

**Roseneath School Board of Trustees**  
**Minutes**  
**13 August 2018, 19:00 – 21:00**

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

Others in attendance:

Ashley Stanford for Item 3.5.2

Jenni Thwaites for Item 3.1.2

Declarations of interest

None.

**Motion:** That the Board consider agenda item 3.5.2 first and 3.1.2 immediately after to allow people to leave the meeting.

Moved: DC / KH. Carried.

3.5.2 Review of Sunsmart Policy

**Motion:** That the Board provide speaking rights to Ashley Stanford for agenda item 3.5.2.

Moved: AT / AB. Carried.

The Board discussed / noted:

- A proposal that a Roseneath School hat be made compulsory for Terms 1 and 4 from 2019 to avoid the need for Year 8 Students this year to purchase a hat.
- The need for the Year 7 / 8 students to act as role models for the school.
- An obligation to provide a safe environment for students; and to teach students about sun safety.
- A need to consult should the Roseneath School hat be made mandatory.

- Alternatives to making a Roseneath School hat mandatory including more stringent enforcement of the sunsmart policy or voluntary adoption of Roseneath School hat.
- The cost of the proposed hat (\$20) against alternative hats that could be worn under the policy.

**Motion:** That the amendments to the SunSmart policy be approved for Term 4:2018 and that the Board consult the Community on compulsory Roseneath Sunsmart hat for Term 1:2019.

Moved: PG / KH. Carried.

**Action:** AB / AS consult on making a Roseneath School hat mandatory and report back to the September Board meeting.

### 3.1.2 Curriculum progress: The Arts

**Motion:** That the Board provide speaking rights to Jenni Thwaites for agenda item 3.1.2.

Moved: AC / PG. Carried.

The Board discussed / noted:

- A report of curriculum progress for the Arts.
- Success of an investigation into dance areas in the curriculum; and ways in which to strengthen teaching. Building skills for teachers (learning from specialists).
- Dances for Schools two week programme in Term2; and the impact on students confidence and resilience.
- Strong participation in DanceSplash (65 students).
- Continued success of Kapa Haka programme.
- Visual arts programmes throughout the school.
- Arts curriculum remains a focal point of Roseneath School.

**Motion:** That the Board accept the Curriculum: Arts report, and thank Jenni Thwaites and Sue Leask for their report.

Moved: PG / KH. Carried.

## 2. [Strategic discussion](#)

### 2.1 [In committee discussion: Employment matters](#)

**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: PG / AB . Carried.

*Meeting closed to members of the public at 7.39*

The Board discussed: the half-year appraisal of the Principal; results from the NZCER; Teacher Workplace Survey and leave requests.

*Meeting re-opened to members of the public at 8.28*

### 3 [Monitoring & review](#)

#### 3.1 [Principal's report](#)

The Board discussed / noted:

- Attendance rates for June and July.
- Forthcoming strike action; and an earlier Board resolution to close the school. Our support staff will be onsite for normal working hours.
- Replacement of the main block roofing and spouting is to be completed in the next school holidays. The intention is to complete the majority of the work in the holidays. However, the first week of Term 4 may be used to complete minor work. Contactors will have access to facilities in the School Hall and not the main block.
- A project has been established to remediate the drains. Funding (budget \$12,000) is to be allocated from the contingency funds available under our 5YA programme. The work is to be completed at the end of Term 4.
- Evaluation of possible weather tightness issues in Upper Bridge.
- A visit of all Principals in our Kāhui Ako to Roseneath School on 12 September.
- The date (Thursday, 6 September) and proposed venue (EBIS hall) for the School Variety Show.

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

Moved: PG / AB. Carried.

#### 3.1.1 [Student achievement: Maori & Pasifika](#)

The Board discussed / noted:

- A report outlining progress against the Curriculum for our Māori and Pasifika students, that shows our students are achieving at or better than the national average.
- Engagement with parents and caregivers.

**Action:** DC / AB draft letter to Māori and Pasifika parents sharing achievement data and proposing the establishment of a whanau group.

