

**Roseneath School Board  
Minutes  
3 April 2023, 18:40 – 21:06**

The meeting opened at: 18:40.

**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)	Present
Matt Langworthy	Treasurer/Property	Present
Kate Prickett	Member	Apologies
Nikos Skepetaris	Member	Present
Sarah Roan	Member	Present

Leave from meeting

- Kate advised she couldn't make this meeting.

**Motion:** that the Board approve leave from the meeting for Kate.

**Moved:** AC / JF. Carried.

Others in attendance:

None.

1.2 Declarations of interest

Jenny for the appointment of Principal discussion.

**2 Monitoring & review**

2.1 Principal's report

The Board discussed:

- Principal's report for this month:
- PAT results for 2023: very pleased, Year 3 group has some high achievers, especially after these 3 disrupted years due to COVID. More individualised testing to see kids' abilities and teaching points -took on recommendations of NZCER from last year. Good results.
- Attendance is down, which is unusual at this time of the year. Jenny keeping an eye on attendance.

- Roll is 87 – three students are moving overseas, and one student transferring to Auckland, but there's also an inquiry for potentially two new students.
- Injuries on the monkeybars. Ground needs more bark to make it softer.
- RTLB funding secured for Teacher's Aide – \$31 total cost/hour. May increase existing Teacher Aide by an hour to go to Technicraft and some of the work Ceri does so Ceri can work with another child.
- Set up PGC docs for staff. Tie in professional development.
- Concern regarding swearing on the playground. A general increase this last term.
- FBA and Kura Ahurea – for staff only day.
- HAL – for House Leaders to learn activities.
- Property – tender to hopefully go out soon for Upper Bridge for Autex to be installed in holidays.
- Given success of last full assembly, the plan is that every 3<sup>rd</sup> week is full assembly and visiting afterwards once a term with parents/whānau to see what the tamariki have been learning.
- Wheels Day: generally successful.
- Lots of trips this term, however there might be less trips next term. Buses are expensive, so attempt to organise private transport or venue within a walkable distance.
- Camps in Term 4 – information evening. Dates for camps are 1-3 Nov and 20-24 Nov.
- Idea that for ANZAC day wreath ceremony be done by school and church.
- Leadership Licence: learners, restricted, a full licence – for kids to learn how to plan trips and be independent. A very big confidence boots for children to learn how to navigate buses etc.

**Motion:** that the Board thank the Principal and accept the Principal's report and the PAT results.

**Moved:** ML / SR. Carried.

## 2.2 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 / AC. Carried.

*Meeting closed to members of the public at 7:27 pm.*

### *Agenda for in committee meeting*

- 2.2.1 *Employment, staff and student matters*
- 2.2.2 *In-committee minutes of this meeting.*

*Meeting re-opened to members of the public at 7:41 pm.*

## 2.3 Finance

### 2.3(a) Monthly finance report

The Board discussed the monthly financial report for February:

- More volatility in variances this month, Matt will meet with Mubina to discuss.
- Some variances that are over 10%, but nothing seems out of place.

### 2.3(b) Annual financial statements (year ended 31 December 2022)

The Board discussed the annual financial statements required, by 31 May, to be sent to Ministry

- Causes of current deficit: a combination of things, like lack of donations, roll being lower than anticipated, so grants were also smaller. We are in deficit, overspend by \$60k.
- Budgeted for 80% of families to pay donations, received less than that.
- Cyclical maintenance (eg painting walls), money needs to be put aside for it, periodically.
- Jenny to follow up with Joanne to make sure every family gets an invoice for donations and stationary.
- Statement of Responsibility in the annual report needs to be signed by the Chair and Principal

**Motion:** that the Board:

- Approve the monthly report
- Note the annual report/financial statements, which are subject to final audit and
- Delegates approval for issue and signing to the Presiding Member (Chair) and Principal, subject to there being no material qualifications from auditor.

**Moved:** J / SR. Carried.

## 2.4 Property

### 2.4(a) Monthly Property Report

The Board discussed the monthly property report:

- Fencing progress: Quote that it costs \$550 to remove the iron fence and replace it with new panel. Proposal from Matt to discard old Roseneath sign and add a new large Roseneath School sign on left hand side of memorial. Move the assembly point sign to a more prominent position.
- Awaiting quote for double latches for the gates and a new sign to close the gate.
- Council sewer main replaced and we've been switched over to the new main pipe.
- Upper Bridge work to start in July school holidays.
- Funding for curved roof also still not clear – Gaze is looking into this.
- Also no funding for roof leak of Lower Deck.
- Sewer drain sleeving to be a new 5YA project this year after others progressed.

### 2.4(b) Letter to the Council

The Board discussed:

- The letter to the Council re full pedestrian crossing and "school zone" signage.
- Writing to two other parties, Defence and Ministry, regarding access to the School in school time.

### 2.4(c) 10Y Property Plan

The Board discussed the 10Y Property Plan:

- Roll still at 120 in the 10Y Property Plan.
- ILE projects and discretionary may be cancelled.
- Shared learning deck – could be impacted as ILE.
- Autex and carpeting (which is special needs funding) to be carried out at about the same time.
- Nothing we need to do now with this plan.

