

**Roseneath School Board**  
**Minutes**  
**21 August 2023, 18:36 – 21:09**

The meeting opened at: 18:36.

**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	Property	Present
Kate Prickett	Member	Present (from 7pm)
Nikos Skepetaris	Treasurer	Present
Sarah Roan	Member	Present

Others in attendance:

None.

1.2 Declarations of interest

None.

**2 Monitoring & review**

2.1 Principal's/Tumuaki's report

The Board discussed:

- Removal of COVID restrictions: we provided comms to the community asking them to keep kids home if they are sick and to let the school know if they have COVID. COVID measures still in place in school like air purifiers to help with airflow.
- School show preparation is underway and show dates are: 19, 20 and 21 September.
- School dates for next year: proposal that the first week back is 2 teacher days and students start on 5 February, and school would finish on 19 December (note 7 February is the last date to start school). It was agreed to test with staff.
- Minor incidents of swearing by a few individuals.
- Still a lot of injuries.
- Pipe beside the blue slide has been fixed.
- Property update – fence needs to be re-welded, windows to be fixed in Long Boat.
- Low turnout for Friends meeting, but important decisions have been made. Plans for sausage sizzle fundraiser, Christmas themed quiz night, 125th Jubilee.

- Jenny has consulted staff about potentially accepting international students, who will increase our roll, through the Ministry. A few more returning students who will also add to our roll.
- Met with representative from Enjoy Childcare to discuss their proposal to take over after school care. Noting that it includes taking over and re-employing staff. If we started with Enjoy in Term 4, they could build up to holiday programme.

**Motion:** To thank the Principal and approve the Principal's report.

**Moved:** AC / ML. Carried.

## 2.2 In committee discussion - People 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:** FJ / NS. Carried.

*Meeting closed to members of the public at 19:02 pm.*

### *Agenda for in committee meeting*

- 2.3.1 People matters
- 2.3.2 In-committee minutes of this meeting.

*Meeting re-opened to members of the public at 19:27 pm.*

## 2.3 Finance Monthly Report

The Board discussed:

- The July monthly report.
- We have received 61% of our government grant. After re-running the budget, things are looking more stable than previously.
- About \$18K up on available funds, so we are more ahead of the curve in terms of what we budgeted for, otherwise in line with last month's trajectory.
- An increase in donations received since last month too.

**Motion:** that the Board:

- Approve the monthly report for July.

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

## 2.4 Property

The Board discussed:

- The monthly property report.
- Waiting for Upper Bridge work to get underway.
- Overall, a quiet month.

**Motion:** that the Board accept the monthly property report.

**Moved:** JF / AM. Carried.

## 2.6 After School Programme Update

The Board discussed:

- Enjoy Childcare proposal: discussion about collecting Koha once they turn over profit for use of school hall.
- Note that we need to give notice under employee contracts.
- Note that we need to have a property agreement in place.
- Comms also need to be given to community if we intend to change to Enjoy for Term 4.
- They will mirror the culture of the school and have no religious influence.
- Notice period to be confirmed if they were to terminate the contract.

**Motion:** that the Board:

- Agree to approve Enjoy's proposal, subject to the contractual terms.

**Moved:** NS / AM. Carried.

## 3 [Policy Review](#)

### 3.1 Curriculum Policy Review

The Board discussed:

- The policy going to staff for comment at the last Board meeting. But we will wait until after October to see if the new curriculum will stand.

The Board noted the discussion.

