

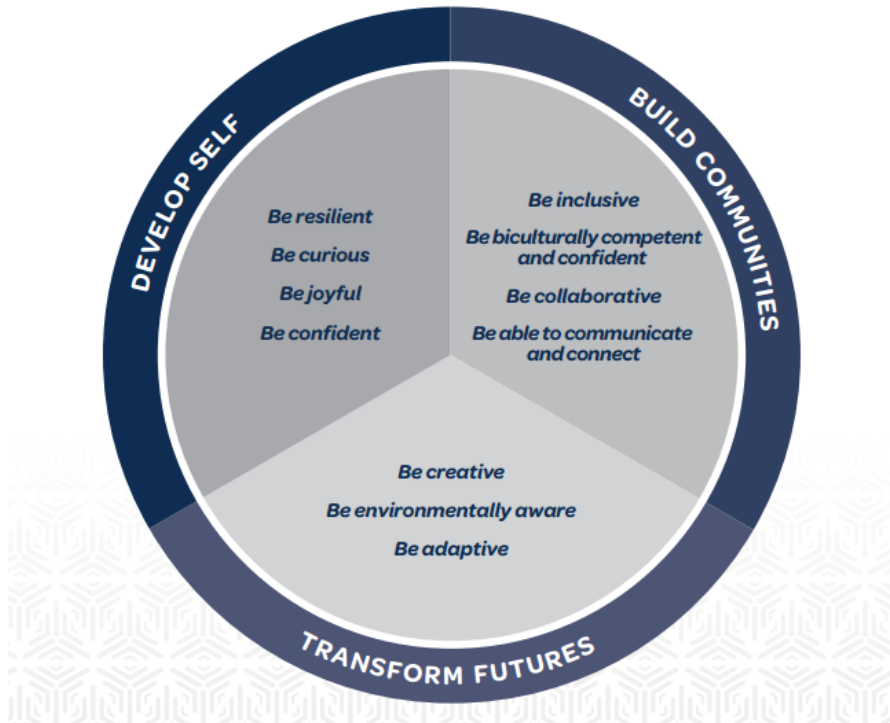
Board of Trustees Meeting Minutes

Wednesday, 20th June 2018, 7pm, Board Room at Rolleston College.

| Agenda Order | | |
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| 1. | Welcome | Who |
| | 1.1 Present Lynley Shaw, Steve Saville, Nic Fleckney, Barry Ward, Raewyn Hooper, Ric joined the meeting via Facetime. | Board Chair |
| | 1.2 Apologies. Matt and Greg have both passed on their apologies. | Board Chair |
| | 1.3 Agenda/order paper | Board Chair |
| | 1.4 Conflict of Interest declarations | Board Chair |
| 2. | Minutes | |
| | 2.1 Ratify minutes of meeting on 16th May 2018 Minutes to be amended with the following adjustment. "That the Board approves our returned Physical Education Shirts currently branded as Rolleston College be donated to a school in Papua New Guinea. Barry Seconded." MOVE: Lynley moves that the 16th May 2018 be accepted with the above adjustment Barry seconded. Carried unanimously. | Board Chair |
| | 2.2 Board Communications | Board Chair |
| 3. | Matters Arising <ul style="list-style-type: none"> ● Board members to submit 150-word blurb for board review and website publishing. ACTION: Barry and Nick to send through ● Charter Documents - now available on our website (Complete) ● Policy Documents - now available on our website (Complete) ● Student Elections - (In progress) | Board Chair |
| 3.1 | ERO Visit Pop Quiz School Vision: "Transforming our World." Mission Statement: "Empower our learners to develop self, building communities and transform their futures." | |

School Values Or the Rolleston Spirit: Captures the attributes we want our learners to display and develop. The word, spirit captures the idea of grit and determination that will be needed allowing our learners to flourish.

Developing the Rolleston spirit will equip learners to...



4. ERO Visit

Board Chair

[Proposed Timetable](#) for Rolleston College Education Review

- Date: 25-27 June 2018
- Team: Ann Bodkin, Mark Bell, Anna Davidson

Supporting documents requested by ERO

- Board Assurance Statement (May 2018 Board Assurance Statement)
 - [Board Assurance Guidelines](#)
 - FINAL [2018 Board Assurance Statement](#)
 - Evaluation Indicators [ERO Copy](#)
- Two most recent achievement reports to the board
 - December 2017. [Data 2017 Ako](#)
 - May 2018. [asTTle Data](#)
- The school's vision, charter etc. (Vision, Charter)
 - [School Charter and Strategic Plan](#)
- Staff responsibilities, registrations, status and expiry date of practising certificate.
 - [Senior Leader Structure and Tasks](#)
 - [Staff Remuneration and Responsibilities](#) (Units and Allowances)
 - [RC Staf Teacher Registrations 2018](#)

Has everyone seen the timetable and can everyone make it on Monday and Wednesday at 4pm. Yes, great.

