

Roseneath School Board of Trustees
Minutes
10 December 2018, 17:00 – 19:00

The meeting opened at: 17:15

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

Declarations of interest

AB / AC declared interest in discussions, should they arise, in respect of strike action.

2. Strategic discussion

2.1. Strategic plan, 2019

The Board discussed / noted:

- Progress has been made towards achieving strategic goals regarding Roseneath Schools' vision and values.
- A successful in relation to cultural responsiveness with emphasis being placed upon learning and celebrating the cultural identities of all students.
- Roseneath School will host a powhiri in 2019 for the Mayor and Deputy Mayor, and will partner with Kāhui Ako to develop knowledge of our past and place.
- A 'Mihi Whakatau' is planned for Term 1: 2019 to welcome new students (and their families).
- Goals for 2018 have been achieved and next steps for 2019 have been identified.
- Discussion of a proposed 'wellbeing goal' for inclusion in 2019. The goal focuses on resilience, vibrancy, inclusivity, growth, positivity, and support, and the methods in how this will be achieved. Emphasis was placed on growing a 'community of learners' meaning the goal extends beyond students to include staff, parents, and other members of the community.
- Use of NZCER wellbeing surveys to measure wellbeing of students (Year 5 and above) and teachers. These are being run in Term 2: 2019 across our Kāhui Ako.
- That surveys need to be interpreted carefully and considered with other evidence from students (e.g. some survey questions may not be worded in the best way to achieve relevant responses from students). Other evidence includes the Principal's weekly meetings with the Student Council to identify and target potential issues.

Motion: That the Board approve the wellbeing goal as drafted.

Moved: AB / PG. Carried.

2.2. Progress against curriculum

The Board discussed / noted:

- Roseneath School students are largely skilled at reading with 96% of students either at or above the required level in reading. The number of boys achieving above the required level in reading is 31%.
- Twenty-seven students were identified at the start of the year of being 'at risk' of being below the required level in reading. At the end of the year, only 3 of those students remained being 'at risk.'
- Roseneath School is trending above the national average in writing with 83% of students either at or above the required level in writing. Almost all students in years one and two are competent in writing at the required level.
- Sixteen 'at risk' students were identified and targeted at the start of the year, with 13 of those students improving.
- Roseneath School is trending above the national average in mathematics with 88% of students either at or above the required level in the subject however the school average has slightly decreased from 2017.
- Some results of year one students was depicted in 'Roseneath Success Stories' which illustrated the significant progress that some students have made in numerous subjects.
- Year 8 achievement: All girls and just over half boys and are above expectations in reading and maths.

Motion: That the Board notes the progress events from the curriculum reports and thanks the staff for the stunning results this year.

Moved: PG/ KH. Carried.

2.3. 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: AT / AB . Carried.

Meeting closed to members of the public at 17:55 .

The Board discussed a number of employment matters, including the Principal's Appraisal and the Lead Principal of the Motu Kairangi Kāhui Ako.

Meeting re-opened to members of the public at 18:13.

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- A written report from the Principal.
- A whānau meeting provided positive feedback on actions taken to improve cultural responsiveness; and a number of ideas to follow-up in 2019.
- A clear link between attendance and achievement. Student attendance is currently at 89%. Discussions with parents and caregivers where attendance is an issue (below 90%) were noted.
- School camps and Pōwhiri at Greta Point were very successful.
- Health and safety incidents since the last meeting.

Action: AB to monitor attendance of students in term one of 2019 and possibly remind students and parents of the school's attendance expectations in the newsletter.

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

Moved: KH / SR. Carried.

3.2. Finance

The Board discussed / noted:

- Expenditure is running below budget, but will come closer to budget December with Board expenses, and support staff holiday pay being paid.
- Available funds are significant reflecting additional revenue (including an anonymous donation for the playground); and lower expenditure.
- Banking Staffing is currently underused; and being managed carefully to a zero balance.

Action: DC recirculate Ministry timesheet for Board work required for Annual Report.

Motion: That the Board accept the 2018 meeting attendance, and approves reimbursement for meeting attendance in 2018 in accordance with the School Governance Policy Framework.

Moved: PG / AT. Carried.

Motion: That the Board accept the Finance report.

Moved: PG / KH. Carried.

3.2.1 Budget 2019, draft

The Board discussed / noted:

- A proposed deficit budget; reflecting an underspend this year.
- Proposals to fund additional release time for professional development that is allowed in the proposed budget.
- Some individual subjects such as science, social science, and technology will be reallocated to a new category of 'integrated inquiries' in order for the budget to provide for meaningful expenditure across and range of different learning areas (e.g., science in 2019).

