

Business**Actions**

The National Standards data from 2017 was assessed and was the way to measure achievement, it was decided to use this data as it was available to us. The principal and deputy principal sat together and analysed what the data meant for us regarding targets for our students for 2018.

Mike added that with consideration of all the data that came in, one of the key changes that the school would have to look at is the shift back to the NZ curriculum. (The NZ curriculum was mandated to come in in 2009 but National Standards came in over the top and schools then focussed on those for the last nine years.) We used to have a whole range of assessments and instruments that looked at the breadth of the curriculum, this year the school will look at how to assess meaningfully and gather information for both a broad level and useful level for parents and staff. Quite a bit of work to be done as we're looking at a generation of teachers who are used to National Standards as the driver of the curriculum and parents who have only received National Standards reports.

There's a whole range of data across the school but leadership have zeroed in more on the groups they feel are the most at risk of not achieving. Julie will report at the end of each term on progress against these trends that we're seeing in the groups that have been identified.

Reading is a strength across the whole school.

In 2017 with the targeted support around particular year 4, 6, 7 groups, a real shift was noticed. The planning for targeting groups of more gifted learners is also on leadership radar and in progress. Opportunities/enrichments are sought out for more gifted learners, it is important that these learners are identified on class descriptions. Ideas around talented/ gifted learners were brainstormed. Emphasis in the school at the moment is on those learners who are more vulnerable.

It was confirmed that in pursuit of the new targets for 2018 some of the operational barriers that have affected the previous years have been addressed and there has been progress. E.g. the junior school has been re-organised and this allows more of a focus on the younger ones and less disruption.

RBS data reflects National trends.

- **Review of ERO recommendations - Prisca MacDonald**

Prisca gave an oral report on student well-being.

Jackie Corbett to send out forms for all board members to be police vetted.

Prisca gave a brief review of the recommendations ERO made at the last visit, what has been addressed and what the next steps are (four main areas).

- **Confirm charter and 2018 Charter goal review**

First part presented last year, part that wasn't presented then was the goals that Julie presented at board meeting as those goals couldn't be addressed until analysis was complete.

Business**Actions**

Board developed the charter which is up for review this year, process is that board then give Mike authority to go forth and manage, Mike and management then pull out strategic actions that they will take to meet the goals of the charter and they come back and report on that.

Charter goals are made up of strategic direction from board perspective, the management actions that management take and the targets from the data.

Board confirmed the 2018 charter.

(1st Nichola, 2nd Shellee)

- **Principal performance agreement**

Nichola met with Bryan Gwilliam who was initially working with Prisca and Julie's performance appraisals and he spoke very highly of both. Board discussed whether Bryan should also complete Mike's principal performance appraisal. Cost is \$2600.00 + gst, this will include meeting on five separate occasions, Bryan will also meet with board and Mike will be held accountable. Mike confirmed that the budget did allow for this amount and more. Mike confirmed that he was happy to have Bryan back as he feels there is a benefit to having all three leadership members appraised by one person and felt that he benefited from Bryan's tough and proficient approach.

All board members voted in favour of Bryan Gwilliam undertaking Mike's appraisal.

Mike confirmed that his performance agreement had been completed and sent through to Nichola. Bryan will sit down with Mike and Nichola and recraft it. The performance agreement becomes the agreement that Mike works toward and includes things like getting the international student item across the line, developing Mike's use of Te Reo in terms of his everyday usage. Brian had some ideas and tweaks to add and he will use this as a basis to report back to the board at the end of the year.

- **Review of school policies**

The document that Mike presented to the board is the overview of seven school policies and under each of those are a list of procedures, the policy is the governance driver which the board takes ownership of and leadership then takes the intent of the policy and creates all the procedures that will support those policies. Once all policies are complete they will be shared with the board and then go online for parents. They are broken up under the NAG's (National Achievement Guidelines). Some of these have been completed and the rest are in progress.

Jo pointed out that some of the policy-descriptions could be expanded and some bullet points could be added. Mike assured the board that the policies are the board's to mould, the current policies are what previous boards have been happy with and the current board should shape the policies until they are happy that the policies reflect what they want it to. Jo to add and edit some bullet points on the Google document and the rest of the board will view and track the changes, board will revisit this at next meeting.