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| | <p>All the supporting documents are provided, our key focus is the Boards Assurance Statement, School Charter and Strategic Plan. We also need to be comfortable with the Board piece in the "Evaluation Indicators. "What we said we know!"</p> <p>Any questions on the ERO visit?</p> <p>Q. How long will ERO take? Steve thinks no more than an hour and a half. Normally quick and focused. They will relate it back to our vision and values.</p> | |
| 5 | <p>BOT Work Plan (2018 BOT Work Plan)</p> <p>5.1 School Fees:</p> <p>Currently \$75 per learner OR \$65 per learner where families have two or more learners attending Rolleston College.</p> <p>School donations, or voluntary contributions, are optional - you can pay all, some, or none of the suggested donation. Donations can be for general use or particular items - including curriculum-related items, such as:</p> <ul style="list-style-type: none"> ● textbooks ● classroom equipment and materials ● camps ● swimming lessons - where all students are expected to take part ● class trips. <p>Board discussion was had around school fees. Currently there is no subsidised bus for Burnham families to come to Rolleston College. As an Establishment Board we did waive the school donation fee for Burnham families.</p> <p>MOVE: That the school donations for the 2019 remain unchanged and Burnham family school donations be waived. Steve seconded. Carried unanimously.</p> <p>5.2 2019 Term Dates:</p> <p>Dates as ratified at Feb 2018 BOT meeting.</p> <ul style="list-style-type: none"> ● <i>Term One:</i> 04.02.2019 to 12.04.2019 (98 half days) ● <i>Term Two:</i> 29.04.2019 to 05.07.2019 (96 half days / * two half days teacher only) ● <i>Term Three:</i> 22.07.2019 to 27.09.2019 (100 half days) ● <i>Term Four:</i> 14.10.2019 to 13.12.2019 (88 half days / * two half days teacher only) <p>Board discussion was had around 2019 Term Dates previously ratified by Board. Dates remain no change.</p> <p>5.3 Mid Year Principal Appraisal * Underway and should be presented at July meeting</p> | Board Chair |
| 6. | <p>6.1 Finance Report (May 2018)</p> <p>Supporting Documents</p> <ul style="list-style-type: none"> ● S&S Financial Report Commentary – May 2018 ● S&S Management Report – May 2018 ● S&S Group Detail Report – May 2018 ● S&S Aged Payables Report – May 2018 ● S&S Aged Receivables - May 2018 <p>6.2 Auditor Report year ending 31st December 2017 (2017 Audit Report Folder)</p> <ul style="list-style-type: none"> ● Auditor Report ● Independent Auditor's Report | Barry Ward |

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| | <ul style="list-style-type: none"> ● Financial Statements <p>As indicated at our last board meeting, I requested Adele look at the remaining funds in our cheque account to see if another term deposit would be viable. Adele did recommend and Steve and I approved an additional \$700k term deposit for 90 days, due to mature on the 22 August.</p> <p>MOVE: Barry asked the board to retrospectively approve that the term deposit of \$700k for 90 days. Lynley seconded. Carried Unanimously.</p> <p>Auditors Report has concluded and been signed by Chair and Principal.</p> <p>MOVE: That the auditor's report is accepted as tabled. Steve seconded. Carried Unanimously.</p> <p>A reminder that Honoraria / Board payments are due, paperwork to be distributed. BOT members need to complete and return this at the next board meeting.</p> <p>Kitchen Proposal and cost: Is everyone comfortable with this discussion? Yes.</p> <p>MOVE: That the Board approve the Kitchen Proposal \$6,400 to get the alterations made in Food Tech Area. Lynley seconded. Carried Unanimously.</p> <p>Just a mention, currently you will see underspending happening in selected options, that underspend will be credited where appropriate.</p> <p>MOVE: That the finance reports be accepted as tabled. Lynley seconded. Carried Unanimously.</p> | |
| 7. | <p>7.1 Principal's Report (June 2018)</p> <p>Supporting Documents</p> <ul style="list-style-type: none"> ● SOLO Analysis 2017/2018 ● Director of International Students Proposal ● International Trips (French Exchange / European Trip) ● Kitchen Alteration Proposal ● High Tea Invite ● Student Elections <p>Additions</p> <ul style="list-style-type: none"> ● 2017 / 2018 Attendance, Absence and Truancy Report ● R2L Priority Learners * As at week 8 Term 2, 2018 ● Grow Waitaha. Adaptive Governance Guide <p>Matters highlighted:</p> <ul style="list-style-type: none"> ● Staffing wise, the Ministry visited regarding roll growth. We are drafting a letter to the MoE to see if we can get an advance in teaching staffing for 2019. Raewyn and I are also looking at support staff requirements for 2019 as this comes out of our operating budget to better understand budget impacts. ● International Student Proposal: I am requesting the Boards approval to proceed to the next step, we are aiming at taking international students next year (2019). All schools take international students. We are thinking no more than 3-4 learners. The pro's of the proposal is that we have someone who is experienced, she has existing contacts who will help us build our administration skills and knowledge. I can see no real reason to say no. It is a low key, low risk, low-cost option. | Steve Saville |

Q. What are the benefits? Cultural diversity, awareness and money. Again we are only looking at having three or four learners and possibly some short-term exchanges.

