

Mission

With the support of the community, Raumati Beach School will strive to provide all children with challenging and successful learning experiences in an environment that emphasises caring, courtesy, tolerance and mutual respect.

MINUTES

RAUMATI BEACH SCHOOL BOARD OF TRUSTEES

Date: 11 September 2018 **Chair:** Nichola Coe
Time: 6.30pm **Minutes:** Philline Craythorne
Venue: RBS Staff Room **Apologies:** Howard Woodley
Attending: Mike Farrelly, Shellee May, Becs Le Quesne, Nichola Coe,
Jo Fisher, Prisca McDonald, Julie Morris

Business

Actions

COMMENCEMENT

1. Apologies

- None

2. Declaration of Interest

- None
- Karakia and welcome

Strategic decisions / Discussion points

Standing Items

- Board Timetable / Meeting Dates
Next meeting 30 October 2018

3. Needs Analysis Review - Julie Morris

- Julie shared some screenshots of the PACT tool and mentioned that there had been a couple of enhancements as the government want to encourage more schools to use this. Planned improvements include progress markers that will allow schools to track individual students, these will be available from October. As with the curriculum levels, the score is indicated as well as progress over time in order to track learners from year one all the way to year ten.
- The tool also indicates the student's achievement and where they should be, it shows where typical student progress would have them. The progress trend is indicated as well as where the student can be expected to be in a year's time if they continued to maintain the same progress.

Business**Actions**

- Descriptors are provided that give a summary of the kinds of things that students should be doing if they're at that scale score and Julie would like this to be shared with parents to keep them updated and informed on student progress.
- Furthermore the tool gives the different aspects of the specific learning areas and where the learner is at regarding this, it provides progress and next learning steps as well as ways to support at home.
- Mike said that the system is only being introduced into schools in October and some time would have to be taken to get the input perfected. Julie advised that in the meantime staff could possibly start using the data to inform parents of progress during parent-teacher meetings.
- Julie confirmed that the government have moved their focus off of achievement and placed it very firmly on progress.
- Julie spoke about how pleased she was by her visit to the New Zealand Association of Research in Education. Rose Hipkins from the New Zealand Council for Educational Research had been commissioned by the Ministry to do a literature review on assessment and trends etc. The Ministry wanted Rose to look at the six principles of effective assessment and evaluate whether they were still relevant with National Standards removed and with the big move in education. Rose Hipkins did this and brought up a whole lot of questions which the researchers will now look into.
- Julie noted that there is a real focus on progress markers and indicators in measuring that the progress that the learners are making is enough. Julie mentioned what issues they found still remain and what the government can do to support this. The government have got working groups such as the ministerial advisory group and reference group who are grappling curriculum, progress and achievement issues at the moment. Julie said that real changes are afoot and exciting things are going to happen and it is evident that we as a school are on track regarding progression and some of the areas that ERO brought up during their review.
- Mike added that he, Julie M, Prisca and Nichola will be attending a workshop that ERO have promised as a follow-up to the school's review.

4. PE and Health Curriculum Overview - Prisca MacDonald

- Prisca presented a summary section on the PE and Health curriculum review which largely follows two domains from the ERO document. Prisca briefly discussed the gap around explicit specific teaching of PE and Health within the school and the things that need to be weighed up and that the content expectations of these lessons need to be redefined.
- Prisca said that although she's always veered away from schemes of work, she also feels there's a slight gap and when staff are feeling a bit of a lack of confidence or they feel pressured in delivering all of the learning areas, a generalised scheme of work can be quite supportive and so that could be a next step for the school around ensuring there is greater clarity around what needs to be covered.

Business**Actions**

- Prisca explained some of the areas that are being covered and delivered well within the school.
- Prisca mentioned that they have come across a free programme called Energise that is run by Paraparaumu School. It is a needs-based programme (according to each school) and supports staff with next steps regarding specifics of PE. Julie and Prisca are meeting up with the person who runs this programme and the plan is for them to work with teams from 2019 on what they need to do and cover.
- Prisca ran through some further concerns and resourceful ideas around how the school covers and is planning to improve PE and Health teaching.