### 3.2 Strategic Plan, Annual Implementation Plan and Annual Report requirements

The Board watched the NZSTA video introducing the new requirements and discussed:

- The need to involve the community.
- New requirements need to be in place by 1 January 2024 for 2 years, consultation is required. From 1 January 2026 the next plan will be in place for 3 years. It needs to be published on our internet site by 1 March and sent to the Ministry.
- Anne and Jenny are going to attend workshop on 31 August.
- We discussed adopting the consultation approach being used by other schools in the Kahui Ako – Board feedback, each teacher selects 5 parents to discuss what their aspirations for students look like and the Principal to discuss with staff and a selection of about 5 students. Also offer in the newsletter if other parents would like to provide feedback – anonymous survey questions to be available.
- The Board carried out an exercise to define what it's aspirations for students are answering the question: What does success look like for our children? — Brainstorming of ideas and feedback provided to Jenny.
- Board resolved to ask this same question of the school community and potentially other questions in the survey based on Ministry guidance. Kate will pull together a survey.
- Aim to have a draft strategic plan by October/November. Reconsult the community on the basis of that draft, and then come up with a final document. Aiming to make a final decision at December Board meeting as the new strategic plan must be in place by 1 January 2024.

The Board noted the discussion.

**Action:** KP to design consultation survey.

## 4 Discussions

### 4.1 Kahui Ako Update

The Board discussed:

- Kapa Haka event at Miramar North School in October (week 4 or 5). Venue to be decided. Each school has to do 3-5 items, 20 minutes per school. Note this is in addition to the kapa haka event planned with another school in Miramar.

### 4.2 Jubilee Update

The Board discussed the plan for the 125<sup>th</sup> Jubilee:

- We haven't had many registrations at this point. Only 1 through the website.
- Advertising on the radio right now, and soon to be advertised through local newspapers.
- Idea to aim the advertising at the current school community, as well as alumni.
- Ask the community for support with raffle donations and further ideas.

The Board noted the discussion on preparations to date and next steps.

## 5 Identify agenda items for next meeting

- Target Group moderation and self review progress in November.
- Principal Review Conversation.

## 6 Administration

### 6.1 Minutes of previous meeting 24 July 2023 for approval

**Motion:** that the Board accept the minutes of the meeting held 24 July 2023 as a true and accurate record of that meeting.

**Moved:** ML / KP. Carried.

### 6.2 Correspondence

Date	Sender	Content	Action
July 2023	NZSTA	Monthly Newsletter	FYI/Read
8 August 2023	Ministry Bulletin – Issue 162	Monthly Newsletter	Guidance for election, OIA guidance,
16 August 2023	Ministry – Special Bulletin	COVID 19 changes	FYI – already notified community regarding removal of isolation requirements
Term 3	Board Checklist Term 3	Reminders - Code of Conduct, School planning and reporting, health and safety, budget review, student achievement, student behaviour, Board as employer,	FYI and new Board Code of Conduct provided to Board members

		and learning and development	
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### 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
KP	Next year: help draft a request in newsletter looking for parent helpers to assist Jemima in sports events.	In progress
ML	Seek change so no longer public access to the school.	In progress
All	Physical Restraint requirement for staff training by 7 February 2024.	In progress
JF	Talk to Rosemary about Gateway reminder.	In progress
JF/AM	Comms on donations/school finances/need to support after school care.	In progress
AM	Comms on donations/school finances/need to support after school care.	In progress
AM	Reach out to Ministry of Education to find out the process regarding zoning changes.	In progress
Board	Consult on strategic planning document in November 2023 – needs to be in place by 1 January 2024.	In progress
JF	Strategic documents need to be on website and set to Ministry by 1 March 2024.	In progress
KP	Consultation survey for new strategic plan.	In progress

## 7 **Closure**

### 7.1 Date for next meeting

The Board confirmed its next meeting for: Monday, 18 September 2023 at 6.30pm.

Agenda items due: Tuesday, 12 September 2023.

Papers are due: Friday, 15 September 2023.

### 7.2 Summary of meeting outcomes

Reviewed resolutions made

**KARAKIA WHAKAMŪTUNGA**

The meeting closed at: 21:09.

Minutes **approved**.

Chair:

Signature:

A handwritten signature in black ink, appearing to read "Divya Mahesh", with a horizontal line extending to the right.

Date:

18 September 2023