

## **Newtown School Board of Trustees**

### **Meeting minutes**

Wednesday 25 January 2017, 6.00 pm, school staffroom

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Present: Mark Brown, Annette Gittos, Julie Bennett, Lucy Kebbell, Kelvin Harper, Karen O'Leary, Mitzy Austin and Dean Ashton (Ministry of Education) (items 1 - 2) and Jo Gould (minutes).

Apologies: Victoria Esson, Daniel Petersen

#### **1. Karakia led by Karen**

**ACTION:** Karen will bring a laminated karakia to the next meeting.

#### **2. Enrolment scheme**

Annette welcomed Mitzy (Lead Advisor Network, MoE) and Dean (Regional Property Advisor, Education Infrastructure Service, MoE) to the Board meeting.

Mitzy and Dean clarified that in the new build we are looking at a maximum capacity of 370 students with 17 teaching spaces (which are hard to define as they will be flexible teaching spaces). Need to assess what the roll is likely to be at the end of construction, which is difficult to do without an enrolment scheme in place to manage the roll. The new build is funded through both rebuild and roll growth funding. There is no more money available for roll growth until there is a scheme in place. When a school has a scheme, the school is in a position to say they are having further growth from families within the zone. Options could then include changing the zone (although Mitzy noted that the current proposed zone for Newtown School is already quite small), or additional roll growth class rooms (which are prioritised first regionally and then nationally - there are some big issues nationally, especially in Auckland, which puts pressure on this source of funding).

Current teaching spaces: 15 (not including the library).

The Board asked whether the prefabs will remain once the new build is completed. Possibly one or two of the prefabs could stay, but MoE can't commit at this stage. At the end of the day, MoE will leave the number of prefabs that are needed for the size of the roll, but prefabs are not ideal (they don't lend themselves to innovative learning environments, for example).

Children attending a special programme are "in-zone", so could be included in the student numbers.

Mark and Annette reported on a meeting they had earlier in the week with the Mt Cook School BOT Chair and Principal, who expressed two concerns about the proposed Newtown School zone. The

first was around the bubble in the proposed zone that goes across to Wallace Street - they have very definite views about what they see as their zone, and see this as their “patch”. The second concern is the possibility that, in future, the MoE could look at shrinking the Mt Cook School zone, so that this area is excluded from their zone (90 students from their school come from that bubble). Mark made it clear that the proposed zone hasn’t gone to Arlington, but has gone to this area as 30 families have chosen/identify with Newtown School. The proposed Newtown School zone continues status quo, as it allows families to choose which school to go to, as they are currently able to. Mt Cook school will be able to make a submission on the proposed zone if they like.

Next steps: Formal consultation. Mitzy indicated that she is happy to help with answering any technical questions that may arise during the consultation process (and can attend consultation meetings if the Board would like her to. Annette indicated that the Board would like her to attend). BOT will need to receive and acknowledge the feedback, which could be conflicting. The Board will have to think hard about the feedback before submitting the final proposal to MoE. MoE will look at all the feedback, and how it was responded to. MoE may come back to the school and ask the Board to rethink the zone, or the MoE could approve it.

Dates for consultation on the proposed school enrolment zone: 20 February - 3 April 2017.

**ACTION:** Karen to talk to Mark about communicating to the school community about the consultation process.

In terms of the French immersion proposal, an important question is the projected costs, and how the school is going to recoup the expenses so that it is not detrimental to existing students. The French Community has indicated that they have secured some money (EU 8,000). The Ministry will cover the costs of a staff member (but there needs to be 25 students to fund a full-time teacher, and it may take some time to get this many french-speaking students on board). Victoria will work up a budget with Mark.

**ACTION:** Mark and Victoria to work on a budget for the French immersion proposal.

### **3. Board member roles**

The Board unanimously confirmed Annette to the position of Chair and Julie as Deputy Chair.

Committees: current structure to remain. The School Charter is coming up for renewal. A working group will be needed, with Board and parent representation.

**ACTION:** Mark to check with Maria Cotter to see if she is interested in being involved in the development of the new School Charter.

### **4. Previous minutes and actions**

7 December 2016 minutes were approved (moved Lucy, seconded Karen)

Action items were reviewed and updated as required.

## **5. Conflicts of interest**

No new conflicts declared.

## **6. Principal's report**

Mark tabled his report. Items discussed included:

- Mark has met with members of the construction team, with a separate meeting to discuss health and safety. Mark is very happy with what is planned, Darrell Smith will attend another meeting to ask any questions. Playground completion is on track (end of next week).
- Teachers have been back for a week, and Mark has sensed a positive vibe. Two teacher-only days are planned for next week.
- The leases have been renewed for the chromebooks. There is one device now available for around four students.

## **7. Draft School Annual Plan 2017**

Mark tabled an ERO document about the changing nature of schools. The Annual Plan needs to reflect where we want to be heading and this is a useful document to help us reflect on this. Teachers will be considering learning methods and classroom environment. The section the Board needs to cover is on governance.

Mark also tabled proposed Annual Plan 2017. Focus for BOT to consider is on Stewardship - Governing our school. Mark will create a blank document and people can start populating the new plan.

**ACTION:** Mark to create document and email link to the Board. All members to consider Aim/How section on Governing our School section of the draft annual plan and provide any input by the February meeting.

## **8. Finance and property (including draft 2017 Budget)**

The draft budget for 2017 was discussed. The draft was based on previous budgets, taking into account roll growth (340 students, although we are likely to get to 360 students this year), with more

money on learner support. Good reserves. A contingency of \$100,000 has been put aside “in case of an emergency”. The budget has a small cash flow deficit, but this is a conservative amount. The budget includes about 110 teacher aide hours per week of general student support.

Analysing where we put our ‘impact’ teachers so we have the best team on the ground.

Budget - meeting in July with Education Services. Victoria has requested a change to the format to cashflow budgeting rather than percentile based data. Draft budget to be presented at the next meeting.

## **9. New build**

Unfortunately there is an expanded area of construction site as a result of the permanent situation of the crane. Access to the site will be via Riddiford St except in limited circumstances.

There are a number of practical ideas circulating by the leadership team as to how to manage the reduced play area. The library, hall and classrooms will be available for other activities.

Unfortunately the new build is already behind schedule due to complications with the requirements of the Council.

## **10. Other committees and working groups, and Maori medium**

Health and Safety - Audit of the school health and safety systems with Darrell Smith in Term 1.

Policy - now that the Framework is approved we need to work through the cascading policies. The next one on the list is merging all Finance policies into a comprehensive document. The goal is to have all key policies in place by the end of Term 2.

Sponsorship - Karen to attend next FANS meeting to get involved with School community.

## **11. Any other business/correspondence**

### Correspondence -

- Email from Ishma’s father about an incident when she was able to leave the school. These issues have been worked through by the school with the Ministry and the family. Issue is primarily around the gate next to the School Pool. The gate has been resolved to the satisfaction of all parties involved.
- French Bilingual Unit - advising that they have received EU8,000 should we get approval to proceed this year and asking when consultation would proceed.

- Discussion with Market and Swim School regarding the reduced useable footprint as a result of the new build. Steve (neighbour) advised that at 4.30am a fruit vendor was unloading and this is unreasonable. Mark has discussed this with Damien.

## **12. In-Committee: Personnel Matters**

The Board moved into committee at 8.30pm, and moved out of committee at 9.05pm.

**Next meeting:** 22 February 2017 at 6 pm (for 2017 meetings will be held on the fourth Wednesday of the month)