5. Principal's Report

- Mike highlighted the key point of his report is that he has been looking at the school hall and the history behind it etc. as much as possible. He has gone through the registers that are available online and found there is no record of anything that relates to Raumati Beach School hall, the community trust, community hall etc.
- Mike had a meeting with Nicky McGill (former Chairperson) who went back to her notes and confirmed that when she was talking to the one person who was the original trustee Nicky did not sight the trust deed. It was only ever talked about and this person eluded to it. The archives only showed 'hall committee, social committee' etc. Nothing about hall trustees or trust being set up was discovered.
- Therefore what Mike is led to believe is that the trust is a trust in name only without it ever being registered as a trust and Nicky confirmed this. There was a mention on a MOE document, which Mike asked the Ministry for clarification on, of 'any buildings erected on school property must meet with board specifications and approval, the board then assumes responsibility for control of same'. As this was prior to tomorrow's schools, it would have been that The Wellington Education Board at the time gave the school a grant towards the purchase of the hall on the understanding that it was a community hall, but the board had to approve the structure to be built on the side. What the Ministry and Mike actually believe the confusing statement means is that with The Wellington Education Board ceasing to exist at the start of tomorrow's schools, all the governance and management of the school property was passed on to the Boards of Trustees.
- Thus Mike's interpretation of this is that within that document, it basically is stating that the school now controls the hall and takes on that responsibility. Nicky is also of the opinion that there is no risk to the school at all, there is no need to formally disband the trust as it doesn't exist, so all there is left to do is to write back to the remaining trustees to thank them and state that the school is ready to assume responsibility and take over control and management of the school hall. This would mean there would be no further hold-ups regarding processes around maintenance and changes etc.

Business**Actions**

- Mike's recommendation therefore is that the Board of Trustees formally accept the closing of the Raumati Beach School Hall Trust as requested by Mrs. Jo Dacombe and Ms. Jo Fothergill, the remaining known trustees, and formally take over the control management of the school hall.

(All agreed)

6. Financial Report (in Principal's Report)

- Mike confirmed that the school is now operating off the restructured budget and is still tracking well.
- We wait to see the full impact of the payment of the grass.
- Shell has been doing some extra hours and the school has applied for money for the bore, waiting for the outcome on that.
- Put together application for specialised furniture for the learning street, that's been signed off and sent.
- Preparing for robotics equipment application as well.
- School has put aside \$100 000.00 into a term deposit which rolls over every three months, it's not great interest but Mike is hoping to have that as an ongoing investment to just keep as a board to roll over and grow as an investment.
- Mike will find out about the 2019 Operations Grant and Staffing Component at the end of the term and will then start putting the 2019 Budget together at the start of the fourth term.
- Financially, the risks lie around staff sickness at the moment. Bank staffing is currently at \$29 000.00 overuse and by the end of the year it will be at approximately \$40 000.00 over but there is also the claw-back period over the holidays, and so the school tries not to use cash in order to keep that cash flow positive as we did last year.
- At the moment there is not a lot more the school can do in terms of managing the budget. As made evident on the graphs all targets and indicators are being met.

(1st Shellee, 2nd Jo)

7. Property Report (in Principal's Report)

- The backfield grass should be ready for term four if it keeps growing as it is currently.
- There is still a little bit of ponding occurring at the steps around the netball courts that needs to be sorted out, but otherwise everything is draining well.
- Community / fundraising projects - going to need a grant to deliver scooter park project - attained one quote, waiting on second before sending.
- Fire alarm rebuild and upgrade is underway.

Business**Actions****8. Ben (Accounting for Schools - Financial Overview and implication on the bottom line of Back Field Development)**

- Mike and Jackie are scheduled to meet with Ben.
- Mike will ensure that details of this meeting are included in his principal's report for the next BoT meeting.

9. Strategic Plan Review

- An amazing amount of work being is done by Julie, Prisca and teachers in terms of getting the student's views and teaching views. The next step is to get parent's views which is something the board will need to drive.
- Recommendation is that the Board establish a new sub-committee to drive the new Strategic Plan.
- Approval of interim Strategic Plan for 2019 to take place on 4 December 2018.
- The Board are consulting and therefore have extended the current Strategic Plan out another twelve months.

10. Policies Review

- Board reviewed the Student Achievement policy and the Property and Finance policy. These will be reviewed annually.

Board Administration**11. Preparation and task allocation for next meeting**

- Mike to get statement from Ben.
- Nichola to contact Brian Gwilliam for an update.
- Nichola has a few items to add to Across the Board.
- Jo to do write-up for Strategic Plan and present that with indicative program and sub-committee.
- Mike to speak to John regarding box hedging.
- Shellee to report back to staff about policies.
- Mike to email strategic plan diagram to Jo.

12. In committee

- The Board unanimously agreed to go into Committee at 8.24pm to discuss two points.
- The Board moved out of Committee at 8.38pm.

There being no further business the meeting closed at 8.44pm.