

**Roseneath School Board of Trustees**  
**Minutes**  
**11 November 2017, 19:00 – 21:30**

The meeting opened at: 19:00

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:

Darryl Stewart, Education Services Limited.

**Motion:** to add discussion of arrangements (and a proposal) for the Principal's Performance Review in 2018 (Item 4.3). And to note resolutions made by circular (Item 6.4).

Moved: KH / PG. Carried.

Declarations of interest

None.

2. Strategic discussion

2.1 Finance review: Education Services Limited

**Motion** to provide Darryl Stewart with speaking rights for agenda item 2.1.

Moved: AT / LC. Carried.

2.1.1 Finance Report

The Board discussed / noted:

- Monthly Finance Report for October provided by Education Services Limited.
- A budget for 2018 is being prepared on a break-even or zero balance basis. The budget can be adjusted to meet the returning Principal's needs.
- Allocation of the operating budget. The Ministry has approved monthly allocation rather than quarterly (as funds are received), in order to view finances more clearly.
- Uncommitted funds (reserves that school has over and above all its commitments). Currently available \$120K, very healthy for a school of this size.

- A request for an original vs current budget has been made.
- The report structure and other relevant report information including:
  - Appropriate level of uncommitted funds. Ministry minimum of c.\$40k but varies from school to school (c.80k would be comfortable).
  - Coding of expenditure and revenue items in the previous system with the new budget.
  - Trading accounts. Coding of revenue and expenditure (e.g., camps, stationery). Camps can be split into different lines also so funding for particular camps/activities are going into the right fund
  - Items of significance. To capture significant under and over spending.
  - Coding of expenditure to reflect use and not available budget.
  - Comparisons with previous year.
- For October. Administration is tracking to budget. Property is slightly under-budget.
- Reallocation FY2017 budget. Payroll expenses have fallen, while learning resources have increased.
- Income is currently at 100% which is good for being 83% through the year.
- Learning resources; PD and personnel are tracking at 83% which is slightly under. DS suggested this is an area to encourage 'overspending' next year.
- The impact of roll numbers on funding. Should these change in the year the budget can be remodelled.
- Asset replacement is allowed for in break-even budget (allocation of accumulated depreciation).

### 2.1.2 Draft budget, 2018

The Board discussed / noted:

- Preparation of the 2018 budget and previously allocated expenditure (Kapa Haka, term 1).
- Provision for the release of the Deputy Principal: 0.1FTE is available from Teacher Salaries. Previously, 1 day/week (0.2FTE) has been available. Current funding means that the Board would need to fund a further 0.1FTE.
- Priorities for capital expenditure.
- Preparation of the budget is running in parallel with the Strategic Goals. A draft budget will come to the December meeting following discussions between DS, LC and AB.

**Action:** LC (and PG) to follow-up a call from PWC regarding the FY2017 audit.

**Motion:** That the Board fund 0.1FTE to bring the release time for the Deputy Principal to 0.2FTE.

Moved: PG / SR. Carried.

*Darryl Stewart left the meeting at 20.10.*

## 2.2 Charter review

The Board discussed / noted:

- Messages in the School newsletter. Progress with formatting / design.
- Next step for the vision diagram is to publish it for final consultation.

### 2.3 Strategic goals, 2018

The Board discussed / noted:

- Process: discussion needs to follow completion of the Analysis of variance (planned for T4: Week 8). A working party (PG, DC and LC) to take forward.
- Alignment of the goals with the (possible) Achievement Challenge in the Wellington East: Kāhui Ako.
- Need for a maximum of three goals focused on student learning.
- PG, DC and LC to draft the strategic goals for 2018.

**Action:** LC to set a date for the working party meeting and communicate it to the entire board.

## 3. Monitoring

### 3.1 Principal's report

The Board discussed / noted:

- Attendance report.
- The impact of changes in the roll. The addition of 6 ESOL students could make some of the data look quite different due to the small size of the school.
- A good transition in finance responsibilities.
- Success in fixing toilets/drains. Paul Simpson has done a great job.

**Motion:** That the Board accept the Principal's Report.

Moved: AC / SR. Carried.

#### 3.1.1 Health & Physical Education

The Board discussed / noted:

- Communication of after school sport.
- Possible coaching afternoon / meeting at the start of the year for (Parent) coaches to attend to discuss enrolments for sports teams, provide information around Policies, and open communication between coaches and the school.
- Big focus on sexuality education for senior classes. Really important for somebody to come in from Family Planning.
- Facilities provided for girls at the School to cater to their development stages. And positive feedback from students and parents.

**Action:** LC (AB) to follow up a workshop for sports coaches in Term 1, 2018.

**Motion:** That the Board accept the Health and Physical Education update.

Moved: PG / AC. Carried.

