

**Roseneath School Board**  
**Minutes**  
**27 November 2023, 18:30 – 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)	Present
Matt Langworthy	Property	Present
Kate Prickett	Member	Present
Nikos Skepetaris	Treasurer	Present
Sarah Roan	Member	Apologies

Leave from meeting

- Sarah advised in advance that she couldn't make this meeting as they are in the US on holiday.

**Motion:** that the Board approve leave from the meeting for Sarah was approved.

Others in attendance:

None.

1.2 Declarations of interest

None.

**2 Monitoring & review**

2.1 Principal's/Tumuaki's report

The Board discussed:

- the NZCER Taku Reo survey that will be carried out in Term 1 next year.
- attendance levels and, as against national levels, our attendance levels are above national levels.
- future professional development opportunities for principals and support options.
- PLD for school – we received funding to work with Te Ati Awa but it is reduced from last year's funding. The focus would be likely to be teacher only days to develop teacher capability.

- both school camps went well and we were very lucky with parental support.
- 125<sup>th</sup> celebration is on Friday.
- two gates were stolen and we have temporary replacements but we will need to pay, potentially from the vandalism fund. Jenny will discuss the vandalism funding with the Ministry.
- Kahui Ako kapa haka was also a great success.
- The common practice model work has been done but it is still unclear what if any changes might come from the Ministry. The focus is on literacy and numeracy.
- after school care is going well. Enjoy has requested holding holiday programmes at our school. The Board is comfortable, subject to the kids being under active supervision and some contribution to costs.
- Mind Plus 2 afternoons a week would be a possible option for parents/whānau – it costs \$1500/year and would be a private tutor run programme.
- fund raising – hoodies to be made available for sale at 125<sup>th</sup> celebration (100 made in a variety of sizes). Donated to the school for us to sell by one of our families.

**Actions:** Jenny will discuss the vandalism funding being used to replace the stolen school gates.

**Motion:** The Board agreed to the following motions, that the Board:

- thank the Principal and approve the Principal's report.
- agree to Enjoy using the school for a holiday programme during the school holidays as discussed above.
- ask the Ministry to amend the property licence agreement to allow before school and holiday programmes.
- approve funding for Mind Plus of up to \$1,500.

**Actions:** Nikos to add \$1,500 to the budget for Mind Plus and Matt to request change to licence agreement from the Ministry for Enjoy.

## [2.2 In committee discussion - People matters](#)

**Motion:** The Board agreed 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.

*Meeting closed to members of the public at 19:41 pm.*

*Meeting re-opened to members of the public at 20:05 pm.*

## [2.3 Finance Monthly Report](#)

The Board discussed:

- the October monthly report. Relatively speaking we're doing well – no surprises and prudent spending.
- reminding families to pay camp contributions.
- the draft budget for 2024 – we start with a planned deficit of about \$30k but over time not concerning, conservative numbers have been assumed, we made more than expected this year on invested funds as rates have increased and we included a lift for cyclical maintenance. Nikos noted to add Mind Plus costs of \$1500. \$5k for IT. We're not assuming any large scale projects. Another round to go to finalise the budget. Note \$17k of teacher aid support in the budget.
- the appointment of an auditor - BDO NZ – we discussed having the same auditor as last time last meeting but didn't formally appoint the auditor and need to do so.
- delegation of the role of School Delegated Financial Authoriser (DFA) to the Principal. This role is responsible for endorsing project documentation. Once set up and logged into Salesforce, the DFA will receive completed project paperwork for endorsement via email when the Project

Manager submits the project. Only the School DFA role can endorse the project and project documents. The DFA is usually the Presiding Member of the Board unless delegated to another person, such as the Principal. If the DFA role is delegated to another person, a Board minute approving this must be loaded as a project document in Salesforce if this hasn't been provided to the Ministry previously, or if the person has changed.

**Motion:** the Board agreed to the following, that it:

- approve the monthly report for October
- approve the draft 2024 budget
- delegate the role of DFA to the Principal, responsible for endorsing project documentation as discussed by the Board
- approve BDO NZ acting as our auditor and delegate to the Principal or any Board member any formal approval if required

## 2.4 Property

The Board discussed:

- the monthly property report.
- we can request via email to the Ministry that our zoning be removed. The advantage being that we would receive property funding for all children enrolled at the school, not just for students in zone. In addition, we expand our catchment area for children which may make it easier for new students to attend our school. The downside risk is we would not be able to decline students enrolling and if we became under pressure for roll numbers becoming too high in future the Ministry may need to reinstate the zoning.
- discussed the Council's decision to not action a pedestrian crossing currently and whether to seek ombudsman review. However, we have on balance already tested this matter with the Council and the decision-making process. However we can still take action to remind whanau of the need to be vigilant when crossing the road in newsletter and after school.