**Motion:** That the Board accept the Māori and Pasifika achievement report.

Moved: AT / KH. Carried.

#### 3.1.3 [ERO Domain 5: Professional capability & collective capacity](#)

Discussed under Items 2.1.1 and 2.1.2 (In Committee).

#### 3.2 [Finance, Budget review](#)

The Board discussed / noted:

- Available funds and the allocation of these funds across operational and capital budgets for the remainder of the year.
- A line-by-line review of the budget meeting with Education Services.

- A revised budget proposal: increases to PLD (to provide for teacher release time); a revised programme of property maintenance (including pruning of trees and water blasting of pathways); and revisions to spending in curriculum areas.
- A proposal to exclude Friends of Roseneath School funds from the operational budget to ensure that the budget reflects only the school operating costs. These expenses should not be covered by from Friends fundraising efforts.

**Motion:** That the Board accept the proposed revisions to the 2018 Budget.

Moved: PG / KH. Carried.

**Motion:** That the Board instruct ESL to remove the Friends Accounts from the income statement for the purposes of monthly reporting.

Moved: PG / AT. Carried.

**Motion:** That the Board approves a revision to the 10YPP that raises the cyclical maintenance provision to \$11,800 / annually.

Moved: AT / AB. Carried.

**Motion:** That the Board approve contracts for operating expenditure to Natural Balance \$1,800; Mighty Oaks \$1,200; and Carpettech up to \$800. A budget of \$6,500 is also approved for flights for the Year 7/8 camp.

Moved: KH / AT. Carried.

**Motion:** That the Board approves capital expenditure \$1,283 for a new server; and up to \$1,500 for a new dishwasher for the staffroom.

Moved: PG / SR. Carried.

**Motion:** That the Board accept the finance report.

Moved: AT / KH. Carried.

### 3.3 Property

The Board discussed / noted:

- Earlier discussion under the Principal's report.
- Detailed quotes from Aspen Landscapes to complete works to the playground; and available budget from Friends Fundraising.
- Completion of repairs to rot in Lower Bridge classroom windows.

**Motion:** That the Board accept the Aspen Landscapes' quote for Areas A (the Old Adventure Playground) and C (Crows nest).

Moved: KH / SR. Carried.

**Motion:** That the Board accept the property report.

Moved: PG / SR. Carried.

#### 3.4 RASC licence agreement

Held over to September.

#### 3.5 Policy reviews

##### 3.5.1 Employment policy: Principal Appraisal Chapter

The Board discussed / noted:

- Minor amendments to the Chapter to clarify the submission of a half-year appraisal to the Board.

**Motion:** That the Board approve amendments as drafted to the Principal Appraisal Chapter of the School's Employment Policy.

Moved: PG / KH. Carried.

##### 3.5.3 Review of Accident and Hazard processes

The Board discussed / noted:

- The current hazard register and prioritisation of maintenance issues.
- Current status of all of School fire / earthquake / lock-down drills.

## 4 Discussions

### 4.1 East Wellington Community of Learning | Kāhui Ako: update

The Board discussed / noted:

- A forthcoming 'Super Staff meeting' on 27 August at Rongotai College; and a Stewardship Group AGM on 20 September for all Trustees.
- The proposed appointments process for Within School Lead ('WSL') and Across School Lead ('ASL') positions. AB is to sit on the appointments panel for the ASL positions.

**Motion:** That the Board agrees that the Wellington East Kāhui Ako adopt the official name: 'Motu Kairangi Kahui Ako'.

Moved: AB / AT. Carried.

### 4.2 NZSTA, 29<sup>th</sup> Annual Conference

The Board discussed / noted:

- Key insights from 'Education matters to me' a report completed by the Office of the Children's Commissioner and NZSTA.
- Key note addresses from Tracey Martin (Associate Minister for Education) on Boards of Trustees; and changes to learning support. Mark Solomon; iwi schools and Stan Titania, Katie Pennicott on social injustice.
- Workshops: Ministry of Education on asking good questions; improving outcomes for Maori students; Teachers Council on Teacher Registration and certification; Ministry of Education on

learning support; Mere Berryman and Therese discussing their research on Māori achievement; and Paula Cull and Principal on building trust in Boards.

