

Newtown School Board of Trustees

Meeting minutes

Wednesday 19 December 2018, 6.30 pm, school staffroom

Present: Mark Brown; Annette Gittos; Julie Bennett; Lucy Kebbell; Kelvin Harper; Miriam Swanson; Victoria Esson; Jasmine Gilbert (items 1 -9); Daryl Stewart (Education Services)(items 1 - 4); Heidi Meudt, Mauricio Lopez and Helen Moriarty (items 1 - 6); and Jo Gould (minutes).

Apologies:

1. Karakia

2. Previous Minutes and Actions

The minutes of the 28 November 2018 Board meeting were approved and the action items were discussed and updated.

3. Conflicts of interest

None declared.

4. Finance

Budget 2019

Daryl Stewart from Education Services discussed the school's financial position and draft budget for 2019. Darryl pointed out that a key figure is the "available funds" - essentially, how much money the school has in receivables and cash, minus what the school owes. As at the end of November 2018 the figure was around \$190,000, which is a healthy position. December is, however, the most expensive month as holiday pay goes out for support staff. Daryl predicted that at the end of the financial year the available funds will be around \$140,000.

In terms of the budget, Daryl commented that the Board needs to consider the impact of the budget on the school's available funds, as financial stability important. A zero budget could have too big an impact on the learning environment of the school. The latest draft of the proposed 2019 budget has a \$9,000 cash deficit, compared to last year's budgeted \$68,000 deficit. So this year's budget has had some items

trimmed back from last year (for instance, property maintenance has been reduced - but this is not a long-term solution).

The draft budget includes increased depreciation because of the additional capital that came with the new school build. Daryl said the figure (just over \$100,000) looks about right, but the depreciation rates across the various assets and their expected life could be looked at again. In terms of the pool, accounting rules require the pool to be capitalized, so it needs to be depreciated. It is very unlikely that the school would be able to replace this asset without the assistance of grants, so the life of the pool has been extended out. A trading account has been set up for the pool - Aquazone funds go here, which can be used for maintenance. Any end-of-year surplus from this account can go into a separately established bank account to be used for any future refurbishment or maintenance.

Spending in the budget sits at 17% for administration, which Daryl indicated is good. Property is at 19%, Depreciation at 11%, which leaves over 50% on Learning Resources.

The Board **approved** the budget and adopted it for the 2019 financial year (Victoria moved, Annette seconded, approved unanimously)

Victoria tabled the finance report with November 2018 figures. The Board noted the November monthly expenditure of \$96,938. The FANS balance remains at \$14,426.

5. Property

Pool refurbishment

Mark has provided the Wellington City Council with a progress report on the school pool refurbishment. There has been a slight modification to the plan - the southern wall was originally going to be demolished, but now part of the existing wall will be reinforced and retained, which should be a cheaper and stronger option. The design of the canopy roof has also changed. The work will be undertaken in Terms 2 and 3.

New build

There remain a large number of issues that need to be addressed with the new school building - heat is still an issue, for example. The architect has been on site to look at the heating and windows.

Safety matting for the lower boxes has been raised, but Mark observed that this has "gone off the radar". The Board is keen that this be addressed.

ACTION: Mark will check whether safety matting for under the lower boxes is on the list of remedial issues for the new school build.

In terms of the Senior Playground, Mark clarified that the school did not pay for an additional slide, nor was it part of the quote - it was going to cost \$28,000 so was pulled from the project. FANS did contribute to the costs of a slide for one of the playgrounds - this needs to be communicated to FANS.

Market MOU

The Saturday Market organiser remains unhappy about the clause in the MOU which could mean that the market operations are suspended due to the failure to clean up adequately on four occasions in a calendar year. Lucy pointed out that the Board can terminate the contract at a months' notice, which would be the only other alternative. The Board reiterated that it wants the market to continue, but the school grounds must be left in clean condition afterwards - currently, the market organisers are charged \$350 if the school has to clean the grounds.

After discussing various options, the Board agreed to amend the clause so that a higher cleaning fee of \$1,000 would apply if the market failed to clean up adequately on three occasions in a calendar year.

ACTION: MOU to be amended along the lines agreed by the Board, with a view to getting the agreement signed.

6. Strategic Plan 2019 - 2022

Student well-being

Mark provided an overview of the development of the school's strategic plan for the coming four years, which includes a focus on school culture - so that the school can be an inclusive, safe and supportive environment for staff, students and whānau. Board members, staff and members of the school community all agree that this needs to be a priority. This priority includes promoting a culture that respects and values people and the environment. Student voice is important, so the school understands what a child is experiencing. PB4L will be refreshed in 2019. A whole-of-school approach is required, including teaching staff, students and parents.

Mark referred to a document on wellbeing at school, about how schools can go about making sure there is a safe environment for everyone. The document will inform Newtown School's approach going forward. Additional support will also come through the Capital Community of Learning, as wellbeing and cultural responsiveness are focus areas for the COL.

Mauricio Lopez and Heidi Meudt highlighted their concerns about bullying and aggressive behaviour in the school environment. They were pleased to hear that the school recognises that bullying does occur, and is looking to implement new strategies with new providers in 2019. Mauricio and Heidi observed that there is a disconnect between what the school is doing, and what the parents understand is occurring - the school needs to be more transparent with parents about what is happening to address the issues.