**Motion:** the Board agreed that it:

- accept the monthly property report.
- approve requesting the removal of zoning to MOE, subject to staff support.
- approve the Chair requesting the Ministry removing our zoning and Jenny advise Hataitai and Mount Cook school of our intention, subject to staff support.
- remind whanau of road safety and the need to use pedestrian crossing.

**Action:** Jenny to advise Hataitai and Mount Cook schools of our attention to remove zoning, if staff support it and Matt to draft the letter/email to the Ministry.

## 2.6 After School Programme Update

The Board discussed as above that things are going well and Enjoy would like to offer a holiday school programme using our premises.

## 3 Policy Review

### 3.1 Governance Policy

The Board discussed proposed changes to the policy as marked up to:

- change to make a Board secretary role optional rather than a requirement.
- reflect new governance documents coming in and included in work plan with dates in March (strategic plan, annual implementation plan and annual report (last one not new))
- tidy up the policy.

**Motion:** that the Board approve the proposed amendments to the Governance Policy.

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

The Board discussed:

- the draft document.
- the three goals for our strategic plan.
- first goal is to link to the ERO Evaluation Partnership goal and PLD: “Advance our collective understanding of Aotearoa’s bicultural heritage and champion te reo me ona tikanga as part of our every day experience”.
- Second goal “empower ākongā to be creative, connected, active learners”.
- Third goal “To provide ākongā with a robust, relevant, exciting and refreshed local school curriculum which we have developed based on Te Mataiaho, the refreshed curriculum and with our community.”

**Motion:** the Board agreed to the draft plan.

## 4 Discussions

### 4.1 [Kahui Ako Update](#)

The Board discussed as above.

### 4.2 [Meeting dates](#)

The Board discussed the meeting dates for next year.

**Motion:** the Board agreed to the following meeting dates:

***Term 1: 5 Feb – 12 April***

1. Monday 19 Feb
2. Monday 18 March
3. Monday 8 April

***Term 2: 29 April – 5 July***

4. Monday 13 May
5. Monday 17 June

***Term 3: 22 July – 27 September***

6. Monday 29 July
7. Monday 26 August
8. Monday 23 September

***Term 4: 14 Oct – 19 Dec***

9. Monday 21 October
10. Monday 25 November

## 5 Identify agenda items for next meeting

- Strategic Plan, Annual Implementation Plan and Annual Report requirements (need to approve final)
- appointment of Chair
- principal performance
- analysis of variance
- end of year achievement

## 6 Administration

### 6.1 Minutes of previous meeting 16 October 2023 for approval

**Motion:** the Board approved the motion that it accept the minutes of the meeting held 16 October 2023 as a true and accurate record of that meeting.

### 6.2 Correspondence

Date	Sender	Content	Action
October 2023	NZSTA	Monthly Newsletter	FYI/Read
31 October	Ministry	Issue 166 Bulletin	FYI/Read - <a href="https://bulletins.education.govt.nz/">https://bulletins.education.govt.nz/</a>

### 6.3 Actions

Review of actions from last meeting.

Owner	Action	Status
AM	Update the policies available on the website.	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. Only support staff needs it.	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	Reach out to Ministry of Education to find out the process regarding zoning changes.	Complete
Board	Consult on strategic planning document in November 2023 – needs to be in place by 1 January 2024.	Complete
JF	Strategic documents need to be on website and set to Ministry by 1 March 2024.	In progress
JF	Get staff feedback on the signs.	Complete
NS	Include Mind Plus costs of \$1500 in budget	In progress
JF	Discuss with the Ministry using the vandalism fund to replace the stolen gates	In progress
ML	Request change to the property licence with Enjoy to have before school care and holiday programmes as a permitted use	In progress

JF	To talk to staff to check that they support removal of zoning, and if so to advise Mount Cook and Hataitai of our intention to ask the Ministry to remove zoning	In progress
ML	To draft a request to the Ministry	In progress
AM	Once confirmation that staff support it that the Chair write to the Ministry to request the removal of our zoning	

## 7 Any other business

### 7.1 Board dinner

Location to be confirmed.

Delegation of minutes to me

## 8 Meeting Closure

### 8.1 Date for next meeting

The Board confirmed its next meeting for: Monday, 19 February 2023 at 6.30pm.

Agenda items due: Tuesday, 13 February 2023.

Papers are due: Friday, 16 February 2023.

**Motion:** the Board agreed to delegate approval of the 27 November 2023 minutes to the Chair.

### 8.2 Summary of meeting outcomes

The Board didn't have time to review at this meeting.

## KARAKIA WHAKAMŪTUNGA

The meeting closed at 21:35.

Minutes **approved**.



Chair:

Signature:

Date:

8 December 2023