

Roseneath School Board of Trustees
Minutes
8 August 2017, 19:35 – 21:53

The meeting opened at: 19:35

1. Administration

Attendance

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

Others in attendance:

Carol Murray-Brown, Governance Adviser (NZSTA)

Ella Tavernor, Education Manager, Ministry of Education

Alana McCorry, Senior Adviser, Ministry of Education

Apologies: Jenni Thwaites, Arts Curriculum Leader

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

Moved: AC / KH. 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: PG / AT. Carried.

Meeting closed to members of the public at 19:36.

Ministry officials left the meeting at 20:00.

Meeting re-opened to members of the public at 8:06pm.

2.2 Charter review and planning

The Board discussed / noted:

- NZSTA suggested timing of a charter review (Introductory sections: July, August, September.
- An NZSTA on-line module is available; with a workshop in November.
- Changes to the Education Act; and a charter development document (LC)
- An opportunity to engage the School Community.
- Lee McCauley has volunteered to work with the BoT to maximise community engagement.
- Need to build understanding of the importance of the Charter; review and the strategic goals.
- That an external facilitator was engaged during the last review. It would be helpful to engage a facilitator with marketing and communications experience to guide the structure of the document; and remove “teacher speak” to broaden its accessibility to the School Community and to market the school to prospective parents. A suggestion that [Tristan Saunders] be approached with this brief in mind.
- The need to engage students in the review process. In previous years asked senior students the same question as they asked adults.
- Charter planning workshop to be on the 29 August 2017 at 5.30pm.

Action: LC / DC to arrange the charter planning workshop, invite Lee.

Motion for the board to meet for a charter planning workshop on Tuesday 29th August at 5.30pm.

Moved: PG / AT. Carried.

The Board discussed / noted:

- A suggestion that a newsletter from the Board is due.
- Topics for the newsletter: Charter review, Board PLD, Communications, ERO visit (Review process, findings not yet public), RASC (update on Board oversight); and Friends (thanks for their enthusiasm and contributions).
- Date for publication 18 August.

Newsletter

Action: AC to write a paragraph on the board PLD.

Action: LC / DC to write a paragraph on the charter.

Action: KH to write a paragraph on communications.

Action: DC to write a contribution on ERO visit.

Action: SR to write a paragraph on RASC.

Action: KH to write a contribution on Friends and give to AT.

All contributions are due 15 August to AT

3. [Monitoring](#)

3.1 [Maori and Pasifika \(target students\)](#)

The Board discussed / noted:

- Information and planned actions in the Principal's report.
- That only two students in this group do not meet national standards. Targetted interventions are in place to lift achievement.

3.2 [Focus curriculum area: The Arts](#)

The Board discussed / noted:

- The significance of the Arts at Roseneath School.
- Performing arts: dance, drama, music opportunities provided by teachers in the classroom.
- Linking the arts to the theme of science this year and using different techniques, to engage students.
- Results from the Board-funded kapahaka tutor. Henare has been focussing on waiata, new songs they haven't done before to build confidence. Cohesion between waiata and kapahaka going really well for students.
- Students are able to perform waiata aringa well, with pride and confidence.
- Students are really focussed at kapahaka. Henare is approachable and engages well. Students feel comfortable seeking help with is really positive.
- The alignment of outcomes from kapahaka with the School's graduate profile.
- Kapahaka was a focus of the last Charter review; it would be a really positive strong theme this year
- DanceSplash and Artsplash are key events this term. The Year 7/8 class has started on WOW.
- Visual arts: Plenty of art going up around the school and this will continue throughout the year.

3.3 [Principal's report \(LC\)](#)

The Board discussed / noted:

- Growth in the roll to 123 students; with further enrolments likely following enquiries this week.
- Limited opportunities for further enrolments of new entrants; there will be a need to open the zone for Year 3, 4 and 5 enrolments soon.
- Review of progress toward strategic targets / charter. Target student meetings focused on need to support each other and being collaborative to accelerate achievement.
- Science: Teachers had a PLD session with Margaret (science facilitator) in the holidays to help with planning and curriculum knowledge. She returns again next week.
- Staff appraisals. ERO noted that this was a strength of the School. Teacher observations are happening in week 5 with a focus on effective practice.
- Budgets are tracking well (more in Finance report). Teachers are focussed on aligning spending to support curriculum action plans.
- Guidelines: Tackling Bullying. A guide for Boards of Trustees for the Board's information. The focus this term is changing some of the rhetoric around bullying; some students jump to accusations of bullying when things don't go their way or others are not being collaborative.

