

**Roseneath School Board
Minutes
13 March 2023, 18.35 – 21:30**

The meeting opened at: 18:35.

Karakia tīmatanga

1 Administration

1.1 Attendance

Name	Role	Present/Apologies
Airihi Mahuika	Presiding Member (Chair)	Present
Jenny Foote	Principal	Present
Anne Crewdson	Member (Staff)	Absent
Matt Langworthy	Treasurer/Property	Present
Kate Prickett	Member	Present
Nikos Skepetaris	Member	Present
Sarah Roan	Member	Present

Leave from meeting

- Anne is on bereavement leave so she won't be able to attend this meeting.

Motion: that the Board approve leave from the meeting for Anne.

Moved: NS / JF. Carried.

Others in attendance:

None.

1.2 Declarations of interest

Jenny, if we need to discuss anything related to the Principal appointment process.

2 Monitoring & review

2.1 Principal's report

The Board discussed:

- 81% attendance. Many people are on holiday, and various families decided to study from home.
- Roll is 85.
- Most injuries happen on the playground, normally occurring towards the end of the break.
- Professional development, eg. Kahui Ako principals discussing a curriculum refresh.

- Major behaviour incidents tend to happen inside the classroom, often when there is a reliever. Many children are affected by the passing of Anne's mother, and the change in routine is challenging. It can help to notify the parents in advance, so they can prepare the children.
- Students to be helped by a counsellor from Skylight (\$160 for Wednesday when Jenny is here).
- Some renovations to be done around the new lockable cabinet, eg. carpet being cut around it, drywall being patched, fitting it with new locks. Estimated cost \$1k or more.
- PAT & STAR – We test maths, listening comprehension, reading comprehension and vocabulary, however we exclude grammar and punctuation. Flexibility for students to stretch for a higher level or get more support on a lower level.
- AoV has been submitted.
- Draft letter to MoE also in Google Drive for comment regarding need for additional funding.
- 125th celebration noted in newsletter last week – also need more support.

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

Moved: SR / ML. Carried.

Action: AM to check with Adelle if we need to repay any Kahui Ako funding.

[.2 In committee discussion: Employment, staff and student 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 / NS. Carried.

Meeting closed to members of the public at 7:38 pm.

Meeting re-opened to members of the public at 7:55 pm.

[2.3 Finance](#)

[2.3.1 Annual financial statements](#)

The Board discussed the annual financial statements required, by 31 March, to be sent to auditors:

- Annual Financial statements still not completed. Need to get to the auditor by the end of March. Big variants include cleaning & sanitisation, government grants, etc. If necessary we will do a written resolution.

[2.3.2 Monthly finance report](#)

The Board discussed the monthly financial report for January:

- Variance re cleaning and mathematics (\$1k over budget).

Motion: that the Board approve the January monthly financial report.

Moved: ML/ AM. Carried.

[2.4 Property](#)

The Board discussed the monthly property report:

- Discussion regarding whether the current gates and latches are meeting the needs of children.
- Reopen discussion with LINZ (tbc) and Defence of the right of way no longer being used in school hours for public access.

- Support for playground development - \$40K from Friends. We need assistance to take the playground work forward. Matt to give info on lower playground. Potentially we could afford a sail and soft ground/artificial turf. Ask Friends to support.

Motion: that the Board approve the property report.

Moved: JF / SR. Carried.

2.5 After School Programme

The Board discussed and noted the following regarding the After School Programme:

- Feedback: very high engagement from parents. Confirmation that stopping the program at 5:30pm is good, it should be on-site, cover teacher-only days too. It is 'essential' to have skilled caregivers, first-aid trained, know how to engage, able to manage child conflict. Being able to do admin side is also important, so there's clear communication for parents. 'Nice to have': making sure to communicate about specific daily activities.

The Board agreed the following:

- Report back these results to the community, and confirm some details:
- \$25 for the full session, \$15 half session (up until the first hour). Mon-Fri, 3:00-5:30pm. Two caregivers, the main person being Rebekah, at least one of the caregivers is first-aid trained. On the day bookings until 2:45pm.
- We will launch comms informing parents about the offering, and a bio about Rebekah.
- Delegated to Kate the responsibility for comms.
- Important to have a checklist for beginning and end-of-day procedures.

