

**Roseneath School Board**  
**Minutes**  
**8 March 2022, 18:30 – 21:00**

The meeting opened at: 18:30, by GoogleMeet

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                   | Present           |
| Kate Harrison    | Member                   | Present           |
| Matt Langworthy  | Treasurer / Property     | Present           |
| Airihi Mahuika   | Member                   | Present           |
| Andrew Thomson   | Member                   | Present           |

Declarations of interest

AB for the in-committee discussion.

2. Strategic discussion

2.1. Learning Support Needs

The Board discussed / noted:

- A report from Jenny Foote (SENCO) on learning support programmes for 2022.
- Roseneath School students are well served by the learning support programmes, especially 'Early Words', a phonics/spelling development programme which the School uses for all new entrant students.
- Students who have just met the expected level of achievement are also eligible for learning support programmes in order to further improve and progress their learning.
- Intervention and support programmes have already been budgeted for the year.

**Motion** that the Board accept the SENCO's Report on Learning Support Programmes 2022 and thank Jenny Foote for her work on it.

Moved: AB / LD. Carried.

2.2. NZSTA: Internal Evaluation Tool

The Board discussed / noted:

- A summary report from the NZSTA: Internal Evaluation Tool.
- Positive outcomes across all key areas: leadership, accountability, employer's role, and representation.

- Consistent evaluation of 'Integrated practice', confirms strong performance of the Board.
- Community engagement had been curtailed by Covid-19.
- Opportunities to become even better.
- An interest in understanding the School finances, and an opportunity to have ESL present the mid-year review to the Board.

**Action:** DC to contact ESL (Mobina) to seek a mid-year presentation for the Board.

**Motion** that the Board accept the NZSTA Internal Evaluation Tool report.

Moved: KH / LD. Carried.

### 2.3. Hautū (review)

The Board discussed / noted:

- An overview of the NZSTA Hautū tool.
- A proposal to evaluate progress using an 'expert jigsaw' approach.
- The review will form part of our ERO Evaluation.

**Action** All review and be prepared to discuss at the 11 April meeting. Accountability (ML, DC); Representation (AT, AC), Employer Role (LD, AB); and Leadership (AM, KH).

**Motion** that the Board use the 'expert jigsaw' approach to evaluate where we sit for each of the four areas using the Hautū tool.

Moved: AB / ML. 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: AB / AM. Carried.

*Meeting closed to members of the public at 19:08.*

*The Board discussed employment matters*

*Meeting re-opened to members of the public at 19:36.*

## 3. Monitoring & review

### 3.1. Principal's report

The Board discussed / noted:

- Enrolment and attendance data.
- Attendance is relatively strong but is expected to dip over the coming weeks due to isolation requirements for Covid-19, Omicron.
- Mask compliance amongst students is high which has helped reduce transmission of Covid-19 in School, and the wider community.

- A few students are currently learning from home due to isolation requirements. They have been staying engaged with their learning.
- Student behaviour has been largely positive over the past month.
- The Analysis of Variance, and Charter and Strategic Plan documentation has been submitted to the Ministry of Education.
- Additional funding from the Ministry of Education is to support additional Covid-related costs, including online learning subscriptions.
- Arrangements to move to online learning, should the need arise, and communication of these to parents / caregivers.
- Students are prepared for learning from home if need be and learning-from-home packs have been distributed to them.
- Purchase of RAT tests to help Staff monitor symptoms. Critical Worker Exemptions are not being considered.

**Motion** that the Board accept the Principal's report.

Moved: AC / KH. Carried.

### 3.2. Finance

The Board discussed / noted:

- ESL reports for December 2021 and January 2022.
- A large operating surplus for FY2021.
- Funding for the PE shed was received in December.
- Cost recovery from the end-of-year camps.

**Action** AB to review the discrepancy between camp payments and budgeted income.

**Motion** that the Board accept the ESL reports for December 2021 and January 2022.

Moved: ML / AT. Carried.

**Motion:** that the Board delegates approval of the February ESL report to the Finance committee.

Moved: ML / KH. Carried.

### 3.3. Property. maintenance

The Board discussed / noted:

- A report from ML.
- The completion certificate for the PE shed has been received.
- Completion paperwork for the heat pumps are underway.
- The special needs fencing project is currently awaiting approval from the Ministry.
- The basketball hoops are in the process of being replaced and a contractor is being sourced to complete this work.
- Existing schemes to redevelop the lower playground area, and an opportunity to engage the student community for ideas to refine the designs.

**Motion** that the Board accept the Property Report.

Moved: ML / LD. Carried.

**Action:** AB to consult students on possibilities for the lower playground area.

**Action:** ML / KH to seek quotes or cost estimates for the lower playground area.

#### 3.4. [Policy review: School Management Policy, Enrolment](#)

The Board discussed / noted:

- Proposed amendments to the School Management Policy.
- Some wording in the policy has been revamped to be more relevant and up-to-date.
- The definition around 'consent' has been limited to parents and carers.
- Imminent risk has been clarified as the only situation where it is permissible to restrain students.

**Motion** that the Board accept the amendments to the School Management Policy as drafted.

Moved: AM / AT. Carried.

#### 4. [Discussions](#)

##### 4.1. [Kāhui Ako update](#)

The Board discussed / noted:

- A Stewardship Group meeting to be held later in March.
- An online teacher only day has been scheduled for 1 April. This will be advertised in the school newsletter.
- Video modules from facilitators for the teacher only day will be available beyond April 1 for staff who are unable to participate that day, primarily due to isolation/caring requirements.

##### 4.2. [Domain 4: Responsive curriculum, effective teaching and opportunity to learn](#)

The Board discussed / noted:

- Responsive curriculum involves caring for students from diverse cultures and this to be mapped within the Roseneath context.
- There is greater inclusion of Te Reo Māori and Tikanga Māori within the local curriculum, and teachers are in the process of furthering their understanding and knowledge through additional Te Reo modules.

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

- Strategic Aim 1
- Key competencies: English
- HR audit checklist 1
- Property: 5YA review
- Tūkaha After School Programme, Term 1 Report:

## 6. Administration

### 6.1. Minutes of previous meeting (8 February 2022)

**Motion** that the Board accept the minutes of the meeting held 8 February as a true and accurate record of that meeting.

Moved: KH / AB. Carried.

### 6.2. Correspondence

#### 6.2.1 Inward

None.

#### 6.2.2 Outward

None.

### 6.3. Actions

Review of actions from 8 February 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 |
| AB      | Upload the Analysis of Variance to the Ministry   | Complete    |
| DC      | Add meeting dates to calendars, move meetings to Monday.  | 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: Monday, 11 April at 6.30pm

Agenda items due: Tuesday, 5 April 2022

Papers are due: Friday, 8 April 2022

### 7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

### 7.3. Meeting review

The meeting closed at: 20:53

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Minutes **approved**

Chair:



Date: 11/04/2022