**Motion:** that the Board:

- Approve the property report for this month.
- Approve the fencing quote.

- Approve the letter to the Council regarding a new pedestrian crossing and school zone signage.
- Note that we reviewed 10Y property plan.

**Moved:** AC / AM. Carried.

**Action:** Matt to work on a mockup of the new Roseneath sign.

## 2.5 Policy Review of Finance Policy and School Management Policy

### 2.4(a) Finance Policy

The Board discussed the Finance Policy:

- No comment/no additional changes suggested.

### 2.4(b) Management Policy

The Board discussed the Management Policy:

- Added to the Privacy Policy – examples of what information we collect and what we use it for.
- Removed references to National Standards and replaced with “Ministry requirements”
- This Scheme and the Home Zone will be reviewed at least annually under the policy.
- Key change is to update the policy regarding physical restraint as new rules (Education (Physical Restraint) 2023) came into effect on 7 February and additional Ministry guidance also released. We need to have a compliant school policy in place by 7 May 2023, which the amendments to the policy do based on the NZSTA template policy. Teachers and authorised staff need to complete training. Note that to approve non-teaching staff need to be recommended by the Principal to, and approved by, the Board. Note process requirements are also required under the Rules – information needed to be made available to community (MOE guidelines, names and positions of any authorised staff and schools’ policy), record keeping requirements of every instance of physical restraint of a student, developing support plans for the prevention of physical restraint, notifying parents and caregivers of incident and reasonable opportunity to participate in a debrief, monitoring the use of physical restraint, reporting to the Ministry of every incident of physical restraint and training and support for staff. From 7 February 2024 teachers and authorised staff members have to complete online module.

**Motion:** that the Board approve:

- the Finance Policy with amendments as marked up.
- the Management Policy with amendments marked up.

**Moved:** JF / ML. Carried.

**Action:** Staff training by 7 February 2024.

## 3 [Strategic Review](#)

### 3.1 [After School Programme](#)

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

- Question whether Kate has finished the enrolment form.
- 9 kids that will be in regular attendance, 9 casual.

**Action:** ask Kate whether she’s finished the enrolment form.

## 4 Discussions

### 4.1 Kahui Ako Update

The Board discussed:

- Jude has been appointed as lead principal of Kahui Ako.
- Kapa Haka festival 11 August, among others Holy Cross, Saint Anthony, Saint Catherine's schools participating.
- Accord Day happening 24 April.

## 5 Identify agenda items for next meeting

- Annual report for approval (as due to Ministry 31 May)
- Curriculum Policy Review
- Strategic Aim 1
- Target Group Focus
- Property 5YA

## 6 Administration

### 6.1 Minutes of previous meeting 13 March 2022

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

**Moved:** ML / AM. Carried.

### 6.2 Correspondence

Date	Sender	Content	Action
7 March 2023	NZSTA – Membership Matters	Consultation on proposed changes to how Teacher's Aides are funded	Consider if we submit but <u>deadline 6 April</u> – concerns that T Aide funding isn't predictable (employment precarity), lose funding when students move, application process is time consuming, students need to demonstrate severe needs to get support
14 March 2023	He Pitopito Kōrero Buletting for School Leaders – Issue 155	<a href="#">Bulletins   Ngā Pānui   Education Bulletins</a>	-
28 March 2023	He Pitopito Kōrero Buletting for School Leaders – Issue 156	<a href="#">Bulletins   Ngā Pānui   Education Bulletins</a>	- Teacher Aides can apply for PLD after 24 April - Physical Restraint Policies need to be in place by 7 May
30 March 2023	Update	Changes regarding physical constraint rule changes	- Policy update - Process and training requirements explained

			MoE guidelines and templates
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**Action:** that we submit on the Teacher Aide Consultation noted in the Correspondence above – due 6 April.

### 6.3 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
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
ML	Work on a mockup of the new Roseneath sign	In progress
All	Physical Restraint requirement for staff training by 7 February 2024	In progress
AM	Ask Kate whether she's finished the enrolment form.	In progress
AM	Submit letter to NZSTA, deadline 6 April	In progress

## 7 [Inform only papers](#)

None.

## 8 **Closure**

### 8.1 [Date for next meeting](#)

The Board confirmed its next meeting for: Monday, 8 May 2023 at 6.30pm

Agenda items due: Tuesday, 2 May 2023

Papers are due: Friday, 5 May 2023

### 8.2 [Summary of meeting outcomes](#)

Agreed to read the meeting minutes to check them.

## 9 **Principal Appointment process**

**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:** AC / ML. Carried.

*Meeting closed to members of the public at 8:40 pm.*

*Meeting re-opened to members of the public at 9:06 pm.*

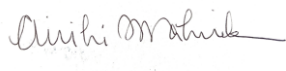
## KARAKIA WHAKAMŪTUNGA

The meeting closed at: 21:06pm.

Minutes **approved**

Chair:

Signature:



Date:

8 May 2023