

Roseneath School Board of Trustees
Minutes
10 March 2020, 18.30 – 21:15

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	Present
Kate Harrison	Trustee	Present
Andrew Thomson	Property	Present

Declarations of interest:

AB for item 2.5.1 and LD for item 2.5.2 (both in committee).

2. Strategic discussion

2.1. Hautū (review)

The Board discussed / noted:

- Roseneath is currently integrating many cultural responsiveness practices.
- The next step would be to potentially seek Māori representation at a stewardship level however this is currently difficult as the number of Māori students have decreased as a result of them graduating.
- Cultural training in the form of Te Reo lessons will continue to be provided to staff and parents to further engage the school community in practicing Tikanga Māori.

Action: AB. Consider how to report / monitor progress in the use of Te Reo Māori.

Motion: That the Board support the continuation of Te Reo lessons for staff and parents with the attendance and costs of the parents to be decided.

Moved: PG / LD. Carried.

2.2. Special education needs

The Board discussed / noted:

- Student achievement data for students with special education needs.
- More than half of the students with special education needs have shifted in at least one curriculum area with a number of students also advancing in multiple curriculum areas.

- A number of learning and behaviour interventions have allowed for students to advance in their learning.

Motion: That the Board accept the student achievement data report for students with special education needs and thank staff for their work with these students.

Moved: KH / AT. Carried.

2.3. [Local curriculum update. ERO Dimension 4: Responsive Curriculum, effective teaching and opportunity to learn](#)

The Board discussed / noted:

- Discussion around active learning and examples of the different methods Roseneath uses to achieve active learning.
- Acknowledgement that methodologies separate from active learning are better suited for some students or more appropriate for certain situations and that these teaching practices are still used.

Motion: That the Board accept the Local curriculum update.

Moved: KH / LD. Carried.

2.4. [In committee discussion: Employment matters, RASC Agreement](#)

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 / PG. Carried.

Meeting closed to members of the public at 19:14.

The Board discussed matters relating to employment and RASC.

Meeting re-opened to members of the public at 19:40.

3. [Monitoring & review](#)

3.1. [Principal's report](#)

The Board discussed / noted:

- A report from the Principal.
- Enrolment numbers and attendance data.
- Students are currently engaged in a 'Wonder of Wellington' inquiry this term. This has involved several trips to Wellington Museum, Te Papa, Tangi Te Keo (Mt Victoria), and learning about local history and mythology.
- Staff continue to attend a variety of different PD courses. Staff goal setting appraisal conferences will also be held this month.
- The Ministry of Education and Ministry of Health have continued to provide updates regarding Covid-19. Increased cleaning of surfaces and additional focus on students' hand-washing skills are some of the initiatives the School is taking to mitigate health concerns.

- A mihi whakataua is to be held for new students and families on 27 March.
- An incident in which a member of the public behaved intimidatingly towards a staff member however the staff member handled the incident in a professional manner.
- Use of teacher only days allowed for in the Collective Employment Agreement (8 days over three years). To date, only one teacher only day has been planned for this year (Kāhui Ako wide PLD on 7 September).
- A Non-Disclosure Agreement signed between MBIE and Roseneath School in respect of the All of Government procurement programme.

Action: AB: To review adding another teacher only day this year.

Motion: That the Board supports an additional teacher only day in 2020.

Moved: LD / KH. Carried.

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

Moved: KH / LD. Carried.

Motion: That the Board approve the Non-Disclosure Agreement signed between MBIE and Roseneath School.

Moved: LD / AC. Carried.

3.2. Finance, Budget

The Board discussed / noted:

- ESL reports for December 2019, January and February 2020.
- FY2019 outcome: expenditure areas in line with budget; additional payroll expenses reflecting additional spending on students with special education needs; staff PLD budget well used.
- Kindo has been well received and many payments from parents have been paid earlier.
- The External Audit Plan for the year ended 31 December 2019 is currently underway.
- A quote from Furnware Ltd to replace furniture in some of the classrooms.
- A quote from the Wholesale Matting Company to prove a non-slip surface outside the Long Boat.

