

Roseneath School Board
Minutes
10 November 2020, 18.30 – 21:00

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 / AC for in committee discussion.

2. Strategic discussion

2.1. Charter review and strategic plan

The Board discussed / noted:

- Strong endorsement of the Charter, vision and values from the survey conducted during the recent Quiz night.
- Staff have reviewed the strategic plan and have reflected upon areas they have achieved in and areas where improvement is needed. Staff have also reviewed the values and graduate profile, wellbeing, and cultural responsiveness.
- Ways to best incorporate wellbeing and cultural responsiveness into the strategic plan and annual plan.
- Links between commitment to wellbeing and cultural responsiveness and improvements in students' reading, writing and maths abilities.

Action: AB: To incorporate wellbeing and cultural responsiveness and weave it into the strategic plan and annual plan.

Motion: That the Board endorse the vision and values within the Charter, and in principle, the three strategic goals.

Moved: LD / KH. Carried.

2.2. Board self-review, succession planning

The Board discussed / noted:

- NZSTA checklist and questions for effective governance in leadership, accountability, representation, and the role of the employer.
- Elections in 2022, and options to smooth succession as Members retire from the Board.
- Possible co-option of Members to provide for greater representation from junior classes, and our Whanau Rōpu.
- NZSTA training.

Action: DC: Add in discussion of Ka Hikitia for the next Board meeting.

Action: DC draft a note for the School Newsletter calling for interest.

Motion: That the Board agrees to Co-opt two or more parent trustees in 2021 to provide for succession of Members ahead of the 2022 election.

Moved: AT / LD. Carried.

2.3. Local curriculum update

No update.

2.4. In committee discussion: Employment 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: KH / LD. Carried.

Meeting closed to members of the public at 19:31.

The Board discussed student and staff matters, and the in committee minutes from the previous meeting.

Meeting re-opened to members of the public at 19:58.

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- Enrolment numbers and attendance data.
- Teacher aides are now being paid at the new rate and have also received back-pay from February.
- Teacher aide Maylis has resigned. Rose Malone has been appointed to cover teacher aide support until the end of the year.
- Four teachers have completed first aid training bringing the total number of trained first aiders to eight.

- The Ministry of Education will conduct a SET analysis of the School's PB4L initiative. This will involve interviewing students and teachers on values, behaviour expectations, positive behaviour messaging, and acknowledging and responding to unwanted behaviour.
- The School has been invited to participate in two professional development and support programmes 2021: the Healthy Active Learning programme which focuses on physical activity, wellbeing, and nutrition; and the Kura Ahurea programme, a cultural support programme.
- Alignment of the PLD programmes with the Strategic Plan.
- Health and Safety and behaviour incidents for October / September.
- Camp can still operate at alert level 2 with El Rancho having protocols which allow them to still operate.

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

Moved: PG / LD. Carried.

Motion: That the Board delegate the Principal to enter into a Memorandum of Agreement with Sport Wellington to participate in the Healthy Active Learning.

Moved: KH / PG. Carried.

3.2. Finance: Draft Budget

The Board discussed / noted:

- ESL reports for September and October 2020.
- The current gap between actual and budgeted available funds is high due to the timeframe between the government's teacher aide pay equity funds being deposited in the School's accounts and teacher aides being back-paid. This gap will reduce in the ESL report for November 2020.
- A significant anonymous donation to the School.
- The draft budget will have slight reallocations, particularly with the learning resource budget lines. The draft budget will be presented to the Board in December.
- Pre-Audit work has commenced.

Action: AB / PG draft budget for approval in December.

Motion: That the Board accept the finance reports for September and October 2020.

Moved: PG / KH. Carried.

3.3. Property

The Board discussed / noted:

- A report from AT.
- The PE shed is to have an increased footprint size of an extra 500mm to further strengthen the structure.
- Refurbishment of Upper Bridge is expected to be undertaken in early 2021. The Board is still awaiting preliminary designs for this refurbishment.

- Autex in the Long Boat has been repaired.
- A quote has been requested to replace the wire fencing by the Hall and Long Boat. Wellington City Council will pay for half of the cost.
- Playground bark levels have been replenished. Replacement of the bark with an alternative surface may be more cost effective. A cost-benefit analysis regarding ground coverings will be presented at a future meeting.
- An invoice from Catalyst Consultants for design work on the PE Shed.

Motion: That the Board accept the property report.

Moved: AT / LD. Carried.

Motion: That the Board approve payment to Catalyst Consultants for design work on the PE Shed: \$3,000 (+GST).

Moved: AT / PG. Carried.

4. [Discussions](#)

4.1. [ERO: Actions & Progress since the last review](#)

The Board discussed / noted:

- The Board continues to review and comment on actions, opportunities and results from the last ERO visit.

4.2. [Kahui Ako update](#)

The Board discussed / noted:

- A Stewardship Group meeting planned for 19 October was cancelled.
- The Kahui Ako Kapa Haka festival is booked for June 2021 at ASB Sports Centre.

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

The Board discussed / noted:

- Annual plan
- Curriculum progress
- Tukaha update
- Policy review: Role of the Chair
- Principal Performance Review

6. [Administration](#)

6.1. [Minutes of previous meeting \(8 September 2020\)](#)

Motion that the Board accept the minutes of the meeting held 8 September as a true and accurate record of that meeting.

Moved: AB / LD. Carried.

6.2. Correspondence

6.2.1 Inward

Date	Sender	Content	Action
14/9	Sue Leask	Renewal of Teachers Registration Certificate	AB
19/9	Roy Sye	Wellington Region, Provision Roll Letter	AB
24/9	NZEI – Te Riu Roa	Paid Union Meeting: Worksafe	-
9/11	Shelley Govier	Network Information and Review of Enrolment Scheme	DC / AB

6.2.2 Outward

Date	Reference	Addressee	Content
2/10	-	Roy Sye, Ministry of Education	Review 2021 Staffing Entitlement, Provisional Roll and Assured funding.

6.3. Actions

Review of actions from 8 September meeting.

Owner	Action	Status
AB / JF	Develop a local curriculum	Complete
AT	Organise a meeting of our Whānau Rōpu	Complete
All	Review (and comment) on actions / opportunities / results from last ERO visit.	Complete
AB / DC	Draft process for Charter review (and key questions for the Community) to the next Board meeting.	Complete
AB	Draft a survey for parents using the Roseneath graduate profile	Complete
DC / AB	Draft a letter for the Ministry of Education to raise issues with access to Learning Support Funding.	In progress
AB	Provide revised wording for paragraph 37 on page 5 of the School Employment Policy	Complete
AB	AB to draft an induction plan for new staff	Complete

The Board discussed / noted:

- A letter for learning support is in draft. It has been held back pending completion of the provisional roll review.

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, 14 December 2020 at 5:30pm

Agenda items due: Tuesday, 8 December 2020

Papers are due: Friday, 11 December 2020

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:00.

Minutes **approved**

Chair:



Date: 14/12/2020