

**Roseneath School Board
Minutes
1 August 2022, 18:30 – 21:30**

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

Motion: that the Board approve leave for Kate Harrison for the meeting.

Moved: LD / ML. Carried.

Motion: that the Board move Item 3.2 (finance) to the top of the agenda, and Item 2.2 (in committee) to the end of the agenda.

Moved: ML / LD. Carried.

Others in attendance:

Mubina Merchant (Item 2.3), Sarah Roan, Nikos Skepetaris

Motion: that Mubina be given speaking rights for Agenda Item 3.2 (finance)

Moved: LD / AB. Carried.

Declarations of interest

None.

2. Strategic discussion

2.1. Mid-year student achievement

The Board discussed / noted:

- A report from staff on the mid-year curriculum progress and student achievement.
- 97% of students are achieving at or above the expected level in reading, with 85% at or above in mathematics, and 79% in writing.
- Writing tends to be the curriculum area where students fall behind with particular correlation to low attendance levels.

- The subjective nature of writing assessments contributes to comparatively lower writing levels during the mid-year update (i.e., teachers are often conservative in mid-year assessments).
- Intervention support programmes have assisted in raising student achievement.
- Currently 36 students are undertaking intervention support programmes in addition to their normal classroom programmes.
- The School has purchased some decodable texts to improve students' reading abilities.

Motion: that the Board accept the mid-year student achievement report and thank Jenny Foote for her work.

Moved: LD / AM. Carried.

Action: AB to consider ways to engage the school community in writing.

2.2. 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 20:58.

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

Meeting re-opened to members of the public at 21:24.

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- Enrolment and attendance data.
- Attendance levels for July have been significantly lower than previous months due to Covid-19 and winter illness.
- Staff and student wellbeing have been impacted by Covid-19 and general illness. Staff have supported each other well during this period.
- In-person professional development opportunities are returning. Jenny and Adelle recently attended a 'Leading by Learning' workshop for school principals and leaders.
- PB4L practitioners are visiting the school to evaluate work within Tiers 1 and 2 of the PB4L framework and will discuss next steps. Adelle is attending a workshop on PB4L Tier 2 and will run a PD session for staff following this.
- Tūkaha have been affected by low attendance numbers, as well as staffing shortages and changes.
- Behaviour issues and responses and the health and safety register.
- Emergency procedures were covered recently.
- The carpet upgrades for Upper Bridge have been approved.
- Assemblies are beginning to recommence.

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

Moved: AT / LD. Carried.

3.2. Finance, ESL Mid-Year Review

The Board discussed / noted:

- ESL mid-year review, and finance report for June.
- The School is expected to have a planned deficit for 2022 however the School has experienced surpluses for the previous two years.
- Comprehensive revenue data shows the majority of the School's income consists of the operating grant, and to lesser extents: local funds; additional government grants; and investment income.
- Learning resources is the School's highest area of expenditure. ESL reports that a higher proportion of Roseneath's expenditure is on learning resources compared to the expenditure of other schools administered by ESL.
- Administration budget lines are higher this year due to higher levels of budgeting associated with the Kāhui Ako lead principal role.

Motion: that the Board accept the ESL mid-year report, and finance report for June.

Moved: ML / AT. Carried.

Motion: that the Board accept the ESL finance report for June 2022.

Moved: ML / LD. Carried.

Action: ML Contact Mubina for training on monthly financial report.

3.3. Property

The Board discussed / noted:

- A report from ML.
- Carpet in Upper Bridge has been approved and the project will be initiated by Gaze.
- Currently awaiting a quote to remedy the grate by Old Adventure Playground. Wellington Water have advised that it is the School's responsibility to remediate the grate. A cost estimate of \$3-4k has been received.
- No further updates on other projects.

Motion: that the Board accept the Property Report

Moved: ML / LD. Carried.

3.4. Tūkaha After School Programme, Update

The Board discussed / noted:

- A verbal update from the Principal.
- Low numbers attending the programme, and questions around financial viability.
- Value of the programme in attracting new enrolments to the School, and options to support the programme should that be required.
- Reporting requirements to the Board on the Licensee, and the forthcoming Term 2 report.

Action: AB, KH to meet with the Licensee to follow-up communications issues, and the Term 2 Tukaha report.

4. [Discussions](#)

4.1. [Kāhui Ako update](#)

The Board discussed / noted:

- A recent meeting of the Stewardship Group; and succession planning for the Chair of that Group as we approach elections.
- A Kāhui Ako-wide PLD session was held recently, to follow up the full-day bi-cultural hui. More than 200 people attended from across the Kāhui Ako.
- A new achievement plan has been drafted which includes focusing on the growth and development of teaching staff, and building the confidence of students
- Work is currently being done to refresh the branding, a logo, and a website to support the promotion of the Kāhui Ako.

4.2. [Succession planning](#)

The Board discussed / noted:

- Nominations for the five Parent Board Member vacancies.
- Nominations are due due by midday, Wednesday 3 August.
- The hiring process for the new Minutes Secretary is nearly complete.

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

- Strategic Aim 3
- Target Groups
- Principal: Half-year performance review
- Community consultation, health curriculum
- Tūkaha After School Programme, Update Term 2 Report
- Succession planning

6. [Administration](#)

6.1. [Minutes of previous meeting \(13 June 2022\)](#)

Motion: that the Board accept the minutes of the meeting held 13 June as a true and accurate record of that meeting.

Moved: AM / AT. Carried.

6.2. [Correspondence](#)

6.2.1 [Inward](#)

Date	Sender	Content	Action
21/07	Hon. Jan Tinetti	Managing COVID-19 and winter illnesses	AB

6.2.2 [Outward](#)

None.

6.3. Actions

Review of actions from 13 June.

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
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
AB	Consider the Principal's discretions to approve leave without pay under the Employment Policy.	In progress
AB	To provide notification of elections in the School Newsletter	Complete
All	To complete nominations, and background note by Wednesday, 3 August (nomination forms to be sent out 15 July).	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, 29 August at 6.30pm

Agenda items due: Tuesday, 23 August 2022

Papers are due: Friday, 26 August 2022

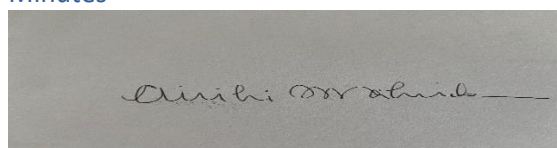
7.2. [Summary of meeting outcomes](#)

The Minutes Secretary read back the Board's resolutions.

7.3. [Meeting review](#)

[The meeting closed at: 21:27](#)

Minutes



Chair: Airihi Mahuika

Date: 29/08/2022