MOVE: Explore the next level with Alison to explore procedures. Nick seconded.

- Learning Progress: Provided easTTle data shows a picture of progress and the picture is good. Attendance is good and long-term absences are largely due to family trips. We do have one student who is truant and it is family condoned. Our priority learners are being tracked and we are seeing a decline in the number of pastoral incidents.

The SOLO analysis is an internal measure of achievement and again shows progress. Our Year 9 cohort is progressing well, our Year 10 cohort shows a need to continue to develop the Rolleston Reads programme. It appears that our Year 9's have adapted quicker than our first cohort. As a group, they are more digitally savvy and less sporty. One reason for this may be the adoption of technology in primary schools earlier than previous years.

Any questions....

Q. Under our people, you talk about Kahui Ako and invite. What is that?

Steve advised we moved from a cluster of local schools to a COL. If a board member wants to be present on the COL the offer is there for a Board member to attend.

Furthermore, I have asked Raewyn to print copies of the "Grow Waitaha Governance guide" it is a great document and I believe would be beneficial for board members to read.

ACTION: Raewyn to distribute Grow Waitaha Governance Guide at the next meeting.

Q. What is happening with the legacy gift? Nothing at the moment.

Q. Odour concerns. Improved significantly. Traps have been addressed.

Q. Grounds? Hawkins is currently in an unstable situation, PFM looking at costs and transferring under their umbrella to manage.

Q. The recent stuff article on guidance support at a neighbouring high school. Are we concerned about the impacts or implications to Rolleston College?

We are also terrified of learner vulnerability and the needs we are dealing with are huge. However, I believe our size is our saving grace. I would like to think our parent/learner relationships are also stronger.

In terms of the process if a learner came to us advising of issues we have contacted the parents. BUT our biggest concern is not if a child tells a teacher. Our biggest risk is the student that hasn't connected with the school and won't tell a teacher.

We continue to monitor our at-risk learners closely and we are looking at getting a full-time guidance counsellor and using screening tests by a trained counsellor to identify at-risk learners. There is a concern about whether our staff have the training to deal with some of the issues that they are being presented with. We are surprised that we have needed to initiate these measures as soon as we have.

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| | <p>Media-wise, the media did approach a staff member for comment. The Principals of Christchurch schools are meeting with the editor of The Press for a discussion about the relationship between the media and schools.</p> <p>At the end of the day, there is not enough support in schools. We can adequately cope until the end of the year. However, our next problem will be getting someone on a more full-time basis to deal with the more extreme cases of need. For us, it would be better off having two part-timers (male/female)s. It is nice to have a mix.</p> <p>(Lynley) Steve has eluded to the letter regarding staffing entitlement that he has sent to the Ministry. We did also talk to the Ministry about roll growth and our building extension. The Ministry is dealing with the same proposed figures that the school is and understood our concerns. Coralanne is more than prepared enter budget talks to approve the building extension. We would prefer to have it open in 2021. The Board will need to start planning in preparation for the budget conversation. MoE will come back to us in four weeks with numbers and provisional roll growth data for the next few years.</p> <p>Some things we need to think about</p> <ul style="list-style-type: none"> ● Extension of the building. What would we like, is that what we want, do we put a specialist area/ areas in it. ● Variance to existing areas like Hard Tech and Hospitality. What will future demand for these areas look like?* ● Are temporary fixes and closing in areas practical or advisable and what do they look like? <p>Possibly look at into a Saturday meeting site visit to initiate a brainstorming session.</p> <p>Lynley eluded to an overall plan for this land and the original structure plan. It included the future use of a preschool. Under the education act, we have the land available for a preschool. However, we can put goalposts on it. But we cannot put a permanent building on that land. We also talked about taking over dog park or adjacent land.</p> <p>The Ministry will do further data and projected growth research. Overall the meeting was very positive and informative.</p> <p>In respect to the PPP and their role in any further building. Ministry has made provision in their contract for that, there will be a single landlord. We should think about the architectural outline brief as we did with this school.</p> <p>MOVE: That the Principal's report be accepted. Barry seconded. Carried Unanimously.</p> | |
| 8. | <p>General Business</p> <p>NZ Uniform.</p> <ul style="list-style-type: none"> ● Jersey presented. There is a debate on whether we put school colours blue and purple as the stripes OR two blue stripes. ● The proposed tie wasn't quite right and is being resubmitted. A navy tie, silver grey embellishment at thumb size only with no emblem is still the preferred design. ● The Blazer. Discussion over the pinstripe. 1mm vs 2mm stripe. 1mm most popular. | Board Chair |

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| | Next meeting: 25th July 2018 | Board Chair |
| | Pending Agenda items <ul style="list-style-type: none">● Consolidated Environment Check● NZ Uniforms Update - Lynley Shaw● 2019 BOT Work Plan and Meeting Schedule | Board Chair |