

Roseneath School Board of Trustees
Minutes
9 December 2019, 17:30 – 19:15

The meeting opened at: 17:30

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	Present
Kate Harrison	Trustee	Present
Andrew Thomson	Property	Apologies

Motion: That the Board approve leave for Andrew Thomson, and accept his apologies for the meeting.

Moved: PG / AB. Carried.

Others in attendance:

None.

Declarations of interest

AB in committee discussion.

2. Strategic discussion

2.1. Draft strategic plan

The Board discussed / noted:

- The wellbeing statement and goals from the draft page of the ERO findings will need to be clarified and strengthened.
- There is an increasing focus on implementing active learning as part of the Roseneath way to engage student learning.
- The goal of promoting a responsive and inclusive environment to support quality teaching and learning is currently put into practice with teachers taking leadership of the PB4L PD work.
- The goal of empowering the wider community to participate in collaborative partnerships for learning will be put into practice in 2020 when the community will be consulted to review the charter and strategic decision.
- The 'Cultural Responsiveness' section would benefit from being rearranged, however the content should remain largely the same.

Action: AB to reorder the 'Cultural Responsiveness' section of the strategic plan.

Motion: That the Board approves the Draft Strategic Plan with a final plan to be presented at the next meeting.

Moved: PG / KH. Carried.

2.2. Progress against the curriculum

The Board discussed / noted:

- NZCER: summary results from well-being survey from across the Kāhui Ako. The survey had generally positive results.
- Roseneath has a consistent targeted approach which has allowed students to improve.
- A high number of students are performing at or above the expected levels in maths, reading, and writing.
- A few students will require ongoing support to improve their progress.

Motion: That the Board accept the Curriculum Progress Report, Target Students Report and the findings of the Wellbeing survey.

Moved: PG / KH. Carried.

Motion: That the Board thank staff on their progress and achievement in supporting all students' academic progress and wellbeing.

Moved: LD / PG. Carried.

2.3. Local curriculum, update

The Board discussed / noted:

- Further work on the local curriculum.

Motion: That the Board accept the local curriculum update.

Moved: PG / KH. Carried.

2.4. 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: LD / KH. Carried.

Meeting closed to members of the public at 18:07.

The Board discussed matters relating to employment, RASC and student well-being.

Meeting re-opened to members of the public at 18:55.

3. [Monitoring & review](#)

3.1. [Principal's report](#)

The Board discussed / noted:

- A report from the Principal, including enrolment numbers and attendance data.

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

Moved: AC / PG. Carried.

3.2. [Finance, draft budget](#)

The Board discussed / noted:

- ESL report from end-November.
- Overuse of banking staffing, with an additional \$1800 to be carried into the banking staffing for 2020.
- A draft budget for 2020 and feedback from ESL on the draft
- Trustees attendance and honorarium payments for 2019.

Action: AB to add an additional \$1,800 to the staff expenses in the 2020 budget.

Action: AB to action payments to the BOT.

Motion: That the Board accept the finance report.

Moved: PG / KH . Carried.

Motion: That the Board accept the draft budget for 2020.

Moved: PG / KH. Carried.

Motion: That the Board approve Trustees honorarium payments for 2019.

Moved: PG / LD. Carried.

3.3. [Property](#)

The Board discussed / noted:

- A report from AT and a verbal report from AB (in AT's absence).
- Asbestos tests of auxiliary buildings and fencing is being conducted
- Council has reviewed CCTV footage of the drainage failure that led to the school closure.
- Spouting is to be removed from the roof.
- There is still no response from playground companies in regards to the climbing wall.

Motion: That the Board accept the property report.

Moved: KH / LD

3.4. [Policy review: Role of the Chair](#)

The Board discussed / noted:

- Section 9 of the Roseneath School Governance policy.

Motion: That the Board accept the Role of the Chair policy without amendment.

Moved: PG / KH. Carried.

4. [Discussions](#)

4.1. [Kahui Ako update](#)

The Board discussed / noted:

- Minutes from a Stewardship Group meeting held 26 September.
- Stewardship group meeting moved to next year.
- A newsletter from the Lead Principal.

4.3 [NZSTA, training schedule](#)

The Board discussed / noted:

- LD has attended all the training offered by the NZSTA.

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

The Board discussed / noted:

- Charter / Strategic plan
- Budget
- Analysis of variance
- Principal Performance Review: full year
- Policy review: School Management / Enrolment
- EOTC Metapolicy Review

6. [Administration](#)

6.1. [Minutes of previous meeting \(11 November 2019\)](#)

Motion that the Board accept the minutes of the meeting held 11 November as a true and accurate record of that meeting.

Moved: PG / AB. Carried.

6.2. [Correspondence](#)

6.2.1 [Inward](#)

Date	Sender	Content	Action
02/12	Hon. Tracey Martin	Child and Youth Wellbeing Strategy	
04/12	Anne Bell, Ministry	Emergency closure of Roseneath School	

6.2.2 Outward

Date	Reference	Addressee	Content
-	-	Hon Chris Hipkins	Payroll service, beginning teacher
-	-	Roy Sye, Ministry of Education	Provisional Roll and Assured funding

Motion That the Board accept the letters as drafted.

Moved: AB / KH. Carried.

6.3. Actions

Review of actions from 11 November 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
AT	Seek quotes to progress Area B climbing wall	In progress
All	Review and provide feedback on the 'Roseneath Learner' profile.	In progress
AB	Manage down the overuse of Banking Staffing.	In progress
AB	Asbestos Management Survey to be conducted.	Complete
AB / PG	Include Laura Snowden's costs in the draft budget for 2020.	Complete
AB	Provide the results of the wellbeing survey to the Board in December	Complete

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, 10 February 2020 at 6.30pm

Agenda items due: Tuesday, 4 February 2020

Papers are due: Friday, 7 February 2020

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 19:15

Minutes **approved**

Chair:

Date: 10/02/2020