

Roseneath School Board of Trustees
Minutes
10 September 2019, 18:30 – 20:30

The meeting opened at: 18:30

1. Administration

Attendance

Name	Role	Present/Apologies
David Cooling	Chair	Present
Adelle Broadmore	Principal	Present
Anne Crewdson	Staff Trustee	Present
Lizzy Dixon	Trustee	Present
Pat Gilligan	Treasurer	Apologies
Kate Harrison	Trustee	Present
Andrew Thomson	Property	Present

Motion: That the Board approve leave for Pat Gilligan, and accept his apologies for the meeting.

Moved: LD / AB. Carried.

Declarations of interest

LD for Items 3.4 (RASC Update) and 3.5 (Enrolment policy).

2. Strategic discussion

2.1. Charter / Strategic goals review

The Board discussed / noted:

- PB4L training is being extended to teachers.
- A focus on ensuring that all teachers attend training initiatives rather than solely the leadership team.
- Use of Check-in / check-out (“CiCO”) “mentor” teachers for Tier 2 and 3 students to reinforce positive behaviour within the learning environment.
- Many practices introduced in 2019 will continue to be developed / embedded in years.
- Active participation our Kāhui Ako.
- The NZCER student wellbeing survey will be conducted in term four. Data survey will be collated and shared with other schools within the Kāhui Ako to compare results. The NZCER workplace survey for teachers will be completed at the same time.

Motion: That the Board accept the review of the Charter and Strategic Plan.

Moved: LD / AT. Carried.

2.2. Strategic Goal 3: Empower ākonga, whanau, teachers and the wider community to participate in collaborative partnerships for learning.

The Board discussed / noted:

- An opportunity to consult our Community as our local curriculum is developed.
- “What” is taught is defined by the curriculum; we have the opportunity to determine “how” it is taught in developing our local curriculum.
- Options for consultation and alignment with our Charter and Strategic goals to deepen reciprocal partnership and collaboration with whānau.
- An opportunity to engage our Whānau Rōpu in the conversation.
- Possible creation of a “Curriculum Reference Group” to provide feedback on the development of our local curriculum, beyond that provided by the Board.
- Composition of a Curriculum Reference Group.

Action: AB / staff to nominate two parents from each year group to participate in a Curriculum Reference Group to support the development of our local curriculum.

2.3. Local curriculum, update

The Board discussed / noted:

- Earlier discussion under 2.2.
- Cultural responsiveness and wellbeing for learning has been included within the 2019 Roseneath School curriculum.

2.4. Moderation

The Board discussed / noted:

- A report from the Principal setting out Moderation practices at Roseneath School.
- A strong, trust-based staff culture at Roseneath School which has proven to be effective in the moderation process.

Motion: That the Board accept the Principal’s report on moderation.

Moved: KH / AT. Carried.

2.5. In committee discussion: Employment 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: AT / AB. Carried.

Meeting closed to members of the public at 20:35.

The Board discussed matters related to students and its employer role.

Meeting re-opened to members of the public at 20:38.

3. [Monitoring & review](#)

3.1. [Principal's report](#)

The Board discussed / noted:

- An “Attendance Matters” data report comparing s Roseneath School’s attendance data to nationwide averages.
- Enrolment numbers. One new student will join Lower Deck at the end of term three. Five new entrant students are enrolled to start by the end of 2019. This will bring the school roll to 124.
- A high number of injuries in August. Most were minor.
- Proposed school term dates for 2020.
- Staff professional learning and development.
- Meetings attended by the Principal across our Kāhui Ako; and with Wellington College as a key “pathway” school for some of our students.
- A commitment from our Kāhui Ako to facilitate a Kapa Haka festival in Term2: 2020.

Motion: That the Board accept the Principal’s report.

Moved: KH / LD. Carried.

3.2. [Finance](#)

The Board discussed / noted:

- A finance report from ESL report for August.
- Progress with the implementation of Kindo.
- Significant budget items including lower ESOL funding (as there are fewer students qualifying for this funding this year).
- Over use of Banking Staffing; and repayment plans for the remainder of the year.
- Available funds are tracking closer to budget than previous years.

