

**Roseneath School Board
Minutes
8 February 2022, 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) | Present |
| Lizzy Dixon | Member | Apologies |
| Kate Harrison | Member | Present |
| Matt Langworthy | Property | Present |
| Airihi Mahuika | Member | Present |
| Andrew Thomson | Member | Present |

Motion that the Board approve leave for Lizzy Dixon.

Moved: ML / AB. Carried

Others in attendance:

Nikos Skepetaris, Nigel Stanford.

Declarations of interest

AB for In Committee discussion.

Principal attestations

Motion that the Board accept the Principal's attestations.

Moved: KH / AM. Carried

Board delegations

Motion that the Board appoint Matt Langworthy as Treasurer.

Moved: AC / AB. Carried

Motion that the Board approve the delegations to the Principal and the Treasurer.

Moved: KH / AM. Carried

Motion that the Board add review of the Governance Policy to Item 3.5 and defer discussion of Enrolment policy.

Moved: AB / KH. Carried

Motion that the Board move its In Committee discussion (Item 2.4) to follow item 6.1.

Moved: ML / KH. Carried

2. [Strategic discussion](#)

2.1. [Charter 2022](#)

The Board discussed / noted:

- Updates to the Charter and the Strategic Plan following end of year data.
- Earlier review of the Charter and Strategic plan at its October and November meetings.
- Inclusion of the NZCER assessment for Te Reo Māori and the 2021 baseline data.

Motion that the Board approve the Charter for 2022.

Moved: AM / ML. Carried.

2.2. [COVID response plan](#)

The Board discussed / noted:

- The Ministry are providing updates on Tuesdays and Thursdays. Guidance is being updated in GoogleDocs to ensure that information and changes are accessible to staff and teachers.
- A more conservative approach has been adopted at Roseneath, such as setting a clear standard for Year 4s to wear masks alongside their older peers.
- Compliance of students wearing masks has been excellent. Students are naturally tired of wearing masks, and teachers are implementing more education outside of the classroom.
- Communication and social development can be affected by wearing masks, along with teacher fatigue and students' attention span.
- Classes will be considered a close-contact if their teacher tests positive.
- Relievers are a struggle to secure due to shortages.
- Ministry requirements to achieve a minimum numbers of half-days tuition.
- Plans to move to home learning where insufficient staff are available for in school tuition. This is a management decision.
- Closing the school for tuition is a Board decision.
- The Tūkaha After School Programme have been asked to provide supervision for children of essential workers (or who are unable to learn at home).
- Curriculum delivery has been adjusted to allow for a swift transition to home learning. Teachers have prepared hard materials being sent home to families in advance.
- Home learning programmes have been updated for lessons from earlier lockdowns (e.g., Zoom and virtual learning do not work well for the youngest students).
- Full closure of the school is only required where there is no capacity to deliver home learning.

- Process will be followed in contacting close-contacts and potential close-contacts, and advice to keep students home will be communicated to parents. Tests are not required unless students are symptomatic.
- Face masks have been ordered through the Ministry procurement facility.

Motion that the Board approve the COVID-response plan.

Moved: KH / AM. Carried.

2.3. Analysis of variance

The Board discussed / noted:

- The Analysis of Variance is sent to the Ministry of Education by 1 March, and Auditor.
- Academic achievement targets have been met for Year 1-2s.
- For Year 3-8 students, 99% were at or above the curriculum level for reading; and 94% for Mathematics.
- Writing achievement is below target, but has improved on recent years. Achievement is in line with national averages.
- Writing overall teacher judgements (OTJs) are arguably the most subjective of OTJs. Results are being shared among other schools to moderate judgments.
- Māori and Pasifika achievement is in line with the wider school. Year groups are small. Care has to be taken to aggregate data so that individual students are not identified.
- Data supports gender stereotypes: girls are outperforming the boys in reading (though not in every year level) and the reverse in Mathematics.
- Twenty six (of 36) target students have made accelerated progress.
- Cohort data shows consistent progress for students who have only been enrolled at Roseneath School. A dip in achievement is evident between Year 4 and Year 5 as students move curriculum levels.

Action AB to upload the Analysis of Variance to the Ministry

Motion that the Board approve the Analysis of Variance for submission to the Ministry of Education.

Moved: AB / ML. Carried.

Motion that the Board accept the End of Year Achievement Report.

Moved: AM / KH. Carried.

2.4. 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: KH / AT. Carried.

