

Roseneath School Board
MINUTES
26 October 2021, 18.30 – 21:00

The meeting opened at: 18:30

1. Administration

Attendance

Name	Role	Present/Apologies
David Cooling	Presiding Member (Chair)	Present
Adelle Broadmore	Principal	Present
Anne Crewdson	Member (Staff)	Apologies
Lizzy Dixon	Member	Present
Pat Gilligan	Treasurer	Present
Kate Harrison	Member	Present
Matt Langworthy	Property	Present
Airihi Mahuika	Member	Present
Andrew Thomson	Member	Present

Motion: that the Board approves leave for Anne Crewdson for the meeting.

Moved: AB / LD. Carried.

Others in attendance:

None

Declarations of interest

AB for in committee discussion.

2. Strategic discussion

2.1. Strategic Plan 2022

The Board discussed / noted:

- Strategic objectives.
- Inclusion of well-being in the Strategic Plan, but not as a strategic objective.
- Plan to be reviewed in November 2023.
- Cultural Responsiveness, with focus on Partnership, Protection and Participation.
- Wellbeing for Learning and how this will be achieved for the school, community, students and staff. All schools have been encouraged to focus on Wellbeing in their plans.

Action: AB to update Annual Plan for 2022 and to present it at the next meeting.

Motion that the Board approve the Strategic Plan for 2022.

Moved: AM / ML. Carried.

2.2. [Student Achievement: Writing and Maths Term 3, Phonics progress.](#)

The Board discussed / noted:

- An *Internal Evaluation for Improvement* of mid-year data for writing and mathematics undertaken by Staff.
- Actions taken as part of the evaluation including adoption of different teaching strategies and moderation/discussion of OTJs.
- Term 3 Student achievement results for writing and mathematics are as expected following these actions.
- External moderation. Writing samples have been exchanged with Evans Bay Intermediate and Hataitai Schools to further test/benchmark achievement levels.
- A Stepsweb Report.
- Yolanda Soryl and Alpha to Omega are having a significant impact on Stepsweb spending age data and accuracy in writing samples.
- A challenge as year groups transition to Alpha to Omega from Yolanda Soryl. High levels are unable to be measured based on age.
- Alpha to Omega is a more sophisticated teaching structure.

Motion that the Board accepts the phonics progress report, and the reading and writing progress update.

Moved: KH / LD. Carried.

2.3. [In committee discussion: Employment matters](#)

Motion to exclude the public from the meeting under section 48(1) of the Local Government and Official Information and Meetings Act 1987 to maintain the personal privacy of individuals.

Moved: ML / LD . Carried.

Meeting closed to members of the public at 18:58

The Board discussed employment matters and the in committee minutes of its last meeting.

Meeting re-opened to members of the public at 19:09

3. [Monitoring & review](#)

3.1. [Principal's report](#)

The Board discussed / noted:

- Attendance data and behaviour.
- A recent Teacher Only Day where Staff discussed the Aotearoa New Zealand Histories Curriculum (in draft, but effective Term 1: 2022) and curriculum focus for 2022.
- Outreach to Early Childhood Centres, letterbox drops of postcards to increase enrolment numbers.
- Projected roll numbers for 2022; and Ministry of Education verification procedures.

Motion: That the Board accept the Principal's report.

Moved: KH / AM. Carried.

3.2. Finance

The Board discussed / noted:

- ESL report for September 2021.
- Pre-Audit visit is scheduled for Friday. A general checklist has been completed.
- Lift in available funds. Recent capital spending will lower this in the October report.
- Under use of Banking Staffing (\$4,799) that is available to support the Principal's Kāhui Ako release (0.2 FTTE).
- Challenges in finding relieving staff.
- Financing proposal to upgrade interior lighting (discussed under Property).

Motion: That the Board accept the finance report for September 2021.

Moved: PG / AT. Carried.

3.3. Property

The Board discussed / noted:

- A report from ML.
- Work on the PE Shed is now scheduled for the summer holidays due to COVID delay.
- A cost summary for the PE Shed and a Procurement Recommendation from Gaze.
- A (cold call) proposal from DES to upgrade the interior lighting to LEDs, supported by financing from ECCA. The proposal outlines benefits of the lighting upgrade that are at least equivalent to the costs.
- Statutory limits on Board financing contracts.
- Progress with school signage. The signs are to be sponsored by Sothebys (Tiana Jones) and be placed in two locations.
- A grant application for the basketball hoops is underway.

Action: ML / PG to verify that the financing under the DES proposal meets the Statutory Limits on borrowing.

Motion that the Board agrees, in principle, to accept the quote from the DES.

Moved: ML / LD. Carried.

Motion that the Board accepts the Procurement Recommendation Report for the PE Shed.

