

Board of Trustees Meeting Minutes

Wednesday, 25th July 2018, 7pm, Board Room at Rolleston College.

Agenda Order		
1.	Welcome	Who
	1.1 Present Barry, Greg, Nic, Matt, Lynley, Steve and Rick by video conference.	Board Chair
	1.2 Apologies. No 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 from 20th June 2018 Amend astle . Move the minutes be accepted as circulated. Unanimously captured	Board Chair
	2.2 Board Communications * available for review on night <ul style="list-style-type: none"> NZSTA Trusteeship Guide and Conference Brochure STA News (June 2018) Education Gazette (June 2018) Grow Waitaha Guide 	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. Board discussion, set a time for onsite discussion/visit to frame priorities for proposed extension. Student Elections - In progress no action needed Rolleston College Charter/Strategic Plan Steve has updated his progress with commentary (in red) if Board members wish to review. 	Board Chair
4.	ERO Report * not for wider circulation <ul style="list-style-type: none"> 2018 DRAFT New School Assurance Review Response to Draft External Evaluation <p>It's a great report, and reflection of the hard work by Steve and the entire staff. As an assessment review ERO aren't planning to come back for two years. This is</p>	Board Chair

	<p>a statement in itself, the same as getting a five-year review in a fully functional school. Does anyone have any questions?</p> <p>Q. Most schools are pulled up on their Te Reo and Maori achievement, this doesn't seem to be in the report? It actually does mention it and it is something we know we can work on.</p> <p>No other questions, I would like to suggest two things. One, as a Board we need to respond to ERO and advise them that we are happy with the report as it stands. Two, when they formally release that report, we need to communicate that report to the community. And we need to celebrate that report with the wider staff.</p> <p>MOVE: We accept the draft ERO report as at it stands.</p> <p>MOVE: That the Board hosts a morning tea on the 23rd August 2019 as a thank you for all the hard work.</p> <p>MOVE: That we communicate via the local newspaper of the ERO report.</p> <p>Greg seconded. Carried unanimously.</p> <p>ACTION: Raewyn to forward to signed copy to Education Review Office.</p>	
5	<p>BOT Work Plan (2018/19 BOT Work Plan)</p> <p>Board currently has no meeting planned in August. Lynley proposed that board pencil in an additional meeting on the 29th August 2018 to accommodate Liz (Taumutu) and to discuss proposed extension priorities. Lynley to follow up with Liz and confirm.</p> <p>ACTION: Reininvite Liz and confirm 29th August.</p> <p>5.1 Mid Year Principal Appraisal (Performance Appraisal July 2018)</p> <p>Another impressive appraisal, well done Steve. Does anyone have any questions that they wish to raise?</p> <p>Q. The parent group and feedback how were they chosen? Steve provided a list of parents based on Neil's request and Neil randomly chose parents from that list to interview.</p> <p>MOVE: That the principals mid-year appraisal be accepted as tabled. Matt seconded. Carried unanimously.</p> <p>ACTION: Raewyn to confirm with Neil that the Board approved and file.</p> <p>5.2 Connected Reporting (Included in Principals Report section below)</p> <p>5.2 Student Election Process (In progress no action needed)</p>	Board Chair
6.	<p>6.1 Finance Report (June 2018)</p> <p>Supporting Documents</p> <ul style="list-style-type: none"> ● S&S Financial Report Commentary – June 2018 ● S&S Management Report – June 2018 ● S&S Group Detail Report – June 2018 ● S&S Aged Payables Report – June 2018 ● S&S Aged Receivables - June 2018 	Barry Ward

	<p>The school continues to be an in sound financial position. Moving forward we need to consider what we are going to do with our two Term deposits. There is a slight discrepancy in the GST amount which could be a timing issue, but we are following up on that.</p> <p>Honoraria payment summaries have been amended and are available for individual review, confirmation and final approval by Board Chair before processing.</p> <p>ACTION: Can all board members please take your Honoraria payment forms for review and approval so the mid-year payments can be processed.</p> <p>Are there any questions on the financials?</p> <p>Q. Notice that the Food Technology amounts seem to be over? It is not unusual for Food Technology to be over. It is something we are aware of and we are working with the Food Technology teacher to curb some of that spend where we can.</p> <p>MOVE: That the Board gives its authority to put approx. \$500k on Term Deposit. Lynley seconded. Carried Unanimously</p> <p>MOVE: That the Board accepts the Financial Reports as tabled. Matt seconded. Carried unanimously.</p> <p>As a Board, we did discuss moving the roles around and sharing jobs amongst the Board. Barry is happy to retain the role of Finance Trustee on the Finance Committee, however invitation extended to Matt, Nick and Rick to sit in on the Finance Committee meetings at any time.</p> <p>MOVE: That Barry remains our Finance Trustee on the Finance Committee. Steve seconded. Carried Unanimously.</p>	
7.	<p>7.1 Principal's Report (July 2018)</p> <p>Supporting Documents</p> <ul style="list-style-type: none"> ● Innovative learning model (Grow Waitaha) * to be provided on the night ● Connected Reporting * to be provided on night ● R2L Document Term 2 Report <p>Further to my reports there are several points..</p> <ul style="list-style-type: none"> ● Busy time at the end of the last term. Staff are exhausted. ● We are currently pursuing the option of having International Learners at Rolleston College. Steve is preparing promotional paperwork and supporting documents. Our International Learner Director is currently part-time with Kirkwood and will potentially be part-time with Rolleston College in 2019. We plan to start small and are currently looking at getting four learners, which will leave us with a small profit. ● We are seeing international success for many of our learners, some of the young stars are starting to shine beyond our walls. ● We have a planned MoE meeting to discuss staffing entitlement and possible extension. You'll see under our place, they have appointed a navigator who will help us work through our new build and next steps. 	Steve Saville