#### 3.1.2 Strategic aim 7: Community Partnerships

The Board discussed / noted:

- Review of the Charter, and the engagement of the Community. Reports of a lot of good conversations and positive feedback from parents.
- School is increasingly used for meetings (which is adding to the feeling that the school is a place for everyone. For new parents it is good to bring about a sense of familiarity). The Friends of Roseneath School are meeting in the Staffroom.
- Friends are having a planning meeting on 6 December to plan events in 2018.
- LC has worked at deepening relationships with target students and their families; and facilitating transitions to Roseneath for students and parents.
- Board succession planning. Having a highly effective Board is crucial to the school.

**Motion:** That the Board accept the community partnership update.

Moved: KH / SR. Carried.

### 3.2 Property

The Board discussed / noted:

- Amendments to 5YA to allocate \$20k to remediate hall cladding and window flashings, reducing contingency to \$17k.
- Aspen Landscapes have completed a site visit and have some ideas to add to the playground.
- Need to book Aspen in and to get a quote for future developments.

**Action:** AT (and SR) to let KH have an update from Aspen on the Playground by 6 December.

**Motion:** That the Board approve the revisions to the 5YA to remediate hall cladding and window flashing.

Moved: AT / LC. Carried.

**Motion:** That the Board accept the Property Report.

Motion: PG / KH. Carried.

## 4 [Discussions](#)

### 4.1 [East Wellington Community of Learning | Kāhui Ako: update](#)

The Board discussed / noted:

- Notes from Stewardship Group Meetings held 14 September, 26 October, 20 November.
- Workshops with Helena Barwick to bring Trustees up to speed with the Principals' work and to set-up a Stewardship Group / Appoint a lead Principal.
- Creation of a selection panel to appoint a lead Principal.
- For the moment (and as the Kāhui Ako develops) material decisions are going to come back to Boards for discussion.

### 4.2 [NZSTA training: Effective Financial Governance II, Health & Safety II, Principal Performance Management](#)

The Board discussed / noted:

- Intention to report on Board training and development in Annual Report.

#### 4.3 [Principal Performance Appraisal \(new item\).](#)

The Board discussed / noted:

- A proposal from edLead (Laura Snowden) to provide Supervision / Performance Appraisal 2018.
- Goals are aligned to the strategic goals, and set at the start of the year. Progress reports are then made over the year.

**Action:** on DC to talk to AB about Principal Performance Appraisal.

**Motion:** That the Board delegate DC to engage edLead (Laura Snowden) following discussion with AB.

Moved: SR / AT. Carried.

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

The Board discussed / noted:

- Analysis of Variance. Timelines for Annual Report / reporting to the Community.
- Principal Performance Review.
- Trustees' Mihi & Hautu.

#### 6 [Administration](#)

##### 6.1 [Minutes of previous meeting \(5 September 2017\)](#)

**Motion** that the Board accept the minutes of the meeting held 5 September 2017 as a true and accurate record of that meeting.

Moved: PG / KH. Carried.

**Motion** to exclude the public from the meeting under section 48(1) of the Local Government and Official Information and Meetings Act 1987 to protect the personal privacy of individuals.

Moved: PG / DC . Carried.

*Meeting closed to members of the public at 21:21.*

*The Board discussed and approved the in committee minutes of the meeting held 5 September 2017 as a true and accurate record of that meeting.*

*Meeting reopened to members of the public at 21:22.*

## 6.2 Correspondence

### 6.2.1 Inward

Date	Sender	Content	Action
--/09	Ministry of Education	Student numbers, staff funding	LC / KH
17/10	ERO	Board Internal Evaluation Workshop	DC
17/10	Michael de Stacpoole	School entrance / signage	LC
26/10	Peter Alsop	Charter Review feedback	Board
26/10	Martin White	Charter Review feedback	Board
02/11	Luana Carroll	Notice of resignation	Board
01/11	Ministry of Education	Student numbers, staff funding	LC
07/11	Jenni Thwaites	Request for additional release time	LC

### 6.2.2 Outward

Date	Reference	Addressee	Content
17/10	-- /09	Ministry of Education	Student numbers, staff funding
25/10	17/10	ERO	Confirmation: Board Internal Evaluation Workshop

## 6.3 Actions

Review of actions from 5 September meeting.

Owner	Action	Status
PG / DC	Follow-up issues with the 2016 audit process with PWC.	Carried over
LC	Charter Review: working party, hui organisation	Complete
LC	School Management Policy: Add list of justified events set out in the School attendance section.	Complete
LC	Health & Safety: Check reporting requirements for out of hours accidents on playground equipment	Complete
LC	Engage Henare: revert with a budget proposal for full year Kapa Haka.	Complete
PG	Education Services Limited to present October finance report to the Board	Complete

The Minutes Secretary read back actions recorded from the meeting.

## 6.4 Resolutions made by circular (for noting)

Date	
10/11	That the Board opens the school zone to new entrants students for 2018. The zone will be open from the 13 - 17 November. Carried: 10/11

## 7 Closure

### 7.1 Date for next meeting

The Board confirmed its next meeting for: 12 December

Agenda items due: Tuesday, 5 December 2017

Papers are due: Thursday, 7 December 2017

### 7.2 Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

### 7.3 Meeting review

The meeting closed at: 21:30

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Minutes **approved**

Chair:



Date: 12/12/2017