

**Roseneath School Board**  
**Minutes**  
**8 March 2021, 18.30 – 20:45**

The meeting opened at: 18:30

1. Administration

Attendance

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

Others in attendance:

Matt Langsworthy  
Airihi Mahuika

Declarations of interest

AB for in committee discussion.

**Motion:** That the in-committee discussion, Item 2.4 be moved to the end of the agenda to accommodate visitors to the meeting.

Moved: PG / LD. Carried.

2. Strategic discussion

2.1. Tau Mai Te Reo and Ka Hikitia

The Board discussed / noted:

- Work to advance our collective understanding of Aotearoa’s bicultural heritage.
- Connections with the Motu Kairangi Kāhui Ako, and Kura Ahurea programme.
- Efforts to collect Māori stories, and develop teaching resources relating to genealogy and the history of the local area.
- An aspiration to add pre-European history to the Roseneath Residents Association website.
- EOTC programmes that encourage exploration of Tangi Te Keo (Mt. Victoria); and local pā sites.
- A cultural competency meeting for staff is planned for next week.
- Progress in Te Reo Māori learning will be reported to parents in students’ school reports as a narrative comment.

**Motion:** That the Board thanks the staff, particularly Maria Malone, for developing Te Reo plan and our local curriculum.

Moved: KH / AT. Carried.

## 2.2. Learning Support Needs

The Board discussed / noted:

- A report summarising numbers of target students in reading, writing and mathematics.
- Learning support programmes for writing, reading and mathematics.
- Success of intervention programmes (including those funded by the Board through the operations grant.
- Funding of intervention programmes.

**Motion:** That the Board accepts the Learning Support Needs report.

Moved: LD / KH. Carried.

## 2.3. Local curriculum update

The Board discussed / noted:

- Aotearoa - New Zealand's histories is being drafted into the Social Sciences curriculum. It will be compulsory in all schools from 2022.
- The structure of the curriculum (Understand / Know / Do) is differs from the New Zealand curriculum; and may signal a shift in curriculum design.
- A module for School Boards will be available later in March. The Ministry is seeking feedback by end-May.
- A revised Local Literacy Curriculum. Revisions focus on developing phonemic and phonological awareness. Programmes include: Yolanda Soryl, Alpha to Omega, STEPs, and STEPSweb.

**Motion:** That the Board accepts the Local Curriculum update.

Moved: PG / AT. Carried.

## 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 20:19.*

The Board discussed employment matters, and the in committee minutes from its meeting on 9 February.

*Meeting re-opened to members of the public at 20:37.*

### 3. [Monitoring & review](#)

#### 3.1. [Principal's report](#)

The Board discussed / noted:

- Enrolment numbers and attendance data are both tracking neatly.
- An increase in PLD with staff attending courses / workshops related to: PB4L, PCT standards, Library network, Kura Ahurea.
- A Ministry of Education Grant of \$5,000 to support PLD and resources. These funds have been allocated to enhance and reinforce the School's values.
- Behaviour and Health & Safety incidents.
- A referral is in place to a Ministry of Education funded educational psychologist for a student. Another is receiving Psychologist support.
- A fire evacuation scheme has been submitted to Fire & Emergency New Zealand (FENZ), the School will report to FENZ every six months to file and report the completion of a fire evacuation drill.
- COVID alert levels and possible impact on the Year 5&6 and Year 7&8 camps. Camp Kaitoke (Year 5&6) is able to operate at Level 2.
- Uncertainties around the Year 7&8 camp: Abel Tasman is planned, Forrest Lakes is also an option.

**Action:** AB & AC to bring an in-principle decision of the Year 7/8 camp to the April Board meeting.

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

Moved: LD / KH. Carried.

#### 3.2. [Finance](#)

The Board discussed / noted:

- ESL reports for January and February 2021.
- Some expenditure in February has been miscategorised as 'items of significance' due to those expenses not having been allocated a certain budget line.
- Lease and loan payments are tracking slightly higher than budgeted.
- The voluntary contributions newsletter for 2021 will be edited to ensure clear messaging to parents.
- A request from the 'Friends of Roseneath' for clarity around the use of funds raised this year; and a suggestion that the funds be used for Kapa Haka uniforms and the sandpit area of the playground.