Meeting closed to members of the public at 20:39

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

Meeting re-opened to members of the public at 21:14

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- Attendance and enrolment data.
- Classes are structured for current numbers. A further 21 students are required to support a six-classroom structure.
- No serious behaviour incidents, with one injury on the first day of school.
- A new teacher aide has been appointed (Zac). Sporty and musical; he has been well received by staff and students.
- A successful series of Teacher Only Days at the start of the Term. PLD focused on M3 which uses Māori storytelling to encourage simple mindfulness tools; and Zones of Regulation which helps students tune in with their 'zones' and teachers with behaviour management.
- Further information on M3 and Zones of Regulation will be provided in the Newsletter for parents.
- A school-wide token system has been introduced to strengthen implementation of PB4L. Tokens are awarded to students and teachers who display the 'Roseneath way' and values. A School-wide activity may be held once the jar is full.
- An application for PLD funding from the Ministry to support more intensive engagement with iwi (through Kura Ahurea).

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

Moved: KH / ML. Carried.

Motion: That the Board endorse the PLD application.

Moved: AM / AC. Carried.

Motion: That the Board approve the installation of IEM devices.

Moved: AM / KH. Carried.

3.2. Finance

The Board discussed / noted:

- ESL has yet to provide reports for November and December 2021. December reports are usually provided with January reports to manage accruals.
- Progress with BDO's audit procedures.

Motion: That the Board delegates the finance committee to review ESL reports for November and December.

Moved: ML / AT. Carried.

3.3. Property

The Board discussed / noted:

- A report from ML.
- Projects completed during the holidays including: recladding of the PE Shed, removal of trees, new fencing around Top Court, and installation of heat pumps.
- Oversight provided by AB and ML during the holidays to enable the completion of these projects.
- Work is progressing with the ILE project in Upper Bridge.
- Grant funding has been approved for new reversible basketball / netball hoops for Top Court. These have been ordered.

Motion: That the Board accept the property report.

Moved: ML / AT. Carried.

3.4. Tūkaha: After School Programme, Term 4 Report

The Board discussed / noted:

- A report from LD.
- Conversations with Stacey and Tūkaha team about procedures, policy and paperwork.
- Systems were not as effective as initially thought. Electronic sign-ins no longer being used. Attendance sheets are now in hardcopy with alterations made by pen during the week.
- Enrolments are expected to dip as more people work from home.
- Improvements to attendance paperwork has improved the Operator's billing processes.
- A new licence agreement is to be signed next Term.
- Advertising through the School Newsletter. Copy needs to be initiated by the Tūkaha Operator.

Motion: That the Board accept the Tūkaha: After School Programme, Term 4 report.

Moved: AB / KH. Carried.

3.5. Policy review: Governance / Role of the Chair

The Board discussed / noted:

- Updates made to the School Governance Policy following approval at the last meeting.

4. Discussions

4.1. Kāhui Ako update

The Board discussed / noted:

- Draft minutes from a Stewardship Group meeting, held in Term 4: 2021.
- AB's achievements as Lead Principal of our Kāhui Ako.
- Engagement has increased and collaborative practices across the participating schools has lifted.
- High trust, connectivity and partnership is being embedded among the schools.

- ULE funding for counselling services to support wellbeing. A partnership with Skylight has been created for services in 2022. The Stewardship Group has expressed interest in continuing funding beyond this year.
- Strategic review from Term 4: 2021 is nearly completed in draft. The Red traffic light setting has disrupted attendance at some meetings, but Principals have been active in Zoom meetings.

4.2. Board self-review (IET), Board Learning & Development

The Board discussed / noted:

- IET closes 18 February. Link was sent via email to Board members, few yet to be completed. Results will be discussed at the next meeting.
- NZSTA conference coming up at the end of April, likely to be held in-person.

5. Identify agenda items for next meeting

- Board self-review. IET, Hautū
- Learning support needs
- Property Maintenance
- ERO Domain 4: Responsive curriculum, effective teaching and opportunity to learn
- Policy review: School Management Policy, Enrolment

6. Administration

6.1. Minutes of previous meeting (30 November 2021)

Motion that the Board accept the minutes of the meeting held 30 November 2021 as a true and accurate record of that meeting.

Moved: ML / AB. Carried.

6.2. Correspondence

6.2.1 Inward

None.

6.2.2 Outward

None.

6.3. Actions

Review of actions from 30 November 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 |
| ML / AT | Relocate the high-basketball hoop to the chain fence between the Hall and the Long Boat | In progress |

| | | |
|----|--|----------|
| LD | Follow up with the Operator on systems, processes, and record keeping. | Complete |
| AB | Circulate the Health & Safety incidents for November. | Complete |
| AM | Provide a clean copy of the Board Governance policy. | Complete |
| DC | Complete sign up for the NZSTA IET in Term 1: 2022 | Complete |

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: Tuesday, 8th March 2022 at 6.30pm

Agenda items due: Tuesday, 1 March 2022

Papers are due: Friday, 4 March 2022

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:15

Minutes **approved**

Chair:



Date: 08/03/2022