

## **Newtown School Board of Trustees**

### **Meeting minutes**

Wednesday 22 March 2017, 6.15 pm, school staffroom

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

Apologies: Karen O'Leary

#### **1. Karakia**

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

Minutes of the 22 February 2017 Board meeting were approved, and the action items were discussed and updated.

#### **3. Enrolment scheme update**

Mark and Annette met with Mt Cook school for the third time about the proposed zone boundaries. The issues discussed had been covered in previous meetings, with no new issues arising. Mark and Annette reiterated that the proposal was at the formal consultation stage and that no decisions had yet been made.

Consultation meetings have been held, with low attendance. 70 responses have been received to the consultation document to date. Comments have been tabulated. The consultation runs until 3 April 2017.

**ACTION:** Annette to clarify with Ministry of Education about whether any new special programmes (for example, bilingual units) could be accommodated at a later date if an enrolment scheme is introduced for Newtown School.

#### **4. School Annual Plan 2017**

The Board was invited to view the latest draft of the Annual Plan 2017 in Google Docs. Board approval of the Annual Plan will be sought from Board members via email.

#### **5. Policy and FANS update**

Lucy invited feedback from the Board on the draft finance policy.

Mark advised that he has been working with MOE on the physical restraint policy, with a procedure being developed based on the guidelines that came out late last year.

Lucy has been busy with the Food Fair which is on this Friday (in the hall if the weather doesn't cooperate).

Lucy also reported that there is a lot of parent support in FANS - bite-size roles have been developed and filled by parents to spread the workload. The only outstanding role to fill is the grant application role.

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

Mark tabled his report and highlighted the following items:

- There is a new section in the report that provides an update on the key objectives in the Annual Plan.
- Referrals have been made through the RTLB service and to MOE for students with significant learning and/or behavioural issues. Additional supports and resources are in place as a result. The Board stressed that they are open to discuss what additional resources may be required to support students in need, as they arise.

## **7. Dyslexia Working Group**

Julie reported that the dyslexia working group had developed a list of questions for Sally and Mark on the support currently provided for students with learning challenges, which were answered at a recent meeting of the group.

The Board discussed the Learner Support Register. The register has been set up in October 2016 and listed children at the school with learning challenges, which Sally and Nicki have oversight of. Approximately 100 children are currently included in the register. Around 20 of these children have been identified, through PAT tests, COPS screening tests and other means, as having dyslexic tendencies. The school has been working on teacher and teacher aide training in this area, and introducing other measures to support these students. Following results of the most recent PAT tests, teachers will assess whether there are any additional students who are exhibiting dyslexic tendencies and they will be added to the register.

## **7. Finance and Property**

The Board noted the expenditure for the month of January 2017 of \$36,065, and the working capital that has been carried over from 2016.

The financial management reports prepared by Education Services for the months of October 2016, December 2016 and January 2017 were tabled.

Mark and Victoria met with Daryl Stewart from Educational Services, who was very complimentary about the school's financial position, which Daryl described as being good but not "too strong". Daryl noted that we have a comfortable depreciation percentage and

that there would be an opportunity to spend some of the reserve in future. Mark and Victoria will work with Daryl over the next few months to move towards a more phased budget.

The Board approved a motion to increase the capital item threshold from \$500 to \$1,000 to take effect immediately and be reflected in the asset register, which should be reviewed and updated over the current financial year (moved VICTORIA, seconded ANNETTE)

The Board deferred a decision on the draft motion to agree to create a statement of uncommitted funds, with a value of approximately \$120,000. The Board decided that the priorities for the use of these funds should first be identified and discussed.

**ACTION:** Mark to outline the school's Five and Ten Year Property Plans (building maintenance and development) at a future meeting (how they work, etc).

The Board also discussed whether there should be a differentiated donation model for the proposed French bilingual unit families to off-set the operational costs of the unit, should the proposal proceed. It was noted that parents involved with FRENZ pay a donation to FRENZ, which is used by FRENZ to pay contributions towards running the units (along with sponsorship money, contributions from the French government etc). The Board agreed that a standard donation framework for the whole school was a better option than any differentiated donation model.

In terms of the property update, Will Lamb (MOE property manager) is creating a total school environment concept design (covering both the new build and the existing buildings), which may result in a plan to renovate the existing school buildings. There is no set due date for this document.

Pool - an engineer's report has been received, which has identified a structural problem with the south side wall, which needs strengthening. Mark has met with Wellington City Council (WCC) to discuss possible options.