**Action:** AB to circulate the audit representations sought by the Auditors.

**Motion:** That the Board accept the finance reports for January and February 2021.

Moved: PG / AT. Carried.

**Motion:** That the Board gives the Finance Committee in principle approval to complete drafting the Voluntary Contributions Newsletter to send to parents.

Moved: AT / LD. Carried.

**Motion:** That the Board approve the use of Friends fundraising to purchase Kapa Haka uniforms.

Moved: KH / LD. Carried.

### 3.3. Property, Maintenance

The Board discussed / noted:

- A report from AT.
- The bottom of the new wire fencing is awaiting completion.
- Wellington City Council have approved the removal of a public rubbish bin on the Council walkway. Litter levels will be monitored following its removal.
- The sandpit area is to be improved as part of the playground refurbishment.
- The Ministry of Education has requested amendments to the Conflict of Interest Declarations to ensure appropriate management of these.
- Damage to the retaining wall on the top court. A visual assessment is to be undertaken on 9 March.
- A forthcoming variation to the 5YA agreement to accommodate an increase in costs of replacing the PE Shed.
- A Procurement Recommendation Report that summarises tenders received for the construction of the PE Shed.

**Motion:** That the Board accept the property report.

Moved: AT / PG. Carried.

**Motion:** That the Board approve the revised commercial conflict of interest declaration.

Moved: AT / AB. Carried.

**Motion:** That the Board approves the Procurement Recommendation Report for the PE shed.

Moved: AT / KH. Carried.

### 3.4. Policy review: Governance

The Board discussed / noted:

- Recent (November 2020) updates to the Board Governance Policy. No further amendments are proposed.

## 4. [Discussions](#)

### 4.1. [ERO: Review update, parent communications](#)

The Board discussed / noted:

- First meeting scheduled for 12 May.
- A Newsletter from the Education Review Office that provides suggested text to communicate changes to the evaluation process to the School Community.

- Compliance checklists to be completed as part of the review.

**Action:** DC to find a date for Board members to meet to discuss possible areas for evaluation.

#### 4.2. [Kahui Ako update](#)

The Board discussed / noted:

- Principals; Meeting held over Zoom due to Alert level 2.
- Three Across School Lead Teachers have been appointed. AB participated in the appointment process.
- Planning is currently underway for the Kapa Haka festival, as well as for a teacher only day planned for September.

#### 4.3. [NZSTA Annual General Meeting](#)

The Board discussed / noted:

- Appointment of a delegate for Roseneath School Board at the NZSTA AGM.
- Remits (Resolutions) to be considered at the AGM.

**Motion:** That the Board appoints David Cooling as the delegate for the Roseneath School Board, and that he have a free vote on all remits.

Moved: AB / PG. Carried.

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

The Board discussed / noted:

- Strategic Aim 1
- English
- HR Audit Checklist 1
- Property: 5YA
- ERO
- EOTC: Camps
- Tukaha: After School Programme (May).

### 6. [Administration](#)

#### 6.1. [Minutes of previous meeting \(9 February 2021\)](#)

**Motion:** that the Board accept the minutes of the meeting held 9 February 2021 as a true and accurate record of that meeting.

Moved: PG / LD. Carried.

#### 6.2. [Correspondence](#)

##### 6.2.1 [Inward](#)

None.

### 6.2.2 Outward

None.

### 6.3. Actions

Review of actions from February 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
DC	Discussion of Ka Hikitia for the next Board meeting	Complete
DC	Draft a note for the School Newsletter calling for interest in becoming a Board member.	Complete
PG	Review and decide whether the January ESL report requires circulation before the March Board meeting	Complete
PG	Finance Committee to discuss EOTC donations, and options for the surplus from 2020	Complete
DC	Add appointments for the Board meetings into calendars	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, 12 April 2021 at 6.30pm

Agenda items due: Tuesday, 6 April 2021

Papers are due: Friday, 9 April 2021

### 7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

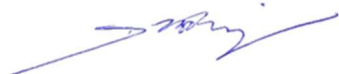
### 7.3. Meeting review

The meeting closed at: 20:41.

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Minutes **approved**

Chair:



Date: 12/04/2021