Business**Actions****▪ Delegation of authority to the Principal for 2018**

Each year the board has to delegate responsibility of running the school to principal (audit requirement). All board members approved and Nichola to sign off.

(All agreed)

▪ BOT role for discussion - International students

Board discussed the option, benefits and opportunities that having an international student programme within our school would bring. Mike proposed having a board member on the committee that looks at this programme to give board and community confidence in process and procedures.

International students remains a standing item, Mike waiting for review on documentation to be completed and sent back.

Mike provided some background- the previous board recently looked at the opportunities that having international students within our school would bring, one of those opportunities would be significant income which has a number of benefits including the ability to look at funding programmes or items that otherwise wouldn't be made available. Leadership also were looking at ways to lessen the reliance to take money out of community e.g. galas/ fairs would go from being a main driver of raising funds to a community event to bring people together for fun. RBS is involved in a programme called ALLis (Asian Language Learning in Schools), number of students have been learning Mandarin and teachers have been going to professional development to take on Mandarin- so we felt there was an opportunity to support those kids with visitors coming in.

After initial work, the board gave go ahead, the first stage was becoming a signatory to the code (huge amount of work- two applications have been turned down and about to turn in a third). Mike attended a course that looked at the legalities of running an international student programme, the pitfalls, steps etc. Mike thought it wise to get board perspective sitting on the committee that looks at international students- it would bring strategic and governance viewpoint. A board member could bring a business plan around this with strategic and financial planning and reporting back against this. Having a board member on this committee would give board and community confidence that correct procedures were being followed and all was being done well. Would also bring in different expertise from board members. Mike asked if the board agreed this would be beneficial and if so, who on board would be willing to take on this portfolio.

Two day conference in Wellington coming up in May, would be beneficial to have a board member there. Nichola briefly discussed some of the work put into and the benefits reaped from the international student programme at Paraparaumu College.

In general, primary schools tend to take in short stay (long stay under 10's are required to live with their parents) and initially RBS would focus on groups coming in for a couple of weeks at a time. KenaKena had three groups (about 60 kids) for about 10 days each and they cleared about \$50000.00. Three team members have come forward to participate so person from board would be the governance person driving it, but would have support. Board proposed sub-committee of Howard and Nichola.

Business**Actions**

International students remains a standing item - Mike waiting for review on documentation to be completed and sent back.

3. Principal's Report

- BOT secretary position- Julie has agreed to cover for term one, Philline Craythorne appointed as new BoT secretary.

(All agreed)

- Lee Ashby is property consultant that RBS uses, (Lee was elected by board through tendering process about three years ago). Mike proposed letting Lee go ahead and start the project management work (preliminary design and consultation work) for getting the backfield grass done. He will approach the suitable contractors and get some indicative pricing and plans up.

(All agreed)

- Privacy Officer - Board approved Mike as the privacy officer.

(All agreed)

- A number of staff attended the Teachers Paid Union Meeting, Shellee circulated some information from the meeting, confirmed that the follow-up meeting is 27th June.
- Principal's report approved by all.

(All agreed)

4. Financial Report

- Mike and accountant surprised at the end of last year- end of year accounts reflected a loss on paper of a considerable amount, meeting all targets when looking at ledger, problem was cashflow. Number of things that impacted cashflow, one of which is bank staffing (receive a pot of staffing from Ministry and all staff comes out of that and Ministry lets you go into overdraft) then started using cash to pull that back down and pay for relievers, used cash on hand to reduce that debt and potential loss for school and this reduced too much too quickly, ended up with surplus at start of this year- which we'll get back from Ministry. Also had some redundancies to pay out as we changed over from school cleaners to cleaning contractors. Didn't have gala at end of year. End of year looks bad then beginning looks good again.
- To create a buffer for cash flow this year, Mike suggested finance sub-committee get together and look at deferring non-essential spending for the year (spending that doesn't impact teachers or students) that won't make a big difference to the operation of the school and the enjoyment of the kids, but will make a difference to the budget. Because Xero is providing reports that the school have never been able to have before and since Becs is a Xero trainer, she will meet with Jackie and Mike and train them in Xero. Report board receives from Xero at the moment shows that cashflow is acceptable, but board and leadership will look at continuing to mitigate costs throughout the year and keep reviewing alternative saving solutions e.g. copying, printing moving to cloud environment and limited printers instead of each teacher having a printer etc. Being as dollar-efficient as possible and finding ways to generate extra income.