- Lake Brunner, I am planning to review all pro's and cons before next steps. It is possibly not a good idea at this time and may swallow a lot of money.
- Our relationship with PPP is on a very strong footing, but we are working well together and on the same page.
- We are part of and involved in the consultation process for the NCEA Review and possible changes. The Christchurch schools are a cohesive team who have been actively engaged in this process.
- We are trying to please all staff demands regarding NCEA.
- Steve presented and walked the Board through a sample of our Connected Report. Our format is unique, in that we are using the hard data and we then look at the wider picture in relation to a learner. We start by looking at our e-asTTle reports, this is the hard data and allows us to report on individual learners within a subject. It also helps us identify priority learners. We overlay the SOLO reports, which gives us more information on the level of a learner's understanding, thinking and/or skills. We then reflect on it and add in learner's voice. Are our learners enjoying what they are doing? do they feel connected? We know that there will be ebbs and flow however we are continually looking at any trends in relation to that learner and as a school.

Any questions...

Q. What is the frequency of the testing? We e-ASTLE twice a year. SOLO is reviewed per individual four times per term.

Q. We talked about potential concerns in Maths, is that still the case?

Maths is problematic across all schools, in saying this our Maths results are on par with most schools. However we continue to look at this in different ways.

Numeracy is explicitly covered in AKO and we are doing well. Originally the numeracy programme started by using Khan Academy and Ed Perfect. It has had its teething problems due to overzealous staff who created workload for the all right reasons. It has morphed again, now it is more streamlined and allows us to break and work with priority learners vs our high flyers. Our year nine and tens are working side by side as it still requires the same set of skills, which means they can work together and support each other in their learning.

Unfortunately our learners don't necessarily know they are being taught Maths unless we are explicit. For example, as part of connected they are focused on Rockets, however, had no idea they were doing Level 5 / Year 10 maths.

Q. R2L report why do we have incidents at 7.45am when we aren't teaching?

It is about when teachers have a moment to put data in.

When I looked at the data initially and went ahh. However, if we look at Term 2, specifically Year 10's, there were nineteen incidents. However, in essence, we have nine learners who are creating the same problems. So we are looking forward to Tier 2 to help us address engagement with these learners.

Positive Behaviour for Learning (PB4L) is a MoE initiative that we have rebranded and called it Ready to Learn (R2L). The first tier is about getting 80% of learners connected to the school's values, engaged and ready to learn. Normally it takes five years to develop a school culture, create reports and act on them.

	<p>Tier 2, is about building more skills, tools and techniques within the staff and school to deal with the remaining 15% to increase engagement. Tier 3, is about reaching the last 5%.</p> <p>Rolleston College is one of the first secondary schools in the South Island to get Tier One. Let alone the youngest and quickest. Yes we are new and that's an advantage, but as a school, we have made and consciously given student power. We have teachers with experience. We have great staff with a great attitude.</p> <p>MOVE: Boards permission, to take the PB4L / R2L team out for lunch given our phenomenal success. Greg seconded. Carried Unanimously</p> <p>MOVE: That that the principal's report for July 2018 be tabled and accepted. Barry seconded. Carried Unanimously</p>	
8.	<p>Uniform Update</p> <p>Lynley presented colour for school jersey, a sample for the blazer, sample of a tie. With a few alterations, we are almost there. Our uniform committee is just waiting on these final pieces before we share more widely.</p>	Lynley Shaw
9.	<p>General Business</p> <p>Meeting closed at 8.31 pm.</p>	Board Chair
	<p>Next meeting:</p> <p>19th September 2018, 7.00 pm.</p>	Board Chair
	<p>Pending Agenda items</p>	Board Chair