Motion: That the Board accept the draft Budget for 2019.

Moved: PG / AB. Carried.

3.2.2 Finance policies

The Board discussed / noted:

- Indications from recent Audit work concerning the verification of reimbursements to the Principal and the set-up of automatic payments; and a suggestion that the Board Treasurer validate these payments (in addition to the Office Manager).
- A draft Financial support (extra-curricular) activities policy.

Motion: That the Board accept the proposed changes to the Delegation Schedule and Separation of Duties Chapters in the Board Finance policies.

Moved: PG / AT. Carried.

Motion: That the Board accept the proposed Financial support (extra-curricular activities) policy.

Moved: KH / AB. Carried.

3.3. Property

The Board discussed / noted:

- The roofing and sprouting project is now complete.
- Next instalment of 5YA funding is due June 2019. Funding appears to be lower than under the previous agreement.
- Following a meeting with Aspen Landscapes regarding the playground project, the issue of health and safety surrounding the slide still remains however the builders will do some preliminary work before Christmas.

Action: AB to follow-up the quantum of 5YA funding allocated to our School.

Motion: That the Board accept the property report.

Moved: AT / PG. Carried.

3.3.1 Appointment of consultant for 10YPP

The Board discussed / noted:

- Proposals from Ashby Property Services and Catalyst to draft the new 10YPP.

Motion: That the Board accept a recommendation from the Property Committee to accept the proposal from Catalyst.

Moved: AT / SR. Carried.

4. [Discussions](#)

4.1. [Motu Kairangi Kāhui Ako: update](#)

The Board discussed / noted:

- The minutes from the Stewardship Group meeting held on 29 November were taken as read.

- NZCER student and staff wellbeing surveys are being run in Term 2: 2019 with results to be provided to individual schools, as well as in aggregate across our Kāhui Ako.
- A workshop to be held in Term 1: 2019 gathering those teaching (or with knowledge of) Te Ao Māori across our Kāhui Ako.
- Work being undertaken by ECEs focusing on student well-being and transition to school.
- Plans to build capability (and interest) among teachers for the Across School Leads; and feedback from staff around the possible demands of the role.
- That the Stewardship Group plans to ask the Ministry to release the unallocated staffing for ASLs to provide funding for release time to facilitate PLD.

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

The Board discussed / noted:

- Analysis of variance
- Charter & Strategic Plan 2019
- Board delegations
- 2019 budget

6. [Administration](#)

6.1. [Minutes of previous meeting \(12 November 2018\)](#)

Motion that the Board accept the minutes of the meeting held 12 November 2018 as a true and accurate record of that meeting.

Moved: PG / AT. Carried.

6.2. [Correspondence](#)

6.2.1 [Inward](#)

Date	Sender	Content	Action
12/11	NZEI Te Riu Roa	Notice of strike action	DC
14/11	Ministry of Education	Notification of staffing for 2019	AB / DC
20/11	Laura Snowden	Appraisal and supervision proposal	DC
03/12	Ministry of Education	Five Year Agreement, Property Funding	AB / AT

6.3.2 [Outward](#)

None.

6.3. [Actions](#)

Review of actions from 12 November 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
AC	Review EOTC policy over the next twelve months	In progress
AB	Develop procedures to monitor compliance with the SunSmart policy; and report results in the Principal's report from Term 4, 2018.	Complete

AB / All	Strategic goals. AB to update the well-being strategic goal. All trustees to read the updated document.	Complete
DC	Succession planning follow up at forthcoming Whānau fono / hui	Complete
AB	Finance report, follow-up on earlier presentational changes agreed with ESL.	Complete
AB / AT	Follow-up with Wellington City Council on replacing the Northern Boundary fence	In progress
AT	Circulate the draft Playground Newsletter to the Trustees for review.	Complete
AB / AT	10YPP consultant request further information from tenderers, and complete reference checks	Complete
DC	Forward NZSTA Operational Updates to the Board	Complete

The Minutes Secretary read back actions recorded from the meeting.

7. [Closure](#)

7.1. [Date for next meeting](#)

The Board confirmed its next meeting for: Monday, 11 February 2019 at 7.15pm

Agenda items due: Monday, 4 February 2019

Papers are due: Friday, 8 February 2019

7.2. [Summary of meeting outcomes](#)


The Minutes Secretary read back the Board's resolutions.

7.3. [Meeting review](#)

[The meeting closed at: 19:35](#)

Minutes **approved**

Chair:



Date: 11/02/2019