Motion: That the Board accept the finance reports.

Moved: PG / AT. Carried.

Motion: That the Board accept Quote #38400 from Furnware Ltd for \$9,098.22 (excl. GST).

Moved: PG / LD. Carried.

Motion: That the Board accept Quote #QU-71201 from The Wholesale Matting Company for \$3,212 (excl. GST).

Moved: PG / KH. Carried.

3.3. Property

The Board discussed / noted:

- A report from AT.
- Quotes from Alan Gates and Jani-King to provide a regular cleaning service.
- A fee proposal from Catalyst for under the 5YA to provide Design & Project Management Services for: PE Shed, preliminary design (\$10,770); Playground fence (\$3,780); and Special needs fencing (\$5,700).
- Quotes in progress for the special needs fencing that is being funded by the Ministry.
- Completion of the handrail installation outside of the Hall.
- Some exterior painting with the Upper Bridge steps is to be completed.

Action: AT to query Catalyst regarding the quote for the PE Shed.

Motion: That the Board accept a quote from Jani-King for \$1,502.91 / month to provide a regular cleaning service.

Moved: AT / LD. Carried

Motion: That the Board accept the property report.

Moved: AT / LD. Carried.

Motion: That the Board accept the fee proposal provided by Catalyst for the Playground Fencing and the Special Needs Fencing.

Moved: AT / LD. Carried

3.4. Policy review: Governance, EOTC

The Board discussed / noted:

- Governance policy follows the NZSTA model policies.
- EOTC policy held over to the April meeting.

Motion: That the Board accept the Governance Policy without amendment.

Moved: AB / PG. Carried.

4. Discussions

4.1. Kāhui Ako update

The Board discussed / noted:

- A proposed AGM for all Trustees deferred to Term 2.
- A Stewardship Group meeting to be held 31 March.
- Our Lead Principal will take sabbatical leave for 3 weeks this term, and all of Term 3. An Acting Lead Principal will need to be appointed for Term 3.

4.3 NZSTA, training schedule

The Board discussed / noted:

- Forthcoming “Navigating Tikanga for Boards” to be held on 30 March in Wellington Central.
- Mini-conference to be held in Term 2.

5. Identify agenda items for next meeting

The Board discussed / noted:

- Strategic Aim 1
- PAT / STAR results
- Principal Performance Agreement
- HR Checklist 1
- EOTC Policy

6. Administration

6.1. Minutes of previous meeting (10 February 2020)

Motion that the Board accept the minutes of the meeting held 10 February as a true and accurate record of that meeting.

Moved: PG / AB. Carried.

6.2. Correspondence

6.2.1 Inward

Date	Sender	Content	Action
03/03/2020	BDO Geoff Potter	Audit Plan	AB

6.2.2 Outward

Date	Reference	Addressee	Content
-	12/2019	Roy Sye, Ministry of Education	Provisional Roll and Assured funding

6.3. Actions

Review of actions from 10 February 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	Complete
AB	Rework track cohort data (slides 11-13) in the Student and Achievement and Progress report.	In progress
All	Consider how to use and publicise the student achievement data more widely than the Annual Report	In progress

Owner	Action	Status
PG	Follow up the December / January finance report with ESL and circulate	Complete

Action: DC, AB, PG, AT, KH: Create a draft of the annual report

Action: DC: Put the Board meeting dates in Calendar.

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, 6 April 2020 at 6.30pm

Agenda items due: Tuesday, 31 March 2020

Papers are due: Friday, 3 April 2020

Term 2: Tuesday, 12 May and 9 June

Term 3: Tuesday, 21 July, 11 August, and 8 September

Term 4: Monday, 9 November and 14 December

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:15

Minutes **approved**

Chair:



Date: 21/04/2020