

**Roseneath School Board**  
**Minutes**  
**13 June 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	Treasurer / Property	Present
Airihi Mahuika	Member	Present
Andrew Thomson	Member	Present

**Motion** that the Board approve leave for Lizzy Dixon for the meeting.

Moved: KH / ML. Carried

Others in attendance:

None.

Declarations of interest

None.

2. Strategic discussion

2.1. Strategic Aim 2

The Board discussed / noted:

- A presentation from Staff.
- Actions taken against the implementation plan for 2022.
- Implementation of PB4L Tier 1: the base coat from 2019. External evaluation of Tier 1 show that key elements of PB4L (e.g., the school values) are embedded.
- Tier 1 is enough for 85-90% of students.
- Students receive lots of tokens per week, ideally at least one per week per student. Collected in jars in each class. Students are able to link behaviour with values among their own peers as well.
- New entrants have yet to experience a whole school assembly and have had practice becoming comfortable with and well-behaved in an assembly setting.
- Tier 2 provides additional support for 10-15% of students.

- Staff PLD has focused on targeting those students that need help with extra interventions to aid students with their learning.
- Our SENCO and leadership team identify students who would benefit from Tier 2 support, using incident reports, attendance, and learning achievement records.
- A number of students have been identified. Some (c.5% of our roll) are already receiving Tier 3 (specialist) support.
- New initiatives implemented this year: M3 and Zones of Regulation.
- Strategies to build and maintain student and staff well-being.

**Motion** that the Board accept the progress update on Strategic Aim 2.

Moved: AM / KH. Carried.

## 2.2. Curriculum: The Arts

The Board discussed / noted:

- A presentation from Staff.
- The arts curriculum comprises four disciplines: dance, drama, music and visual arts.
- Structures related to: understanding the arts in context, developing practical knowledge, developing ideas, and communicating and interpreting the arts.
- Place of the arts in our Local Curriculum and connection to other parts of the curriculum (including Te Ao Māori).
- Examples of the curriculum in action across the school.

**Motion** that the Board accept the report.

Moved: AT / ML. 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: KH / AB. Carried.

*Meeting closed to members of the public at 19:24*

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

*Meeting re-opened to members of the public at 19:47*

## 3. Monitoring & review

### 3.1. Principal's report

The Board discussed / noted:

- Enrolment and attendance data.
- Staff changes and wellbeing.
- Challenges of finding relieving teachers to cover staff absence. Ongoing applications for Covid-related funding to cover relief teacher costs.

- Discretionary leave for support staff. Celebration of support staff.
- Behaviour and health & safety incidents.
- An increase in Covid-cases, and reintroduction of masks for Years 4-8.

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

Moved: ML / KH. Carried.

### 3.2. Finance

The Board discussed / noted:

- ESL report for May.
- Items of significance. Expenditure and revenue are tracking to budget.
- Mubina (ESL) to run through accounts with the Finance Committee, and to attend a Board meeting in August.
- Signed annual reports, and representation letter to BDO.

**Motion** that the Board accept the ESL report for May.

Moved: AT / KH Carried.

### 3.3. Property

The Board discussed / noted:

- A report from ML.
- Toilet and drainage issues. Further investigation is in progress and a report lodged with Wellington Water.
- Ongoing challenges with the basketball hoops; and remediation from the supplier.
- Progress with consents for work in Upper Bridge.
- Resignation of our Ministry Property Advisor.

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

Moved: ML / KH. Carried.

### 3.4. Tūkaha After School Programme, Term 1 Report

The Board discussed / noted:

- Numbers and supervision, currently two staff.
- Conditions may need to change to allow the service to operate with a single staff member.

**Motion** that the Board accept Tūkaha After School Programme, Term 1 Report.

Moved: LD / AT. Carried.

### 3.5. Community consultation, health curriculum

The Board discussed / noted:

- Requirements to consult the Community on the health curriculum.
- A proposal to defer discussion to Term 3.

**Motion** that the Board discuss for the Health Community Consultation in Term 3.

Moved: AM / AT. Carried.

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

##### 4.1. [ERO Dimension 5: Professional capability and collective](#)

The Board discussed / noted:

- Evaluation indicators for Domain 5.
- Using a hot-seat format, Evidence and examples of effective practice.

##### 4.2. [Kāhui Ako update](#)

The Board discussed / noted:

- A successful super staff meeting for all 250 staff across the Kāhui Ako.
- A Stewardship Group meeting set down for 23 June.
- Appointment of an assistant to the Lead Principal.

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

- Mid-year Student Achievement, Target Groups
- Finance Mid-year review, Asset register
- Tūkaha After School Programme, Term 2 Report
- Principal: Half-year performance review
- Community consultation, health curriculum
- Succession planning

#### 6. [Administration](#)

##### 6.1. [Minutes of previous meeting \(9 May 2022\)](#)

**Motion** that the Board accept the minutes of the meeting held 9 May as a true and accurate record of that meeting.

Moved: KH / AM. Carried.

##### 6.2. [Correspondence](#)

##### 6.2.1 [Inward](#)

Date	Sender	Content	Action
24/05	Stephanie Mills, NZEI Te Riu Roa	Paid union meeting notification, support staff	AB
30/05	Stephanie Mills, NZEI Te Riu Roa	Paid union meeting notification, teaching staff	AB
03/06	CNGP Team	Actions required for Carbon Neutral Government Programme Reporting	DC
06/06	Erika Elers	Resignation	AM
11/06	Wayne Jamieson	Board member nominations	All

**Motion** that the Board authorise the Ministry of Education to access information required to meet the CNGP reporting requirements from providers on its behalf.

Moved: ML / KH. Carried.

**Motion** that the Board delegate AM and KH to appoint a new Minutes Secretary.

Moved: AM / AT. Carried.

**Action:** AB to provide notification of elections in the School Newsletter.

**Action:** Board members complete nominations, and background note by Friday, 5 August (nomination forms to be sent out 15 July).

### 6.2.2 Outward

None.

### 6.3. Actions

Review of actions from 9 May.

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	Consult students on possibilities for the lower playground area.	In progress
ML / KH	Seek quotes or cost estimates for the lower playground area.	In progress
AB	Consider an exit interview to obtain feedback from Māori students on their experiences leaving Roseneath School (and transitions to other schools).	In progress
AM	Add additional discretionary leave for teachers to attend Te Reo Māori / Tikanga PLD into the School Employment Policy.	In progress
DC / AM	Update the policies available on the website.	In progress
DC	Contact ESL (Mubina) to seek a mid-year presentation for the Board.	Complete
All	All to draft thank you cards for teachers.	Complete
AB	To investigate the cost of online NZCER assessments	Complete
AB	Contact Geoff Potter to follow up Audit matters.	Complete
AM	To draft a pandemic policy.	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, 1 August at 6.30pm

Agenda items due: Tuesday, 25 July 2022

Papers are due: Friday, 29 July 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

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Minutes **approved**

Chair:



Date: 01/08/2022