

## **Newtown School Board of Trustees**

### **Meeting minutes**

Wednesday 26 July 2017, 6.15 pm, school staffroom

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Present: Mark Brown; Annette Gittos; Julie Bennett; Kelvin Harper; Lucy Kebbell; Victoria Esson; Daniel Petersen; Alan de Lima; and Jo Gould (minutes).

Apologies: Karen O'Leary

#### **1. Karakia**

Daniel conducted the karakia.

#### **2. Previous Minutes and Actions**

Minutes of the 28 June 2017 Board meeting were approved and the action items were discussed and updated.

For the item on first aid training for office and teaching staff, the Board agreed to spread the costs of the training (which are not currently budgeted for) across two years, with priority given to training permanent staff first. Mark indicated that he could fund 10 staff attending the training this year out of the Principal's budget, with a further (approximately) 10 staff trained next year.

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

None declared.

#### **4. Enrolment scheme update**

Mark provided an update. An issue was raised back in May 2017 about the fact that the school's Māori immersion programme is not registered with the Ministry of Education (MoE) despite it operating for almost 30 years. MoE has now provided wording for the enrolment resolution so that the unit is included. The Board agreed unanimously with the following motion:

The Newtown School Board of Trustees already offers a recognised "special programme" (known as Ngati Kotahitanga, Māori Immersion Level 1) that is resourced and subject to roll auditing by the

Ministry of Education. The Board wishes this to now form part of the enrolment scheme that will be implemented in 2017.

The MoE has also requested a copy of the final proposed enrolment scheme, complete with a section on the Māori immersion enrolment scheme policy (which provides that the programme can accommodate up to 50 students).

Mark reported that he had met with the Director of Education for the Wellington Region at the MoE, Suze Strowger. Suze had been approached by Principal of Mt Cook school who expressed concerns about the overlap of the proposed enrolment zone with Mt Cook's current zone. Mark explained to Suze rationale for the overlap (which has been discussed before at Board meetings) and how the school came to the decision on the proposed zone.

Mark advised that we are now awaiting a decision from the MoE on the enrolment zone proposal.

## **5. PB4L**

### ***School values***

Mark reported that the school is proposing to add two additional values - Manaaki-Respectful (to embrace, support, respect, care for others) and Kia Kaha-Effort (to be bold and strong, giving your best effort) - to the existing values of Connected, Resilient, and Curious. All these school values will be in English and Te Reo, and be represented visually with symbols (Mark showed the drafts). The curriculum will be based around these core values.

The school is also looking at reproducing the values in other languages that are used in the school (Mark noted the current broad ethnic groups of the school: 36% pakeha, 15% Pacifica, 14% African, 20% Asian (includes Indian) and 15 % Māori).

**ACTION:** Mark to put the values, including symbols, in google drive for Board members to consider and provide feedback before the next meeting.

### ***PB4L***

Information sessions for the school community are being held tomorrow (27 July). The presentation is in google drive - it explains the principles of positive behaviour, and the processes we have in the school, plus what additional support is available. The presentation will be uploaded onto the school website. A parent representative has been invited to attend the next PB4L school meeting.

Details of the information sessions were included in the latest school newsletter. The Board discussed how accessible the school newsletters are, particularly when they are emailed to parents and caregivers. The files are large, and a lot of data is necessary to download them. The option of a plaintext version of the newsletter was discussed, but will not be progressed at this stage given the teacher resource already involved in producing the newsletters.

## 6. Principal's report

Mark tabled his report. Items discussed by the Board included:

- New build - the building structure has been re-designed, with brick and block being used in place of the material that was unable to be supplied (this won't look any different from the outside of the building). A new consent process is underway. Concrete will be poured tomorrow - health and safety measures will be in place (barriers plus a person acting as a marshall). Mid-May 2018 completion is now looking likely (during Term 2) for the new build.
- No more news on swimming pool - we are waiting for the Council to get back to us. Mark will call the Council for an update on progress.
- School Trustees Booklet - The booklet, published by ERO, focuses on student achievement and well-being, and the role the Board plays in these two areas. Mark will create a document that addresses the key questions in the booklet.
- Mark recently met with Ross Hanna from ERO to discuss the scope of the visit. ERO will attend a powhiri at the school on Monday 14 August 2017 (at 1.30 pm), which will be followed with meeting the Board and school leadership team to discuss what has happened in the school since the last visit. ERO will also meet with staff, and with Mark to develop the programme for the next two days. The visit will involve classroom observations, and looking at aspects of the curriculum. Key areas of interest include student achievement and progress, moderation (particularly use of the PaCT tool), and how Newtown School fits within COL (communities of learning). ERO will meet again with the Board on Thursday 17 August 2017 for an initial report back. The Board requested that this meeting take place in the early evening, as it is difficult for some members to meet earlier due to work commitments. Mark indicated that preparation for the visit is on-track, and he is confident that the school can tell a good story about progress, as well as identifying areas for improvement that the school is working on.
- Communities of Learning (COL) - Mark noted that there is a real push from MoE to get COLs established. Eight schools, including Newtown School, have signed an expression of interest in exploring possibilities for a Capital Community of Learning. Looking at also including early childhood centres within the COL, plus tertiary providers. Boards of Trustees will be involved later in 2017, around the establishment of a steering group.