Motion: That the Board accept the finance report.

Moved: LD / AT. Carried.

3.3. [Property](#)

The Board discussed / noted:

- A report from AT.
- 10YPP has been updated and submitted to the Ministry for approval. Our property advisor is still considering options to remediate Upper Bridge.
- Quotes are being sought to paint the school, with the option of deferring some painting of the upper parts of the main block to fit with work in Upper Bridge. Quotes are due 30 September.
- Quotes are being sought to complete the climbing wall and provide safety matting in the playground. MOE, 5YA is close to completion and sign off.
- Various playground supply companies have been contacted regarding quotes and information for the installation of a climbing wall and safety matting.
- Options to improve the Area around the sandpit / monkey bars.

Action: AT to seek quotes to progress Area B climbing wall.

Motion: That the Board accept the property report.

Moved: AT / AB. Carried.

3.4. RASC Update

The Board discussed / noted:

- A verbal update from KH / LD.
- Low enrolment numbers (9.2).
- The possible introduction of a pre-pay scheme, to boost enrolment numbers, provide flexibility for parents, and simplify administration.
- Options to promote the service across the School Community.

Motion: That the Board accept the RASC Update.

Moved: AB / AC. Carried.

3.5. Policy reviews: Enrolment (Cohort entry), Employment, Governance

The Board discussed / noted:

- A “soft” cohort entry policy that encourages students to enter Aft in cohorts, while retaining the flexibility for children to start on their fifth birthday. It is proposed that parent visits would only occur once a term.
- Outdated terminology within the employment policy will need to be updated to reflect NZEI and NZSTA advice to allow employment issues to be resolved at the lowest possible level (with a separate process for disciplinary procedures).
- A procedure regarding verbal warnings for staff is to be included within the employment policy.
- Proposed changes to the Governance Policy; including updated delegations and list of Trustees.
- The option for Trustees to have a school e-mail account to separate Board related from personal e-mails.
- Official Information Account requests.

Action: AB to draft a procedure to sit before the “Verbal warning” section; and to provide a list of changes to remove outdated terminology.

Action: DC to provide AB with a .doc version of the Employment policy.

Action: AB to create a Roseneath School e-mail account for AT.

Motion: That the Board approve the amendments to the Governance Policy Framework.

Moved: KH / AB. Carried.

4. [Discussions](#)

4.1. [Kahui Ako update](#)

The Board discussed / noted:

- A Stewardship Group meeting for 26 September.
- A Principals' management group meeting later this week.

4.2 NZSTA, training schedule

The Board discussed / noted:

- A schedule of training opportunities, including an evening speaker series arranged by the NZSTA Regional Executive.

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

The Board discussed / noted:

- Review Strategic plan
- Board self-review
- Policy review: Health & physical education
- HR Audit Checklist 2

6. [Administration](#)

6.1. [Minutes of previous meeting \(13 August 2019\)](#)

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

Moved: AB / KH. Carried.

6.2. [Correspondence](#)

6.2.1 [Inward](#)

Date	Sender	Content	Action
20-08	Ministry of Education	Lockdown review: post-15 March, Christchurch	
30-08	NZSTA	Regional Executive Elections	

6.3. [Actions](#)

Review of actions from 25 June meeting

Owner	Action	Status
AC	Review EOTC policy over the next twelve months	In progress
AB / JF	Develop a local curriculum	In progress
AT	Organise a meeting of our Whānau Rōpu	In progress
AB	Review the school term dates with staff.	Complete
AB	Follow-up with Alan Gates' (and other Schools) for an alternative provider of general maintenance services	In progress

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, 11 November 2019 at 6.30pm

Agenda items due: Tuesday, 5 November 2019

Papers are due: Friday, 8 November 2019

7.2. Summary of meeting outcomes


The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 20:48

Minutes **approved**

Chair:



Date: 11/11/2019