Moved: ML / PG. Carried.

Motion: That the Board accept the property report.

Moved: ML / AM. Carried.

3.4. Tūkaha After School Programme: Term 3 report

The Board discussed / noted:

- A verbal update provided by LD following a short report from the Operator.
- Numbers and advertising ideas.
- Challenges around sign-in / sign-out processes, and record-keeping.
- An intention to progress OSCAR registration over the summer holidays; and the support that provides for some families.

Action: LD to follow up with the Operator on systems, processes, and record keeping.

Motion: That the Board accept the update from the Operator.

Moved: KH / AT. Carried.

3.5. Policy review: Employment, Internet Safety, HR Checklist 2

The Board discussed / noted:

- An opportunity to incorporate more Te Reo Māori into policies as they are reviewed.
- A proposed Internet Safety Policy that clarifies expectations around internet safety, usage and behaviours in Roseneath School.
- Staff have reviewed the Policy and are comfortable with it.
- Amendments to Employment Policy.
- HR Checklist 2.

Action: AM to clarify which parts of the Internet Safety Policy are directed toward children; and which are aimed at adults / employees.

Motion: That the Board approves the Internet Safety Policy subject to the clarification above.

Moved: AM / LD. Carried.

Motion: That the Board approves amendments to the Employment Policy, and endorses HR Checklist 2.

Moved: AM / ML. Carried.

4. Discussions

4.1. Domain 3: Educationally powerful connections and relationships

The Board discussed / noted:

- Evidence around appropriate and effective communication strategies to communicate, and engage, parents and whānau.
- Impact of COVID-19 Alert Levels on engagement opportunities such as Assembly.
- A reliance on the Newsletter to communicate important events and notices.
- Improvements to the Newsletter including summary actions in the body of the e-mail.
- The office and Principal remain the first point of contact for a number of parents and whānau.

4.2. [Kāhui Ako update](#)

The Board discussed / noted:

- Recruitment for an Across School Lead Teacher vacancy.
- Progress with a Strategic Review of Kāhui Ako Achievement Challenge and analysis of improvements in the past three years.
- A Stewardship Group meeting is scheduled for Wednesday, 24 November.

4.3. [Succession planning](#)

The Board discussed / noted:

- Retirement of a number of Board members at, or prior to the Triennial elections as their children graduate from Roseneath School.
- Options to recruit further Board members to smooth transition.
- Allocation of Board roles.
- A proposal from CES to provide returning officer services for the 2022 Triennial Board Member elections.

Motion that the Board appoints CES to act as the Returning Officer for the 2022 Triennial Board Member elections, and accept the proposal dated 23 September.

Moved: LD / AM. Carried.

5. [Identify agenda items for next meeting](#)

- Review Annual Plan
- Student Achievement: Curriculum Progress
- Board self-review, Succession planning
- Policy Review: Role of the Chair
- Principal Appraisal: End of Year Review

6. [Administration](#)

6.1. [Minutes of previous meeting \(27 September 2021\)](#)

Motion that the Board accept the minutes of the meeting held 27 September 2021 as a true and accurate record of that meeting.

Moved: PG / AB. Carried.

6.2. [Correspondence](#)

6.2.1 [Inward](#)

Date	Sender	Content	Action
23/09	Wayne Jamieson	School Board Elections 2022, Returning Officer	AB
18/10	Joanne Leggett	Thanks	-

6.2.2 [Outward](#)

None.

6.3. Actions

Review of actions from 27 September meeting.

Owner	Action	Status
AB / JF	Develop a local curriculum	In progress
AB	AB to sound out other schools in our Kāhui Ako to participate in a Parent Information Evening on digital safety	In progress
KH / LD / ML	Form a working group progress additional marketing.	Complete
ML	Consider signage / fence options for the entranceway	Complete
AM	Draft up an Internet Safety Policy	Complete
DC	Create a Complaints Register	Complete
PG	Organise a Finance Committee meeting.	In progress
ML / AT	Relocate the high-basketball hoop to the chain fence between the Hall and the Long Boat	In progress

The Minutes Secretary read back actions recorded from the meeting.

7. [Closure](#)

7.1. [Date for next meeting](#)

The Board confirmed its next meeting for: Monday, 29 November 2021 at 5.00pm

Agenda items due: Tuesday, 23 November 2021

Papers are due: Friday, 26 November 2021

7.2. [Summary of meeting outcomes](#)

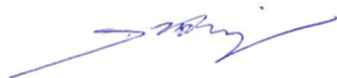
The Minutes Secretary read back the Board's resolutions.

7.3. [Meeting review](#)

[The meeting closed at: 20:45](#)

Minutes **approved**

Chair:



Date: 30/11/2021