

Roseneath School Board of Trustees
Minutes
8 May 2018, 19:00 – 21:08

The meeting opened at: 19:00

1. Administration

Attendance

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

Motion to add a late item to the agenda: Item 3.1.2 Curriculum report, writing.

Moved: AT/PG. Carried.

Declarations of interest:

None.

2. Strategic discussion

2.1 In committee discussion

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

Moved: AT/SR. Carried.

Meeting closed to members of the public at 19:07

The Board discussed a report from the New Zealand School Trustees Association and approved the minutes of an in committee discussion held on 9 April 2018.

Meeting re-opened to members of the public at 19:25

3 Monitoring

3.1 Principal's report

The Board discussed / noted:

- That the roll is stable. The zone is open for new enrolments. Vacancies will be advertised in the Cook Strait News.

- The appointment of Mikeal Befors as a Teacher Aide, and Anita Tufuga to cover for Chantal McKee this term.
- That Japanese lessons have started; with extension lessons available for students.
- Staff professional development held during the School holidays.
- Health and safety incidents; and participation in the National Shake-Out (a full earthquake drill) in October.
- Internet outage in the last week of term and options to mitigate the vulnerability in cases of emergency (e.g., back-up lines, mobile phone with data).
- Investment in new furniture for Lower Deck.
- Progress with strategic goals.
- Information gathering from the Communication Reference Group.
- Participation in the ANZAC day service; and positive feedback from those that attended.

Motion: That the Board accept the Principal's report.

Moved: KH/PG. Carried.

3.1.1 Target Students

The Board discussed / noted:

- Alignment of improvement plans to the Charter and Strategic Goals, and targets that apply to all students.
- That achievement targets at Roseneath School are higher than national norms.
- Identification of target students and actions to raise achievement. Meetings are held for those students to ensure they are getting the assistance they need.
- Progress of Target student groups for reading, writing and maths. Seeing great progress in the target students even within just one term. Progress is a result of actions.
- A focus on moving students from being at national standards to above national standard.
- Staff focus on target students, and holistic approach to student learning (a focus on what they're into and what they're good at). Student achievement is more than reading/writing/maths.

Motion: That the Board accept the Target student report.

Moved: KH/SR. Carried.

3.1.2 Curriculum report: Writing (late agenda item)

The Board discussed / noted:

- That achievement targets are more aspirational than national norms (90% at or above National Standard).
- Staff Professional Development support student engagement and motivation both for writing and more broadly. A key message was providing choices for students throughout the day.
- Writing is a complex task for children; teachers working with students about parts of their writing, rather than writing as a whole.

- Staff focus on student voice, they can tell teachers about what they're enjoying in writing, what they're finding difficult.
- Restructuring of the timetable (e.g., play based learning is now before writing) to provide students with things to write about.
- Collaborative writing practices are working well.
- Celebration of 'wins'; children become proud of their work.
- Contribution made by Board funded Early Words and Advanced Words Programmes. Students who have gone through these programmes show accelerated progress.
- Forecast outcome for the year; shift in the surveys of students carried out at the start of the year. Shift in children's attitudes and results.

Motion: That the Board accept the Curriculum writing report; and thank the Staff for their contributions to the report.

Moved: PG/AT. Carried.

3.2 Finance, Annual report

The Board discussed / noted:

- Finance workshop to be held next week. ESL will take us through the 2017 accounts, 10YPP, funds available for capital purchases, and flexibility in this year's budget.
- PWC have completed their onsite review and a list of follow-up actions have been provided to ESL. PWC were impressed with the Board minutes and the information in there. The Audit is on track to be completed before 31 May.
- The April Finance report, and available funds report. Available funds are higher than expected (following Audit). Property costs will be affected by the Drains inspection.
- Overuse of Bank Staffing.
- Drafts for the Annual Report are ready to be edited.

Action: AB / PG / AT / KH to send DC MSWord copies of reports.

Action: DC / AT collate and draft Annual Report.

Action: Board to resolve to approve Annual Accounts post-Finance workshop.

Motion: That the Board accept the finance report.

Moved: KH/SR. Carried.

3.3 Property

The Board discussed / noted:

- A beginner's guide to 5YA provided by AT that includes background to the property improvements that were undertaken in 2017.
- That the current 5YA programme ends next year. Staff are starting to consider ideas for the next 5YA and how to develop modern learning environments.
- Investigation of drainage issues during the holiday. Remediation is likely to exceed \$5,000 and so will need to be funded from the contingency in the 5YA.

