

Roseneath School Board of Trustees
Minutes
11 February 2019, 19:15 – 21:10

The meeting opened at: 19:15

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:

Lizzy Dixon

Declarations of interest

AB / AC discussions related to strike action should they arise.

1. Strategic discussion

2.1. Charter & Strategic plan, 2019

The Board discussed / noted:

- A draft Charter and Strategic Plan for 2019.
- With the exception of the inclusion of a 'Wellbeing for Learning' as a strategic goal for 2019, the remainder of the strategic plan for 2018-2020 remains unchanged.
- Actions that were set for 2018 in relation to active learning, responsive and inclusive learning environments, and collaborative partnerships for learning have been achieved.
- The charter will be reviewed later in the year to identify progress. A full consultation with the Community will start in mid-2020.

Motion that the Board Trustees endorse the Charter and Strategic Plan for 2019, and that it be submitted to the Ministry.

Moved: PG / AT. Carried.

2.2. Analysis of variance

The Board discussed / noted:

- The actions that had been undertaken to raise the achievement levels of students and the subsequent outcomes of these actions.
- Data from 2018 which highlighted included 84% of Roseneath students being at or above their expected curriculum level in writing, 89% at or above in mathematics, and 96% at or above in reading.
- Students who expressed little interest in literacy were targeted by teachers; by the end of 2018, 81% of targeted students demonstrated an increased engagement in writing.
- Focus on planning for the following year in order to exceed the desired targets. This will be achieved through commitments to collaborative learning, increased opportunities for reciprocal observation, curriculum and learning resourcing alongside specialist support, resourcing for leadership release that enables students with diverse needs to be catered for effectively, and professional development.

Motion that the Board endorse the Analysis of Variance.

Moved: SR / KH. Carried.

2.3. [In committee discussion: Employment matters,](#)

Motion that the Board move discussion of Item 2.3 to the end of the meeting.

Moved: DC / KH. Carried.

Discussion was held after Item 6.2.

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/ AT. Carried.

Meeting closed to members of the public at 20:58.

The Board discussed / noted an employment matter and the in committee minutes from the meeting held 10 December 2018.

Meeting re-opened to members of the public at 21:03.

3. [Monitoring & review](#)

3.1. [Principal's report, annual attestations](#)

The Board discussed / noted:

- A strong start to student attendance in 2019 with an attendance rate of 96%.
- A roll of 111 students. New enrolments (including new entrants) are on track to meet projections.
- Out of zone vacancies for Years 0 – 4 and a suggestion that the enrolment zone be open until the end of Term 1. Class sizes for years 5 – 8 are larger than previous years.
- An intention to seek a quote to replace worn wire fences; and to replace boundary fences. It is expected that Wellington City Council will contribute a small cost to replace fencing along their boundary. Defence will have to be approached for the boundary along the point.

- Planning is underway for the Powhiri to welcome Mayor Justin Lester and Deputy Mayor Jill Day on 4 March.
- Home learning tools will be promoted to the school community as an alternative to compulsory homework tasks. Students can choose to complete booklets to assist them with reading, writing and mathematics, which allows them to balance traditional school subjects with their own forms of learning that may be outside the general curriculum.
- Including students in goal setting meeting as a way of achieving active learning goals.
- Ministry of Education guidelines regarding the disposal of old school records.
- Adelle has signed her annual attestations regarding personnel, finance, and health and safety.

Motion: That the enrolment zone remain open for out of zone enrolments in Years 0 – 4 until the end of Term 1.

Moved: AB / KH. Carried.

Motion: That the Board delegate the retention or disposal of school records in accordance with the School Records Retention / Disposal Information Pack to the Principal as she sees fit.

Moved: AT / PG. Carried.

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

Moved: AB / KH. Carried.

3.2. Finance, budget 2019, delegations, auditor engagement

The Board discussed / noted:

- The delegation schedule (and signed acceptance) from the Treasurer and Principal.
- A draft ESL management report from December 2018. This is subject to change following completion of the Annual Accounts.
- Outstanding payments for extra-curricular activities in 2018; and increases in costs for Basketball (following lower numbers in Term 4). Payments amount to \$637 and will be followed up by the Office.
- A draft budget for 2019.
- Terms of Engagement from BDO for the Annual Audit.