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

The Board discussed / noted:

- Charter review
- Strategic Aim 3: Empower ākonga, whānau, teachers and the wider community to participate in collaborative partnerships for learning.

## 6 [Administration](#)

### 6.1 [Minutes of previous meeting \(11 June 2018\)](#)

**Motion:** That the Board accept the minutes of the meeting held 11 June 2018 as a true and accurate record of that meeting.

Moved: AB / AT. Carried.

### 6.2 [Correspondence](#)

#### 6.2.1 [Inward](#)

Date	Sender	Content	Action
04/05	Ministry of Education	Consultation: Seatoun School Board funded property	DC
30/07	Wellington City Council	Consultation: Proposed Pick Up/Drop Off Zone	AB / DC
03/08	Baylee Vyle	Resignation	DC
07/08	Ashley Stanford	Sunhats	

The Board discussed / noted:

- An advertisement is with Student Job Search to find a Minutes Secretary to replace Baylee.

**Motion:** That the Board delegate the appointment of a Minutes Secretary to PG / DC.

Moved: AB / AT. Carried.

#### 6.3.2 [Outward](#)

Date	Reference	Addressee	Content
13/07	04/05	Ministry of Education	Response: Seatoun School Board funded property

### 6.2 [Actions](#)

Review of actions from 11 June meeting.

Owner	Action	Status
AB / PG / KH	Kindo: report back to Board and make recommendation.	In progress
AB / AC	Kindo: share the service with Staff.	In progress
AB / SR	RASC committee meeting	In progress

AB	Complete and return NZSTA survey: Managing students with behavioural issues	Complete
KH / AB	Look at process to load names into Skoolloop (e.g., through eTAP), seek advice from other Principals	Complete
KH	Ask reference group to trial Skoolloop.	Complete
DC	Engage NZCER: Teacher Workplace survey	Complete
AB	Arrange to have pathways commercially waterblasted	In progress
AC	Review EOTC policy over the next twelve months	In progress
AB	Verify the budget numbers for stationery	Complete
AB / DS	Capital budget, revisions and reallocation to operational budget.	Complete
AT / AB	Lee to follow up 5YA amendment. Approval by circular.	Complete
AT / AB	Follow up drains	Complete
AT	Follow up Aspen	Complete

The Board agreed that actions from the meeting be circulated by e-mail.

### 6.3 Resolutions made by circular (for noting)

Date	
18/06	That the Board approves the proposed amendments to the 5YA set out in the attached 'Property Amendment Form' and attached to this e-mail. Carried: 18/06
18/06	That the Board notes and approves the Procurement Recommendation Report received from Ashby Property Management on 12 June 2018 Carried: 18/06
18/06	That the Board approves, on the recommendation of Ashby Property Management, a tender from JB Re-Roofing & Building Ltd. to complete the project. Carried: 18/06
01/08	That Roseneath School be closed for instruction and supervision on Wednesday, 15 August in the event that the strike action advised by the New Zealand Educational Institute (NZEI) Te Riu Roa proceeds on that day.
01/08	That the Board provides an undertaking to RASC to make up any shortfall in the minimum number of enrolments (to a maximum of 10) to ensure that the programme offered on Wednesday, 15 August is offered to parents.

## 7 Closure

### 7.1 Date for next meeting

The Board confirmed its next meeting for: 10 September 2018

Agenda items due: Monday, 3 September 2018

Papers are due: Friday, 7 September 2018

Meetings 2018:

Term 4: 12 November, 10 December

### 7.2 Summary of meeting outcomes

The Board agreed that resolutions from the meeting be circulated by e-mail.

The Minutes Secretary read back the Board's resolutions.

7.3 Meeting review

The meeting closed at: 9.40

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Minutes **approved**

Chair:



Date: 10/09/2018