## 7. Finance and Property

The Board noted the expenditure for the month of June 2017 of \$54,550. Year-to-date (YTD) income is at 54% of budget. YTD expenditure is at 45% of budget (with 50% of the year gone). There remains a sizable positive variance ahead of projected expenditure, due to savings across all areas.

Victoria (and the Board) expressed thanks to Lucy for her work on the Finance Policy (discussed further below), and noted that the draft policy highlighted some things that need to be in place. These include financial delegations, gift registers (to record both gifts given and gifts received) and an annual report with final audited accounts.

**ACTION:** Victoria to prepare financial delegations for the August Board meeting.

Annual accounts - these haven't yet been finalised as there is ongoing discussion with the auditors and MoE about how to deal with an underspend in the targeted fund for educational achievement contract. Once this has been resolved the audited accounts can be finalised.

Mark has drafted the annual report. A statement from the Board Chair is needed, by 9 August 2017. Other Board members are also welcome to add brief comments (for example, around policy development).

**ACTION:** Mark to put the draft annual report on google drive for Board members to look at, and for Annette to prepare a Chair's statement.

## **8. Policy**

The Board discussed the revised Finance and Property Policy that Lucy had circulated to members. Lucy noted that most of the policy document reflects what is already in place, but some additional material (highlighted in the draft policy) comes from the MoE template - the Board saw that this material was useful, particularly around processes for expenditure, asset management and gift registers. The Board made some amendments to the policy before approving it unanimously.

Lucy indicated that employment policies, IT security, visitor security and healthy food and nutrition policies will be next up for review.

## **9. Māori medium**

Daniel provided an update. The first whanau hui for the term is taking place tomorrow night.

A few students are coming into the unit with limited prior Te Reo experience - Daniel reported that a policy and approach for these students is being worked on. Also looking to meet with the Principal of the Te Kura Kauapapa Māori school, to discuss pathways for students when they leave the Māori immersion unit.

Daniel also commented that the hangi went really well, and that kapa haka is on track for next year. Want to get someone over to the FANS meeting, especially for fundraising for kapa haka (which is school-wide). Daniel is off to Napier shortly to talk with a carver. Daniel is getting the history of the current carvings, and the Māori immersion unit (30th anniversary next year). Also keen to explore coming up with a Māori name for the school.

## **10. NZSTA Conference**

Victoria and Annette provided a reportback about the recent conference - over 1000 delegates in attendance. Keynote speakers were very positive, especially David Rutherford (Human Rights Commissioner who spoke about bullying at schools - in particular, creating environments where students can speak out about this behaviour). The [bullyingfree.nz](http://bullyingfree.nz) and [kia kaha](http://kia kaha) websites are worth looking at. Restorative conversations between families and students, as part of the PB4L process, was seen to be positive and powerful.

NZSTA AGM - Annette reported that at the AGM there was agreement to establish two working groups,

one to look at how best to address behavioural issues, and the other to look at Trustee remuneration (which hasn't changed for many years).

#### **11. Other committees and working groups**

- Dyslexia and learner support - the working group recently met with an educational psychologist, who will do some observational visits around the school.
- Health and Safety - items identified in the audit, plus some other issues, have been fixed over the holidays.
- FANS - next meeting is on Monday.

#### **12. Any other business (including correspondence)**

Feedback about Seesaw has been positive - parents and caregivers are feeling more connected to the school and what children have been doing.

#### **14. In-Committee**

The Board moved into committee at 9:14 pm to discuss personnel and other matters. The Board and moved out of committee at 9:25 pm.

#### **15. Closing karakia**

Next meeting: 9 August 2017 (with a focus on the ERO visit). The September meeting resumes the 4th Wednesday of the month - 27 September 2017.

  
9 Aug 2017