- Drain Doctors have proposed further work to clear roots from the drains.
- Tenders for the roof and spouting replacement (to be completed in the July holidays) close this week.
- Aspen have yet to provide a proposal for the playground.

Action: AB /AT review the drainage line item ahead of the Finance workshop.

Action: DC to add '5YA for Beginners' to the Board induction folder.

Motion: That the Board accept the property report.

Moved: PG/AB. Carried.

3.3.1 5YA Programme Review

The Board discussed / noted:

- Discussed above under the 3.3 Property Report.

Motion: That the Board accept the review of the 5YA programme.

Moved: SR/AB. Carried

3.4 Policy review: Health & Safety, Child Protection

The Board discussed / noted:

- Proposed revisions to the Health & Safety policy; including additions to the hazard register following the installation of the Supernova, and closure of the Bank area to students.
- Discussions with the WCC regarding road safety for dropping students to and collecting them from School. Additional road safety signage has been suggested.
- Proposed amendments to the section 'Sexual Behaviour in Children' section to amend the language to align with inappropriate behaviour.
- The forthcoming availability of a School 'Sun safe' hat.
- Policy around vehicle access to top court. The gate is closed shortly after 9am and is opened at 3pm.
- Revisions to procedures for students that are not collected after School. Children are now to be brought back to the library and the duty teacher will contact a caregiver.
- The Child Protection Policy.

Motion: That the Board approve revisions to the Health & Safety policy and note the Child Protection Policy.

Moved: KH/PG. Carried.

4 [Discussions](#)

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

The Board discussed / noted:

- Draft minutes from a meeting of the Stewardship Group.

- The status of the Memorandum of Agreement between all Schools.
- A Kāhui Ako – ECE meeting held 8 May and attended by AB and Jenni Thwaites. The meeting was a good opportunity to make contact with Centres that have a link to our School.
- The forthcoming Principals’ meeting at WEGC on 17 May, and a writing moderation session on 16 May.

4.2 NZSTA Conference 2018

The Board discussed / noted:

- Conference agenda, and promotional material from the NZSTA.

Motion: That David Cooling represent the Board at the Conference.

Moved: AB/PG. Carried.

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

The Board discussed / noted:

- Strategic Aim 2: Promote a responsive and inclusive environment to support quality teaching and learning.
- RASC.
- Mid-year performance review (August).
- Communications survey.
- Kindo.

Action: AB/SR RASC committee meeting.

6 [Administration](#)

6.1 [Minutes of previous meeting \(9 April 2018\)](#)

Motion that the Board accept the minutes of the meeting held 9 April 2018 as a true and accurate record of that meeting.

Moved: AB/KH. Carried.

6.2 [Correspondence](#)

6.2.1 [Inward](#)

Date	Sender	Content	Action
28-03	Ministry of Education	Review of enrolment zone	DC
26-03	NZSTA	Wellington Wairarapa regional executive networking sessions	

The Board discussed / noted:

- The operation of the school’s enrolment scheme; and discussions at its April meeting.

Motion that the Board respond 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: AB/AC. Carried.

6.2.2 Outward

Date	Reference	Addressee	Content

6.3 Actions

Review of actions from 9 April meeting.

Owner	Action	Status
KH / AB	Communications survey	In progress
DC	Share folder for draft Annual Report paragraphs, and the 2017 Annual Report in MSWord format.	In progress
AC / AB	To report some of the PAT / STAR data at the Year 7/8 information evening.	Carried over (May)
AB / PG	To further review the March report once the draft is finalised	Complete
AB	To remove Luana Carroll and Mark Melvin as signatories from the School bank accounts.	Complete
All	Read / review draft annual report on Google drive	
AB / PG / KH	Kindo: report back to Board and make recommendation.	
AB / AC	Kindo: share the service with Staff.	
SR / AB	Draft amendments to the Health & Safety policy	
DC	Circulate review of enrolment zone and seek motion to respond by circular.	Item 6.1
DC	Circulate actions / resolutions from meeting	Complete

The Minutes Secretary read back actions recorded from the meeting.

6.4 Resolutions made by circular (for noting)

None.

7 Closure

7.1 Date for next meeting

The Board confirmed its next meeting for: Monday, 11 June 2018 at 7pm.

Agenda items due: Monday, 4 June 2018.

Papers are due: Friday, 8 June 2018.

Meetings 2018:

Term 3: 14 August, 11 September

Term 4: 12 November, 10 December

Motion: that the meeting be moved to 11 June 2018.

Moved: AB/AC.

7.2 Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3 Meeting review

The meeting closed at: 21.08

Minutes **approved**

Chair:



Date: 11/06/2018