Business**Actions**

Contingency budget - to run as tight a margins as possible so that school continues to be cash positive. Decided last year that whole finance report from Xero would be sent through with commentary etc.

- Finance Report tabled and accepted.

(Accepted)

5. Property Report

- Jo created a spreadsheet with a summary in order to be updated while tracking with agenda. Two parts:
- Firstly five-year property project as per what is signed off by Ministry of Education.
- Drainage - Graham doing all levels over weekend after BoT meeting. Going down 2.5 metres and will require a \$20 000.00 pump (requires maintenance every six months and generally needs to be replaced every six years) but have realised that they may be able to get gravity-fed. Health and safety checks have been done and at the time of the meeting they were busy getting set up and ready to start on the 16th of April. With holidays, if all goes to plan, there will be only four weeks' worth of disruption to students.
- A few smaller things being dealt with like electrical switchboards, roofing iron, alarm panels etc. which paperwork is being finalised for and anticipated to be completed this year.
- Design completed, materials and toilet flooring for block M1 - completed and approval has been granted - out for tender.
- About to start - refurbishment of Rooms 1, 2, 3 and 5. Mike wants to go and visit a couple of schools in the beginning of Term 2 to get some interactive learning design ideas, Jo and some of the junior teachers to accompany him.
- Secondly - mobility improvements - plans drafted, money approved, Lee to prepare paperwork.
- Backfield
- Scooter Park - Jo put feelers out for help but no interest from community in assisting with base plans etc. Jo got some base plans and gave board an idea of amount of detail that goes into planning this. Given nobody came to help, Jo has gotten her hands on handbooks on how to design pump tracks with specifications, ground work etc so Jo has started to put it together and start design work. Eventually need someone to put it in CAD. Looking for landscape architect to assist with design- happy to put up advertising etc.
- Whole of school landscape masterplan- Victoria University Architecture School exhibition - key features for Kapiti - Paraparaumu Beach etc. Jo to contact one of the lecturers to request putting this up as a project at the Architecture School in the hopes of getting some wonderful plans off the architecture students.
- Get ideas from RBS students and staff to help create brief and if architecture school agrees, that brief will get sent through as base for design work to plan from.

Business**Actions**

- Jo to delegate the development of landscape plan and scooter track to property sub-committee.

(All agreed)

6. Board Timetable / Meeting Dates

- Mike to confirm whether ERO prefer to meet with board.
- Dates are on timetable

7. Green Day Gala - Debrief

- Loads of fun, kids were really involved, lots of parent involvement and help, numbers not finalised but raised at least \$8,000.00.
- Becs to write a piece on the gala for Across the Board.

8. Agenda Items that the BOT would like to see.

- Board to let Nichola know items to add to calendar of standing items.
- Howard - sports and recreation philosophy. Howard mentioned that RBS doesn't seem to have the representation at a number of sporting platforms, inter-school events or across different sporting codes. Howard stated that RBS isn't as active as other schools in sporting, health, well-being platforms and he would like to see more RBS students exposed, representing our school and community across that sporting platform which is critical to health and well-being. Mike suggested the board generate a curriculum question for the next board meeting so that steps forward can be made.

Monitoring**9. Community Consultation**

- Warn community of disruption - mobility car parks, staff parking.
- Mike to add to next newsletter and relevant staff also to have personal conversation with affected parents.
- Facebook page

Board Administration**10. Correspondence**

- None

Closure**Confirmation of meeting outcomes****11. Preparation and task allocation for next meeting**

- Jackie to send police vetting forms out to board members
- Jo to add bullet points to policies which board will look at during next meeting
- Becs to write a piece on gala for Across the Board
- Nichola to buy large bucket of chocolates to thank staff for gala
- Principals professional development
- Finance sub-committee to look at reviewing budget and reworking it for 201

There being no further business the meeting closed at 9.00pm.