

Newtown School Board of Trustees

Meeting minutes

Wednesday 13 December 2017, 6.15 pm, school staffroom

Present: Mark Brown, Annette Gittos, Julie Bennett, Lucy Kebbell, Victoria Esson, Alan de Lima (items 1 - 10) and Jo Gould (minutes).

Apologies: Karen O'Leary, Daniel Petersen and Kelvin Harper.

1. Previous Minutes and Actions

The minutes of the 22 November 2017 Board meeting were approved and the action items were discussed and updated.

One additional action item was added - that future reports on PB4L include all behaviours (including the more severe and challenging Tier 3 behaviours) and any variance from previous reports is explained.

2. Conflicts of interest

None declared.

3. Presentation on National Standards

Mark summarised the key overall themes arising from the school-wide assessment of performance against the National Standards.

The results for writing continue to be disappointing (which is an issue across New Zealand primary schools). Mark pointed out that ERO had observed that the school was hard in its assessment of the writing standard. Using PACT, teachers evaluate seven different areas for writing. This results in an average of 10% lower performance levels using PACT than just using relying on an Overall Teacher Judgement (OTJ).

There is some inconsistency in the approaches taken to teaching writing across the different whanau in the school. This will be a focus going forward, as well as unpacking why current writing strategies aren't working for certain students in the school community.

The results also show that the school needs to do better with ESL students, who represent a significant portion of the school community.

Overall, 49 children made more than a year's achievement in 2017. 170 children made expected achievement for the year. Another group hadn't made a year's achievement during 2017 (this includes ORS, and a number of ESL students). The report analyses who these children are, and what more could be done to support them. The school is also underrepresented in the "above" achievement levels for a school of its size.

ACTION: Kelvin to send out the report on national standards to Board members to look at over the holidays.

4. Property

Air quality research findings

Julie presented her research findings on exposure to indoor air pollution in Newtown School. After providing an overview about why air quality is important, particularly for children (who breathe more rapidly than adults), Julie summarised her research methods. She indicated that she was particularly interested in the indoor environment, because this is where children spend most of their time.

Findings: PM_{2.5} (that is, atmospheric particulate matter (PM) that have a diameter of less than 2.5 micrometers) averages were below WHO recommended averages, but with high average levels for PM₁₀. Good average temperature (19.4 degrees). Carbon dioxide was high, indicating limited or no ventilation in the room. Nitrogen dioxide was also high (an indicator of air pollution from traffic). Julie identified 30 elements (chemicals) from three main sources - **classroom dust/soil** (for example, when children come into the classroom after playing outside, they transfer dirt inside. This is likely to be the reason for the high PM₁₀ levels), **marine aerosol** (which is expected given that the school is close to the sea), and **traffic pollution**.

Julie summarised the results by saying that while the school does have air pollution issues, these are comparable to most other schools throughout New Zealand.

What can the school do - Julie suggested keeping the windows open (at morning tea time, and lunch time. Temperature is also important, so don't want the rooms to get too cold). The new building will have sensors on the windows which will open when CO₂ levels get too high. Try to reduce the soil on shoes (for example, by using foot baths for children to clean their shoes, remove shoes before going into the classroom, and change the cleaning routine, for example by using more effective vacuum cleaners). Managing traffic issues is more tricky, but the Board could ask the Council/Go Wellington to move the bus stop across the road from the school, plant more trees (to absorb pollution), and limiting the time children spend on the new decks that are on the road side (once the new building is operational).

Julie will let the MoE know about the results of her study, so that they are thinking about the regulation of air quality of the indoor environment at schools. She can also engage with NZTA on the location of bus stops. Julie indicated that she was happy to come to a morning tea to summarise the key results for the teachers.

Property and opening of the new building

The new building is on track to be finished by 11 May 2018. The builders are five weeks behind in their own programme, but are confident that they can catch up. The outside cladding systems are being fixed to the building, and the roof is just about completed. The building will be closed in completely by the end of January.

Parking - the whole site will be locked from 20 December to 27 January to vehicles. The building contractors will control the trucks coming in. Subcontractors can use the staff carpark.

The existing school will be repainted in March 2018, with a coordinated colour scheme throughout the whole school. The roof on the hall is in poor condition, so will require three coats of paint. About half a million dollars of remedial work will need to be completed on the existing school buildings. While there is a high level of IT infrastructure in the new school, the wireless units in the rest of the school need to be replaced

Opening of the new building - the Board discussed some options for opening the new school building. One option is to hold a blessing when the building is handed over from the building contractors, then a more formal opening involving (potentially) the Prime Minister, Minister of Education, Local MP, Mayor and wider school and Newtown community.

ACTION: Annette to draft letter to the PM, inviting her to the official opening sometime at the end of May 2018. Work with her office on the date. Once a date has been determined, invite the Minister of Education, Local MP and Mayor.

