

## **Newtown School Board of Trustees**

### **Meeting minutes**

Wednesday 6 July 2016, 6.00 pm, school staffroom

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Present: Mark Brown, Annette Gittos, Kelvin Harper, Julie Bennett, Victoria Esson, Daniel Petersen, Lucy Kebbell (from item 5), Jo Gould (minutes)

Apologies: Jamila Ali

#### **1. Introduction and welcome to Daniel**

Daniel was welcomed by the Chair, and introduced himself to the Board.

The Board agreed that Daniel Petersen be co-opted to the Board until the next Board election (moved ANNETTE/seconded JULIE)

#### **2. Previous minutes and actions**

1 June 2016 minutes were approved (moved ANNETTE/seconded MARK)

22 June 2016 minutes were approved (moved ANNETTE /seconded JULIE)

Google drive links to minutes and the table of action items to be emailed to Board members once finalised.

Action items were reviewed and updated as required. Two items were discussed:

- Mark provided an update about the issue of the risk register, a requirement of the new Child Protection Policy. MSD do not provide a generic risk register. The model the Board has adopted, from Child Matters, covers matters relating to the register.
- Clare Moleta's letter, suggesting the Board invite a Wellington representative of the Problem Gambling Foundation to discuss the harm gambling causes to the community, was discussed. The Board agreed to write to Clare to indicate that her suggestion will be considered as part of a wider discussion about the school's fundraising policy. The fundraising policy (including who the school could seek funding from) will be developed by the Policy Committee.

**ACTION: Annette to write to Clare Moleta to inform her that her suggestion to invite a local representative of the Problem Gambling Foundation will be considered as part of a wider development of the school's fundraising policy (to be led by Lucy)**

### **3. Conflicts of interest**

None declared.

**ACTION: Victoria to circulate a conflicts of interest register to record any conflicts and mechanisms to deal with the conflicts.**

### **4. Correspondence**

No new correspondence for the wider Board's consideration had been received.

### **5. How we work as a Board**

Annette presented an overview of the role of a school board, including:

- Supporting better learner achievement outcomes
- Compliance with legal requirements (under the Education Act, employment legislation, Health and Safety in Work Act)
- Keeping the school on track (annual and long-term goals)
- Setting the strategic direction, setting policies, characterising and managing risk, and monitoring and evaluating student achievement
- Engaging and communicating with the school community

As the Board meets monthly for only a couple of hours, it is important to identify what needs to be covered - the Board needs to be focussed, clear, meet legislative requirements and reflect the school's community. Annette tabled a draft triennial board work plan to help shape this discussion, which will be a living document.

The Board also discussed whether to consider a wider range of issues but at a comparatively shallow level or focus on fewer issues in more depth (particularly in the context of the Principal's report). It was agreed that in-depth written reports be provided, with the opportunity to ask questions, with the discussion at the meetings focused more on strategic issues or issues that are yet to happen (so that the Board can contribute their views).

The possibility of having a 3 hour/half-day Board induction, to provide wider context, was discussed, and received widespread support.

The Board discussed the need to identify risks - what could get in the way of the Board achieving its aims - this could feed into the strategic objectives of the Board. Victoria agreed to lead this.

**ACTION: Board members to update the skills matrix in Google Drive.**

**ACTION: Victoria to lead a discussion at a future Board meeting around risk identification.**

**ACTION: Board members to consider when to hold a 3 hour induction (preferably in the next two months)**

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

Mark presented and provided an overview of his report, which relates to items in the School's Charter. Mark pointed out that his report includes links to resources that provide wider context for the items that are included in the report. Issues discussed included:

- PaCT (Progress and Consistency Tool) - a lever for the school to know where overall student achievement is at, and to create accurate OTJ (Overall Teacher Judgements) for individual students. The school, at the beginning of the year, was able to use the tool to identify and target around 30% of the student population who were under-achieving. An update on PaCT implementation will be presented at the August Board meeting.
- Work around performance management framework - a new system is in place where teachers show evidence of their effectiveness, and an emphasis is placed on development. Mark offered to show the Board the framework as part of the Board's induction.
- Delivery of Te Marautanga o Aotearoa (TMOA) is on track with the appointment of Fraesar and the support he has in the delivery of TMOA.
- Community of Learners - a Ministry of Education initiative. A Community consists of around ten schools, typically in the same geographic area that form around students' usual pathways from primary to secondary schooling. An initial meeting has explored and established student pathways. Based on data provided by the Ministry of Education, the majority of Newtown students go to SWIS then on to Wellington High School.
- The previous Board had been approached about a proposal to establish a French bilingual unit. The Ministry of Education has spent time on the proposal and is at the stage of being able to provide some feedback. If the Ministry is not prepared to support the proposal the school will not be progressing it further.

## **7. Community**

Lucy reported that FANS had decided not to hold regular meetings - smaller groups that are interested in particular issues and initiatives (like the recently held music week) will instead meet to plan events.

Other community events are planned for 2016 - book week, food fair and a school disco.

Annette thanked FANS and all those involved in the music week for a successful series of events.

Lucy, Jamila and Victoria will form a new Committee, with teacher representatives, to discuss and progress initiatives around engagement with the school community (picking up on the good work that was previously led by David Schaaf).

## **8. New build**

There is a governance group for the new build (which consists of the Min of Education project manager, architects, and Board and school reps) - Angela Gibson has agreed to remain on this group until the end of the year.

Transition of the prefabs - the two end prefabs plus the additional two roll growth prefabs will be moved on site during the July school holiday. The remaining two prefabs will be moved in "non-contact" time.

Detailed design plans for the new build will be presented to the Board at the August meeting. A wider school meeting will be held on 24 August 2016, likely to be from 7 - 8 pm.

Julie has been measuring air quality, both indoors and outside - she reported that the school is above the World Health Organisation's recommended level. The new school build's ventilation system needs to address this, as does the school's landscaping. Julie offered to pass the design plans to colleagues who have an interest in this area and in Maori learning environments to see if small changes can be made to the design. The Board agreed this was a good idea, as was sharing the findings of the air quality tests with the Wellington City Council.

## **8. Finance**

Victoria tabled the minutes of the finance and property committee meeting held on 5 July 2016. The total year to date income sits at 52% and expenditure at 31% of budget .

FANS has a balance of \$8,520 - Victoria noted that the Board could be more ambitious in terms of FANS' fundraising target. This could be part of the wider work of the Board on the fundraising policy and planned activities.

**Action: Victoria to follow up with the Sponsorship Team at Te Papa to see if they could run a session with the Board about fundraising (possibly at the September meeting).**

**Action: Board members to investigate whether there is anyone in the school community who has an interest in fundraising who could attend a meeting of the financial and property committee.**

The Board approved expenditure for the month of May 2016 of \$45,095 (moved VICTORIA/seconded ANNETTE)

Pool upgrade - Victoria has asked to be involved in the project governance meetings as the Board's representative. Mark tabled the funding agreement with the Wellington City Council.

The Board discussed whether the school should bring forward the redevelopment of the senior playgroup to create a safe and engaging recreation area for children. This will be an on-going discussion.

## **9 Any other business**

Daniel led a discussion of Ngati Kotahitanga - the unit was isolated from the rest of the school but is now entering a new beginning stage - one school. There is a lot that Fraesar has been doing in the accelerated learning space for the tamariki, and in increasing the level of Te Reo delivery. Daniel indicated that Board members are welcome to attend a future whanau meeting.

**10 In-Committee: Personnel Matters**

Moved into committee at 8.31 pm. Moved out of committee at 8.35pm.

**Next meeting:** 3 August 2016 at 6 pm