement / concerns and complaints. Differences between the two transition between the two. Concern = Principal level. Complaints. Communications – process, some experience with it. Fortunate position.
- The benefits of NZSTA face to face courses. The next face to face workshop is on the Treaty.

Action: KH to test free app.

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

6 [Administration](#)

6.1 [Minutes of previous meeting \(9 May 2017\)](#)

Motion that the Board accept the minutes of the meeting held 9 May 2017 as a true and accurate record of that meeting.

Moved: LC / AT. Carried.

6.2 [Board resolutions made by circular](#)

7 Date	
22/05	That the Board agrees the proposed budget for the Tree Hut - Roseneath School Playground. Carried: 24/05
05/06	That the Board resolves to add the following delegation to the Board delegations list: <i>"That the board directs that, except where the board, at its discretion, otherwise determines, one or more members of staff as delegated by the principal shall, in the absence of the principal from duty for periods not exceeding 1 week and for the full period or periods of such absence, perform all or part of the duties and powers of the principal."</i> Carried: 06/06
	That the date of the next Board meeting be moved to 7.30pm on Thursday, 22 June 2017. Carried: 06/06
07/06	That the Board approve the design and printing of the postcard for Roseneath School. Carried: 11/06

6.3 [Correspondence](#)

6.3.1 [Inward](#)

Date	Sender	Content	Action
31/05	ERO	ERO review notification: 24 July	DC / LC
06/06	NZSTA	Appointment of Delegate for NZSTA AGM, 14-16 July 2017	DC
09/06	PWC	Roseneath School - Final Audit Documentation	LC

The Board discussed / noted:

- NZSTA AGM.

Motion: that the Board appoint Gavin Willbond as its delegate; with instruction to vote as he sees fit.

Moved: KH / SR. Carried.

6.3.2 Outward

Date	Reference	Addressee	Content

6.4 Actions

Review of actions from 9 May meeting.

Owner	Action	Status
DC	To add dates to policy review timetable	Complete
LC	To seek parental permission for the photos to be displayed on postcard/advertising.	Complete
LC	To send PG email addresses ahead of the Year 5 & 6 Information Evening.	Complete
KH & LC	To come back with final draft and costs of postcard.	Complete
SR & LC	Communicate Board decisions to RASC Licensee / operator.	Complete
	Draft a Terms of Agreement for RASC's use of the Hall.	Complete
DC	Add review of license agreement to Board calendar (December).	Complete
AT	Create a high level budget for the remaining work on the Playground to be approved by the Board by circulation, by 20 May.	Complete

The Board discussed / noted:

- Operating licence terms for RASC.

Motion: that RASC licence agreement be approved by the Board.

Moved: LC / AT. Carried.

7 Closure

7.1 Date for next meeting

The Board confirmed its next meeting for: 8 August 2017

Agenda items due: Thursday, 3 August 2017.

Papers are due: Tuesday, 1 August 2017.

Rest of the year: 12 September, 14 November, 12 December.

Action: DC to add these dates to Google calendar.

The Board discussed / noted:

- The review of the Charter. A possible workshop in September / October.

The meeting closed at: 22:30

Minutes **approved**

Chair:



Date: 08/08/2017