

Roseneath School Board
Minutes
30 November 2021, 17:00 – 19:00

The meeting opened at: 17:00

1. Administration

Attendance

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

Motion that the Board approve leave for Andrew Thomson and Lizzy Dixon for the meeting.

Moved: ML / PG. Carried

Others in attendance:

None.

Declarations of interest

AB and AC for Item 3.2

2. Strategic discussion

2.1. Annual Plan 2022

The Board discussed / noted:

- Goals have remained largely the same. Some minor changes have been made to wording.
- Some goals have been moved forward (e.g., PB4L).
- Parent education sessions have been moved to 2022 due to COVID.
- Progression in implementation of Māori goals.
- A need to finalise achievement targets once end of year data has been finalised.
- Differentiated targets for each of Reading, Writing and Mathematics.
- In 2020, a high percentage of students were at or above the New Zealand Curriculum expectation for reading. The same is expected and hoped for 2021.

Motion that the Board approve the draft Annual Plan for 2022, pending revised baseline data.

Moved: PG / KH. Carried.

2.2. [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 / ML. Carried.

Meeting closed to members of the public at 17:22

The Board discussed employment matters and the in committee minutes of its last meeting.

Meeting re-opened to members of the public at 17:53

3. [Monitoring & review](#)

3.1. [Principal's report](#)

The Board discussed / noted:

- Attendance data.
- Behaviour incidents remain a challenge for staff. A lack of professional support from external agencies is a contributing factor.
- Learning support funding remains inadequate. Our students with the highest needs receive funding equivalent to 30-45 minutes / day.
- Board funded in-class teacher aide support and playground supervision are proven to be helpful in aiding with behaviour management.
- Positive feedback from parents following the Year 7/8 camp.
- COVID-19 restrictions for end of year events. School settings remain unchanged for the remainder of the year.
- Efforts to facilitate and organise a fun and inclusive graduation while also fully complying with Ministry advice and health orders.

Action: AB to circulate the Health & Safety incidents.

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

Moved: PG / ML. Carried.

3.2. [Finance](#)

The Board discussed / noted:

- ESL report for October 2021.
- Capital expenditure appears low, but will increase with the inclusion of recent asset purchases.
- Additional budget lines to provide visibility of Kāhui Ako related funding.
- A draft budget for 2022 that provides Board funding for an additional teacher.

Motion: That the Board accept the finance report for October 2021.

Moved: PG / AB. Carried

Motion: That the Board approve the draft Budget for 2022.

Moved: PG / ML. Carried

Motion: That the Board approves honorarium payments for Board members for meeting attendance in 2021.

Moved: PG / KH. Carried

Motion: That the Board thanks Staff for their achievements this year and approves a Christmas Gift of a \$50 Moore Wilson voucher to each member of staff (including the Principal).

Moved: PG / AM. Carried (two abstentions).

3.3. Property

The Board discussed / noted:

- A report from ML.
- Final approval has been received from the Ministry of Education for the recladding of the PE Shed. Work will start over the holidays, and the contents of the shed decanted into a shipping container.
- Site support for the PE Shed work including rerouting the public walkway, fencing and signage.
- Additional quotes for interior shelving, if budget permits.
- Reference checks for the LED interior lighting upgrade; and ECCA sponsorship of the scheme and funding.
- Progress with school signage; and remediation of the Roseneath memorial fence.

Motion: That the Board delegates AC, ML and DC to sign the indemnity insurance contract for the shipping container.

Moved: ML / PG. Carried.

Motion: That the Board delegate PG, AB and ML to enter into the contract with Direct Energy Solutions for the LED interior lighting upgrade.

Moved: ML / PG. Carried.

Motion: That the Board accept the property report.

Moved: ML / KH. Carried.

3.4. Policy review: Governance / Role of the Chair

The Board discussed / noted:

- Revisions to the Governance framework to update for legislative changes; and Board membership.

Action: AM to provide a clean copy of the policy.

Motion: That the Board approves amendments to the Governance Policy to update for the Education and Training Act.

Moved: AM / PG. Carried.

4. [Discussions](#)

4.1. [Kāhui Ako update](#)

The Board discussed / noted:

- A Stewardship Group meeting to be held 1 December.
- Our Kāhui Ako Achievement Targets in NCEA Literacy, Numeracy and Science although aspirational have been exceeded.
- Progress with updating the Achievement Targets / Strategic Plan following a well-attended meeting with all Principals. Culturally sustainable practices was a clear theme.

4.2. [Board self-review, succession planning](#)

The Board discussed / noted:

- The Board will have a casual vacancy when PG resigns.
- Options to fill the vacancy and requirements under the Education & Training Act.
- A draft notice for the Newsletter.
- NZSTA Internal Evaluation Tool (“IET”) for Board self-review.
- An extension of Board members terms to September 2022 from June 2022.

Action: DC complete sign up for the NZSTA IET in Term 1: 2022.

Motion That the Board accepts PG’s resignation effective 31 December and resolves to fill the casual vacancy by selection.

Moved: ML / KH. Carried.

Motion That the Board delegates DC to request access to the NZSTA IET.

Moved: KH / ML. Carried.

Motion That the Board extends the term of AM and ML to the date of the next Triennial School Board election.

Moved: KH / AC. Carried.

Motion: That the Board thanks PG for his service to the School as a Board Member and Treasurer.

Moved: DC / AB. Carried.

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

- Principal Appraisal: End of Year Review
- Student Achievement: Curriculum Progress
- Analysis of Variance

- Tūkaha: After School Programme, Term 4 Report
- School Management Policy, Enrolment Analysis of variance

6. Administration

6.1. Minutes of previous meeting (26 October 2021)

Motion that the Board accept the minutes of the meeting held 26 October 2021 as a true and accurate record of that meeting.

Moved: KH / PG. Carried.

6.2. Correspondence

6.2.1 Inward

Date	Sender	Content	Action
18/11	Jan Tinetti	Re-engaging Learners in the Classroom	AB

6.2.2 Outward

None.

6.3. Actions

Review of actions from 27 September meeting.

Owner	Action	Status
AB / JF	Develop a local curriculum	In progress
AB	AB to sound out other schools in our Kāhui Ako to participate in a Parent Information Evening on digital safety	In progress
ML / AT	Relocate the high-basketball hoop to the chain fence between the Hall and the Long Boat	In progress
ML	Consider signage / fence options for the entranceway	Complete
AB	Update Annual Plan for 2022 and to present it at the next meeting.	Complete
ML / PG	Verify that the financing under the Direct Energy Solutions proposal meets the Statutory Limits on borrowing.	Complete
LD	Follow up with the Operator on systems, processes, and record keeping.	In progress
AM	Clarify which parts of the Internet Safety Policy are directed toward children; and which are aimed at adults / employees.	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: Tuesday, 8 February 2022 at 6.30pm

Agenda items due: Tuesday, 1 February 2022

Papers are due: Friday, 4 February 2022

7.2. Summary of meeting outcomes

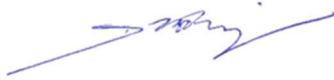
The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 19:07

Minutes **approved**

Chair:



Date: 08/02/2022