

Newtown School Board of Trustees

Meeting minutes

Wednesday 25 October 2017, 6.15 pm, school staffroom

Present: Mark Brown, Annette Gittos, Julie Bennett, Kelvin Harper, Victoria Esson, Lucy Kebbell, Daniel Petersen, Karen O'Leary (until item 5) and Jo Gould (minutes).

1. Karakia

2. Previous Minutes and Actions

Minutes of the 27 September 2017 Board meeting were approved and the action items were discussed and updated.

For the item on the healthy food and nutrition policy, Mark advised that the staff have discussed the policy - while staff were largely happy with the policy and implementation guidelines, some concern was expressed about potential restrictions on bringing food to school to share with students as part of celebrations. Staff members had noted that, for some families, sharing of food at these times was an important part of their culture. The Board discussed this issue, and decided that a good next step was to share the policy with families, emphasising that it's about promoting healthy eating. The Board invited Mark to come back if any issues arose with the implementation guidelines.

3. Conflicts of interest

None declared.

4. Finance report

Victoria summarised the financials for September 2017 - the Board noted:

- expenditure of \$69,035 for the month of September 2017.
- the total income for the year is \$621,710 (which represents 82% of budget at 75% of year gone), with total expenditure of \$594,773 (73% of the budget).

- the positive variance of \$216,977 ahead of projected expenditure – due to savings across most areas – property maintenance being the largest.

Victoria indicated that the Board could look at decreasing the amount budgeted for depreciation next year, as we have been very conservative on this previously. The projected position at the end of the financial year is around \$217,778 (similar to the amount at the end of the last financial year).

There was some discussion about the FANS balance of \$16,023, which appears high but this is a result of some funds from last year having recently been carried over to the current financial year. Mark noted that he and Melissa have done lots of work to ensure that FANS income and expenditure is accurately coded, with a new code having been created for FANS expenditure.

Victoria informed the Board that a draft budget will be presented at the next Board meeting.

Victoria also commented that she will talk to Education Services about identifying in the school's accounts the investment fund of around \$150,000, to signal that this amount will fund a particular expense that the school is expecting. The Board can then discuss at the next meeting about what particular expense this fund will be "tagged" for.

5. In-Committee

The Board moved into committee at 6:50 pm to discuss personnel and other matters. The Board moved out of committee at 7:43 pm.

6. Policy

Maori medium

Daniel observed that the children are tracking well in Ngati Kotahitanga, and passed on a comment from a parent who had observed that empty beer bottles are being left on the table by Whanau Waitangi - Board members commented that this is a problem in the school grounds, particularly after the weekend when staff usually have to clear away quite a lot of rubbish.

Fundraising

Victoria informed the Board that she had been working with Maria to develop criteria for murals, and would in future be seeking the Board's support for fundraising. Three outdoor spaces for the artwork

had been identified, with slightly different focuses. Proposals from artists would be called for at a later date.

Health and safety

Mark noted that there had been three incidents on the building site with scaffolders. The Ministry of Education has been doing audits and spot checks.

7. Principal's report

Mark tabled his report. The following items were discussed:

- A focus this term will be reviewing the Modern Learning Environment approaches, in particular, looking at what has been done, and how certain groups of students have been catered for - for inducting new staff and in preparation of going into the new building.
- The school has been working through the staffing structures for 2018, with new staff coming on board next year.
- Two Board members and two staff members will be involved in a "cafe style" workshop next Thursday on the Capital Community of Learning.
- Sally will present to the Board at the November meeting about the work of the PB4L committee (which includes parent representatives) and the results of the parent survey on inclusive learning.
- A lot is happening with the school build, which is still expected to be completed in May 2018. Work on the finishing details and colours will shortly be done with the architects and project manager. Board members are welcome to do a site visit - just let Mark know of any interest.

8. School charter

The Board discussed the new school charter for 2018 - 2022.

Annette provided an overview of the process that was used to develop the current school charter, which dates back to when Mark started at the school. At that time the Board went out to parent community and asked what things are important to them for their children's learning. The key theme was that the school community wanted more than just the three Rs - leadership, creativity, multicultural, and celebrating diversity were all important.

In developing the new charter, the Board was of the view that the document should be accessible, readable, less complex, inclusive, with a clear vision for the school and SMART goals (specific, measurable, achievable, realistic and timely), and reflect Maori and the diversity of the school community. Some parts of the current charter could be removed and put on the school's website (for example, the story about the school's logo). There was some discussion about developing a short summary document, with a more comprehensive document that sits behind it - both must closely connect / be aligned to each other.

The Board discussed a combined mission/vision proposed by Lucy: Nurturing the whole child to create a growth mindset for life-long learning.

It was decided that, for the new charter, the Board would start with a blank document, adding in relevant material that the Board wants, with reference to the strategic and annual plans where appropriate.

ACTION: Mark to create a new charter document that Board members can add in their contributions.

ACTION: Daniel to discuss with Ngati Kotahitanga whanau what they would like reflected in the charter.

In terms of timeframe, the final draft charter will need to be considered at February 2018 Board meeting, so a finalised version can be with the Ministry of Education by 1 March 2018. Staff will be consulted. An annual plan also needs to be prepared.

8. Any other business (including correspondence)

Dates for upcoming BOT meetings

The meeting dates for the next few meetings will be: 22 November 2017, 13 December 2017, 31 January 2018, 28 February 2018.

Correspondence

The Board had received correspondence from Steve Bedford expressing concerns about music from a market vendor. Mark will follow this up with market organiser.

The Board had also received an email from Oliver about fruit trees which had been forwarded to Mark and Julie.

9. Closing karikia

Next meeting: 22 November 2017

A handwritten signature in black ink, appearing to read 'Aputh Gill', written in a cursive style.

22-11-17