Motion: that the Board agree the matters above.

Moved: NS. Carried ML.

Action: Jenny on to check term of Nic's contract.

Action: Kate will take care of admin for the after school programme.

Action: rest of the Board pack and detail next meeting

Action: Jenny resolve questions/meet with Rebekah.

3 Discussions

3.1 Kahui Ako Update

The Board discussed:

- Dates for staff meetings are rolled out, topic is curriculum refresh.
- 24 April will be teacher's only day, to be put on the newsletter.

The Board noted the discussion.

Action: Monday 24 April teacher's only day to be put on Newsletter.

4 Identify agenda items for next meeting

- Finance Policy Review
- Management Policy Review
- PAT and STAR assessments
- 30 April 10 year property plan
- Check-in on annual report due 31 May to the Ministry

- Report back on After School care – additional details

5 Administration

5.1 [Minutes of previous meeting 13 February 2022](#)

Motion: that the Board accept the minutes of the meeting held 13 February 2023 as a true and accurate record of that meeting.

Moved: NS / SR Carried.

5.2 [Correspondence](#)

Date	Sender	Content	Action
10 March 2023	NZSTA	Sector Governance Information re NZEI strike	Board decision re whether to close school for instruction and supervision and communication to community
7 March 2023	NZSTA	Regional newsletter term 1	Read and consider interest: <ul style="list-style-type: none"> - Join regional exec committee - National Board elections 2HY – has dates - National conference and annual AGM (20-23 July in Rotorua) - Regional events - National webinars - Note also the learning library of resources
1 March 2023	NZSTA	Monthly news	Number of articles and reminder of events

5.3 [Noting – written resolutions](#)

Note the written resolutions:

- Amending the employment policy – to remove the requirement to carry out referee checks before an interview for appointment of staff and the principal.
- Relating to the NZEI strike on Thursday 16 March 2023 – resolution to close the school for instruction and to offer supervision for a very small number of students on the day of the strike.

5.4 [Actions](#)

Review of actions from last meeting.

Owner	Action	Status
AM	Update the policies available on the website	In progress
AL	Monitor RAT test use among staff and advise Board if purchase is necessary	In progress

AV/KP	Review the data from NZCER from term four	In progress
AM	To ask NZSTA for advice around appropriate child management and balancing health and safety of other staff and children	Completed
KP	Next year: help draft a request in newsletter looking for parent helpers to assist Jemima in sports events	In progress
JF/AM	Organise and hold a rōpū whānau meeting in Term 1	In progress
Board	Reconsult draft charter in November 2023	In progress
All	Consider another Board member to pick up Finance portfolio	In progress
KP	Put together a survey to test community feedback regarding after school care and comms to the School community	Completed
NS	Consider option to improve the school website and identify areas where it can be improved.	In progress
ML	A quote for signage and double locks for gates and inquire about special needs funding	In progress
AM	Check with Adelle if we need to pay back any Kahui Ako funding as Adelle left Jan 2023	In progress
JF	Check term of Nicola's contract	In progress
KP	Admin for after school care programme	In progress
JF	Resolve Rebekah's questions re after school programme	In progress
JF	Add to newsletter the additional teacher's only day on 24 April	In progress
JF	Autism training for all staff	In progress
ML	Seek change so no longer public access to the school	In progress

6 Principal Appointment process

Delaying discussion as Anne is away

7 Closure

7.1 [Date for next meeting](#)

The Board confirmed its next meeting for: Monday, 3 April 2023 at 6.30pm

Agenda items due: Tuesday, 28 March 2023

Papers are due: Friday, 31 March 2023

7.2 Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions and actions.

KARAKIA WHAKAMŪTUNGA

The meeting closed at: 21:30pm.

Minutes **approved**

Chair:

Signature:

A handwritten signature in black ink, appearing to read "Dinihi Mahiri". The signature is written in a cursive style and is positioned to the right of the "Signature:" label.

Date:

3 April 2023