- Guidelines: Education Outside the Classroom (EOTC Guidelines 2016: Bringing the Curriculum Alive) that set out the responsibilities of the Board. Camp information is to be provided at the September meeting.
- Health and Safety: Changes to the reporting; minor accidents from the Supernova; issues discussed with ERO (the bank, the fence in the old adventure playground).
- Actions taken to address health and safety issues: meeting with house leaders (students) to discuss issues around the Supernova; closing access to the bank; WCC responsibility to share costs repairing the fence.
- Attendance. Extended holidays are presenting a challenge for planning. Up to 18 children have been absent on occasion. Absences (and awareness of absences) requires monitoring.
- Water bill. WCC have confirmed that the Long hall is on the School water meter; and that the School has been charged for a leak in the Long hall earlier this year. A separate meter is to be installed, and the water bill corrected.

Action: LC to review and share the effectiveness of the BOT funded programmes for our 'at risk' students at the September meeting.

3.4 Finance report

The Board discussed / noted:

- A year to date adjusted operating surplus of c.\$100k in Xero.
- Donations (contributions) are broadly on track to meet budget.
- Expenses overall are generally tracking to budget. Board expenses are ahead of budget reflecting the BDO report that we have claimed back from the Ministry. A refund for the BOT elections is due in the October operating grant.
- Expected PLD spending.
- Actions taken to reduce overuse of Banking staffing; and additional (interim) funding granted to pay for some of this.
- Available working capital.

Action: LC to circulate the tracking of hours spent on Board matters.

Motion to approve the expenses for June 2017 and July 2017.

Moved: AT / KH. Carried.

3.5 Property

The Board discussed / noted:

- A meeting with Lee Ashby and Lars Stannard to discuss two issues with the building works to the School Hall.
- Remedial work required to windows and flashings required on the west side of the hall. Lee Ashby is reworking the 5YA funding and seeking Ministry approval for the work.
- Installation of the Supernova; and assistance of parents in moving bark.
- Meetings with PlayCo. to provide estimates for the Wraight plans for the playground.
- Health and safety requirements around the playground.

3.6 Self-Review: Leadership conditions for equity and excellence

The Board discussed / noted:

- A self-review of Domain 2 provided by the Principal; and submitted to ERO.

4 Discussions

4.1 NZSTA training: Student Achievement, the Board's Main Focus

The Board discussed / noted:

- AC, PG, DC attendance at a student achievement workshop.
- National standards; frameworks and processes for measuring student achievement. Role of OTJs and moderation across the School.
- Conversations with teachers and other board members.

4.2 Communities of learning: update

The Board discussed / noted:

- A meeting of Principals' and DPs' at Rongotai College on 9 August.
- Development of the Stewardship Group and advice from an external consultant to allow Boards time to understand the framework. Faith based COL are in the best position as they have a sense of cohesiveness already and know how to work together.
- Proposed appointment of a Lead Principal to take the load off Principals. Process and job description to be advised.
- A sense that momentum / progress is not being focussed on the 'right' areas currently.
- The need to bring Boards, Principals and Staff together.
- Informal meeting on 10 August for BoT's of the COL at Strathmore local.

5 Identify agenda items for next meeting

The Board discussed / noted:

- Informal review: Principal Performance (in Committee).
- Feedback from ERO.
- Enrolment policy.
- Hautu next steps.

6 Administration

6.1 Minutes of previous meeting (22 June 2017)

Motion that the Board accept the minutes of the meeting held 22 June 2017 as a true and accurate record of that meeting.

Moved: AT / KH. Carried.

6.2 Correspondence

6.2.1 Inward

Date	Sender	Content	Action
19/06	Jon Wall	E-mail to LC regarding school donation, governance	DC / LC

6.2.2 Outward

Date	Reference	Addressee	Content
10/07	Mtg. action	Dave Burrows	Working Bee thanks
10/07	19/06	Jon Wall	Response to e-mail regarding school donation

6.3 Actions

Review of actions from 22 June meeting.

Owner	Action	Status
KH / LC	To circulate the Relationship between the Board and the Friends of Roseneath School to the Friends at their next meeting.	
PG / DC	Follow-up issues with the 2016 audit process with PWC.	Carried over
LC	Review options for support in Lower Deck and report back to the Board.	
CMB	To advise on employment arrangements should parents opt to fund a Teacher Aide.	Complete
DC	Draft a letter from the Board, thanking David Burrows for his work	Complete
CMB	To ask if NZSTA could deliver the Effective Financial Governance course for the Board	Complete
All	ERO planning workshop. 11 July, 5.30pm	Complete
LC	Share ERO review process	Complete
KH	SchoolsApp alternative. Test an alternative (and free) app.	Continuing
DC	Add meeting dates to Google calendar.	Complete

The Minutes Secretary read back actions recorded from the meeting.

7 Closure

7.1 Date for next meeting

Motion: that the next meeting be moved to the 5 September 2017 at 7pm from 12 September at 7.30pm.

Moved: DC/LC. Carried.

The Board confirmed its next meeting for: Tuesday, 5 September 2017 at 7pm

Agenda items due: 29 August 2017

Papers are due: 1 September 2017

7.2 Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3 Meeting review

Discussion held over until the next meeting.

The meeting closed at: [21:53]

Minutes **approved**

Chair:



Date: 05/09/2017