Motion: That the Board accepts responsibilities set out in terms of engagement dated 15 December 2018 and delegates DC to sign on behalf of the Board.

Moved: PG / SR. Carried.

Motion: That the Board approve the 2019 Budget.

Moved: PG / AB. Carried.

Motion: That the Board accept the Finance report.

Moved: PG / KH Carried.

3.3. Property

The Board discussed / noted:

- The construction of the new playground is currently in progress.
- A new retaining wall has had to be built on the bank which has increased the cost of construction by approximately \$4,000. This cost is likely to be offset by changes to the proposed slide.
- AT is considering options (and costs) for a revised slide design that would join two platforms together within the playground.
- Draft revisions to the 5YA agreement to accommodate the drainage project. These are with the Ministry presently. Ashby's have advised us to wait for any queries to be resolved before signing the agreement.

Action: To review the costs for the Crow's nest. (AB/AT)

Motion: That the Board approve the variation to Playground contract from Aspen and delegates Adelle to sign.

Moved: AT / KH. Carried.

Motion: That the Board approve short-form contract from Catalyst Consultants

Moved: AT / AB. Carried.

Motion: That the Board accept the property report.

Moved: AT / PG. Carried.

3.4. Policy review: School management, enrolment

The Board discussed / noted:

- Animal care and protection chapter of the policy; and what this means for dogs that visit the School at the start and end of the day.
- A suggestion that parents / caregivers be reminded in the Newsletter that all dogs should be on a leash in the School grounds.
- Traffic management. Wellington City Council should be contacted regarding the possibility of erecting 'school zone' signs along Maida Vale Road in order to make the area outside the school safer.

Action: AB reminder that dogs need to be on a leash (additional signage, and notice in the School newsletter).

Motion: That the Board accept the School Management Policy.

Moved: KH / PG. Carried.

4. Discussions

4.1. Community: Mayoral Pōwhiri, Newsletter

The Board discussed / noted:

- Maria is working with those involved in the powhiri to ensure it is appropriate and runs smoothly.
- Korero around cultural competencies and council's vision.
- Topics to be included by the Board in the newsletter include: the BOT election, tomorrow's schools, the new playground, Kāhui Ako, and student achievement.
- Timing for the Annual Report.

Action: DC to set up a google doc for contribution to a Board newsletter.

4.2 Election timetable

The Board discussed / noted:

- Proposed dates for Board meetings, noting an additional meeting in June to follow Trustee elections, and to allow any new trustees to attend a meeting prior to the July school holidays.
- A draft timetable for Trustee elections. Election date is set for Friday 7 June.

Action: DC to add meeting dates to calendars.

Motion that the election date be set for Friday, 7 June.

Moved: PG / AB. Carried.

4.3 Trustee Professional Development

The Board discussed / noted:

- Post-election induction and NZSTA training (including a possible mini-conference in Wellington / Wairarapa).
- NZSTA survey on the report from the Tomorrow's Schools Taskforce.

Action: DC draft and send out draft response to the NZSTA survey.

4.4 Kāhui Ako update

No update.

5. Identify agenda items for next meeting

The Board discussed / noted:

- Key competencies
- Draft annual accounts
- Cultural responsiveness
- Property maintenance
- HR Audit

6. Administration

6.1. Minutes of previous meeting (10 December 2018)

Motion that the Board accept the minutes of the meeting held 10 December 2018 as a true and accurate record of that meeting.

Moved: KH / SR. Carried.

6.2. Correspondence

6.2.1 Inward

Date	Sender	Content	Action
13/12	Geoff Potter, BDO	Statutory Annual Audits: Terms of Engagement	AB / PG
20/12	Peter Alsop	Cultural responsiveness, a thankyou	-

6.3.2 Outward

Date	Reference	Addressee	Content
20/12	-	Māori & Pasifika whanau / fono	Meeting summary, and thanks for attendance.

6.3. Actions

Review of actions from 10 December 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	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	In progress
DC	Recirculate Ministry timesheet for Board work required for Annual Report	Complete
AB	Follow-up the quantum of 5YA funding allocated to our School	

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 March 2019 at 7.15pm

Agenda items due: Monday, 4 March 2019

Papers are due: Friday, 8 March 2019

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:10

Minutes **approved**

Chair:



Date: 11/03/2019