6. Finance report

The Board noted October 2017 monthly expenditure of \$60,079. At the end of October 2017 the school had spent 81% of what was budgeted for, with 83% of the year gone. Income is now at 102% of budget (due to increase in school roll and the subsequent grant increase).

Victoria noted that the available funds as at 31 October 2017 was \$294,977, against the budgeted projection of \$308,647 (a small variance of \$13,670). The school's financial position at the year should be approximately \$217,787 - this compares with the actual position at 31 December 2016 of \$215,706. There will likely be some additional expenditure in 2018 that the Board didn't anticipate at the beginning of the year.

Draft budget

Mark met with Education Services to work on the budget for 2018. The school has been advised to keep the depreciation at the same rate.

The budget includes expenditure of \$865,413 against income of \$797,152 (have been conservative with fundraising and grants budgets), with an operating deficit of \$68,261. Note that depreciation has been budgeted at \$92,000 and lease payments \$17,000, producing a movement surplus of \$6,739.

The Board noted that they will need to consider the impact of the possible government move to provide \$150 per student if parent donations are dropped (although this is unlikely to impact on next year's budget).

The Board discussed the impact of the new building on the budget. While the impact is unknown at this time, quotes have been obtained for electricity (for example). The Board will need to keep an eye on this after the school moves into the new building in mid-2018.

The Board **approved** the draft budget for 2018 (Moved Victoria, seconded Annette).

Board members were invited to have a closer look at the budget, and if they have any questions, direct these to Victoria over the next few days, with the aim to sign off (via email) the final budget before the end of the year.

ACTION: Board members to direct any questions on the draft budget to Victoria, with a view to getting approval (via email) for the final budget before the end of the year.

7. Draft School Charter 2018-2020

Annette and Mark have met to progress the development of the School Charter, which will be based on the five themes discussed at the previous Board meeting. There is still some further work that needs to be done. The Annual Plan also needs to be finalised, which will be more operational in nature.

8. Committee reports

Sponsorship

The Board will need to revisit sponsorship in the new year, to identify what the school might want to raise funds for (for example, when the prefabs are removed, we may want to put down astroturf).

ACTION: the Board to consider in early 2018 potential items (for example, astroturf) that will require sponsorship or grant funds to progress.

Dyslexia

Quentin Abraham has visited the school (during Whanau Friday), and will re-visit early next year.

9. Principal's report

Mark tabled his monthly report. After Mark thanked the Board for their hard work during 2017, the following issues were discussed:

- Year 6/8 leavers assembly takes place on Friday morning, followed by the helpers morning tea.
- Communities of Learning - a series of three meetings are planned for Term 1 next year. One is a principal's meeting with a facilitator. The new government is expected to make some announcements about the COL structure, so meetings have been planned from mid-February onwards to account for the possible timing of these announcements.
- Staff members will be offered the opportunity to express an interest in two new "champions of PB4L" positions. The school recognises that there needs to be another step/consequence

beyond reflection time, but have yet to decide what this might be. A restorative aspect is already in place.

- A [report about Mutukaroa](#) is in google docs - Board members are encouraged to look at this.
- The valuable work of the teacher aides in the school was acknowledged when they met this week.
- There is a need to continue to work on communications with the school community, following the survey that was completed some time ago. A lot has been achieved in this area this year, but there is more to be done (for example, translating the core school documents into key languages to connect with families).

Enrolment zone

The Ministry of Education has written to the Board, informing the school that the proposed enrolment scheme has been approved, with an effective date of 29 January 2018. The Ministry invited the Board to adopt the scheme.

There were a couple of variations from the original consultation document:

1. The enrolment zone is slightly smaller, with the north western boundary going along Wallace Street. This reflects the discussion at an earlier Board meeting and Mt Cook School's request to MOE to keep a portion exclusively within the Mt Cook school zone.
2. The Maori Immersion cap is 25, which reflects the current situation of roll. The school can apply to the MOE at any stage to have this reviewed.

Following receipt of the correspondence, Annette emailed Board members seeking their approval to adopt the enrolment scheme for Newtown School. The Board **adopted** the enrolment scheme for Newtown School.

The next step is for a notice to appear in a community paper advising that the school has adopted the enrolment scheme. The notice needs to include a description of the home zone and where people can get a copy of the scheme.

ACTION: Mark to arrange for the publication of the notice in a community paper to say that the school has adopted an enrolment scheme.

The Board is required to review the operation of the enrolment scheme annually. The first review will need to be underway by May 2019.

10. Any other business (including correspondence)

Dates for upcoming BOT meetings


The Board decided to continue meeting on the fourth Wednesday of the month (although the January meeting will be scheduled for 31 January 2018). This can be revisited next year.

ACTION: Annette to check in with Daniel and Karen, the co-opted Board members, about their willingness to continue to be involved in the Board in 2018.

11. In-Committee

The Board moved into committee at 8.55 pm to discuss personnel and other matters. The Board and moved out of committee at 9:37 pm.

Next meeting: 31 January 2018, then the fourth Wednesday of each month

 31-1-2018