To recap - \$435,000 towards the costs of upgrading the pool (filtration, ventilation, roofing etc) has been signed off. Since then, the earthquake has had an impact. Detailed cost estimates to fix the problematic wall are currently being worked through with a quantity surveyor. These costings will be ready by 28 March, to inform a submission to WCC for additional funding.

**ACTION:** Mark to put forward a submission for additional funding to WCC for the pool wall strengthening work.

The scooter lock-up roof can't be progressed at this time because of the structural issue with the pool wall.

Annette reported that she and Mark Brown had met with the Saturday market organisers and Steve (a neighbour who has concerns about noise issues arising from the early morning set up of the market). The opening hours of the market were clarified (7 am until 3 pm). Trucks arrive from 4 am, because space is tight and it takes a long time to set up. The noise issues were discussed, and while there are still some issues to work through, the market will trial having the food trucks operating in the car park area - these trucks can arrive later in the morning (about 7.00am) as they are smaller and need less time to set up.

Annette clarified that there is currently no legal contract in place with the market (although a document was signed by the previous Principal and market organisers). The school is awaiting advice from the Ministry of Education about markets and other community events taking place on school property. In the meanwhile a memorandum of understanding will be developed, which will cover issues such as health and safety.

**ACTION:** Lucy to draft a MOU between the school and market organisers

The planned extension of the playground (consisting of an additional slide coming down to new spongy material on the concrete forecourt) is on hold, as the space is needed for market trucks to maneuver. A barrier needs to be placed on the wooden slide platform that is currently in place.

## **8. New Build**

Julie reported that the soil under the new building pad area is soft, so 0.5 - 1.5 metres needs to be scooped off and replaced with a compacted base, leading to extra cost and time for the new build to be completed.

## **9. Maori Medium**

Daniel reported that the whanau of Ngati Kotahitanga held a hui last week - almost every whanau member was represented. Amongst the issues discussed was a hangi as part of Matariki - the proposed date for the hangi is Friday 23 June 2017. As a result, there were a couple of proposals for the Board's approval, to support the cost of purchasing a multi-kai cooker, plus koha for food for the hangi for Matariki festival.

The Board was supportive of the proposals, but wanted more information about the cost of hiring a kai cooker, and information about how often a cooker would be used if one was purchased by the school.

Daniel said that they could possibly borrow one cooker, maybe two. A quick internet search indicated that the cost to hire a cooker for 140 people would be \$200.

The Board was supportive of koha for food (which would be an operational cost for community events), and to hire two kai cookers for the first hangi, and see how that goes before deciding whether to purchase a cooker for the school.

The Board also discussed fundraising for kapa haka uniforms (kapa haka would be offered school-wide, not just for tamariki in the unit). A tutor is coming in three hours a week to train the children. Also a Taiaha tutor is on board (Gregory).

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

Mark reported that, on the health and safety front, the school is working with workwise. Technology is being introduced to help record incidents, and reports will be available to the Board. All policies and checklists will be in one place.

The policies need to be updated as a result of the new legislation - Julie indicated that she is happy to do this.

**ACTION:** Julie to update the health and safety policies to ensure that they are consistent with the new legislation.

The Board discussed the Education Review Office review, which is scheduled for later in the year.

**ACTION:** Mark to report to the Board by May 2017 about the ERO review - what needs to be done, what we have ticked off from the previous report etc.

#### **11. Any other business**

- Mark spoke with Julian in response to his letter about rubbish. Since that discussion things have been put into place to reduce litter around the school (enviro crews, Friday Team, children encouraged to take responsibility for putting their rubbish in bins etc). A parent is also helping with recycling efforts.
- The letter from the Richmond Road School, about the French Bilingual unit operating at that school, was noted.
- Heritage fruit trees - Mark is keen to take up the offer from the group to plant heritage fruit trees in suitable places around the school.
- Newtown school values - Mark will report back at the next Board meeting on the consultation with the school community on these values.


**ACTION:** Mark to report back to the Board on the consultation about the school values.

#### **12. In-Committee**

The Board moved into committee at 8:47 pm to discuss personnel matters, and moved out of committee at 9:03 pm.

Mark and Kelvin left the meeting so the Board could discuss the Principal's Performance Agreement. Daniel also had to leave at this point.

Next meeting: Wednesday 26 April 2017 at 6.15 pm (TBC)

 26/4/17