Helen Moriarty also raised concerns. She pointed out that the Board is responsible for a safe school environment, and that bullying and inappropriate behaviour has continued to occur in the school. A number of parents are concerned - Helen has spoken to 25 of them, and the concerns are widespread. Helen would like to see document on school well being actioned, with whanau involved in helping to resolve the issues.

Annette clarified the role of the Board - which is at the governance, policy and assurance levels. The Board is not involved in the day-to-day operations of the school (including dealing with individual behavioural incidents). The BOT will take on board the comments of Helen, Mauricio and Heidi, and will continue to support the school's strong focus on wellbeing.

The Board provided Mark with some initial feedback on the working draft of the strategic plan. Mark invited Board members to add some material to the section on governance in the plan, and make any other suggested comments and changes. The Board will look at another draft of the Strategic Plan in the January meeting.

ACTION: Board members were invited to provide comments on the draft Strategic Plan, which will be considered again at the January 2019 meeting.

7. Committee reports

Health and Safety

Julie and Jasmine reported that the Health and Safety subcommittee had recently met:

- 13 incidents had been reported, 4 involving hot glue guns.
- 39 medical room forms have gone home in the previous three weeks.
- The Health and Safety Workflow process chart now includes a triage process.
- Trish has been exploring options for Health and Safety training. Worksafe Reps (which has a trainer that specialises in education environments) provide a 2 day course for \$350 pp, with a minimum of eight participants. Newtown School could send a couple of key staff to this training (possibly Mark, Trish and another person who acts for Mark). Mark offered to check with other COL schools to see if they would be interested in participating in the training (to make up the numbers).

ACTION: Mark to check with the COL members (at the 7 February meeting of the COL) to see if other schools are interested in participating in Health and Safety training.

Maori Medium

Mark reported that an appointment has been made to replace Fraesar as kiako in Ngati Kotahitanga. Maraea Pukeke-Pine has accepted a fixed term position for one year. The fixed term appointment was in response to whanau feedback, in particular, they are looking for a change in how programmes are offered in Ngati Kotahitanga.

Mark was recently invited to a whanau hui where a number of issues were discussed. Mark observed that there was honest, transparent discussion where some concerns were expressed, and some solutions put forward.

Jasmin had advised the Board earlier in the month that she has resigned as Board rep for Ngati Kotahitanga.

The Board discussed options for how Ngati Kotahitanga whanau could be represented on the Board. There needs to be a process where whanau can raise issues with the Board, and for the Board discussion

of those issues to be reported back to whanau. Currently the whanau vote for a representative, who is co-opted on the Board. Another option could be for one of the five parent representative positions to be set aside for a Ngati Kotahitanga rep (which is voted for as part of the triennial Board elections, much like the teacher rep position). Lucy also commented that another issue to be considered in how the Board can actively resource and support the whanau in Ngati Kotahitanga.

ACTION - Annette to explore what options are possible within the legal framework for Ngati Kotahitanga representation on the Board. In the longer term, a document needs to be prepared to provide clarity about the Ngati Kotahitanga Board rep role, how whanau is represented, how issues are raised and how Board discussion is fed back to whanau.

Fundraising

For the mural that Whanau Waitangi children had been involved in developing the concept, Kelvin had clarified with Wanwan that the actual painting of the mural would be directed by the artist. So there is no time pressure in terms of raising funds for the mural.

8. Any other business/correspondence

The triennial Board of Trustee elections are due to take place on Friday 7 June 2019. Mark reported that a member of staff will be the Returning Officer for the election.

9. Principal's report

Mark tabled his monthly report to the Board. Items discussed included:

- Numeracy achievement data - Kelvin reported on the generally positive results from the standardised testing (which targeted addition and subtraction) used across the school in Terms 1 and 3. The tests identify a small group of students who are at risk, who are being targeted for acceleration.
- PACT reporting - Kelvin has discussed with some parents how the school reports on their children's achievement and the quality of what is reported. Generally the feedback was that parents like what they currently get, but there is a disconnect between three-way conversations and the more traditional parent-teacher interviews. Kelvin commented that only a small number of parents were involved, so the school needs to connect with more parents.

- Kelvin was congratulated on his new position as Deputy Principal in Postgate School. Mark aims to make an appointment (Scale A position) to replace Kelvin in the New Year.
- The Māori immersion unit has provided achievement data - this demonstrates improvement and a shift in academic progress over the past year. There are some recommendations, and areas to focus on academically, that Maraea can pick up next year.
- Caretaker role - the school is trialling contracting out the caretaker and cleaning roles over the coming year. The contact allows for monthly reviews, and the cost is within the budget for these items.
- The school has received an insurance payout for the stolen TVs, with the school covering the insurance excess.
- There has been a huge cull of old resources in the lundia shelves in old Whanau Tui. The Māori immersion class has also completed a similar exercise.
- New staff are coming on board in 2019, who have been chosen for the particular range of skills they bring to the role.

10. In-Committee

The Board moved into committee at 9:15 pm to discuss personnel and other matters. The Board moved out of committee at 10:10 pm.

Next meeting: 30 January 2019