

**Roseneath School Board
Minutes
25 October 2022, 18.35 – 21:35**

The meeting opened at: 6:35 pm.

KARAKIA TĪMATANGA

1. [Administration](#)

1.1 Attendance

Name	Role	Present/Apologies
Airihi Mahuika	Presiding Member (Chair)	Present
Adelle Broadmore	Principal	Present
Anne Crewdson	Member (Staff)	Present
Matt Langworthy	Treasurer/Property	Present
Kate Prickett	Member	Present
Nikos Skepetaris	Member	Present
Sarah Roan	Member	Present

Others in attendance:

Mubina for Item 2.

Motion: that Mubina from ESL be given speaking rights for Agenda Item 2 (Finance).

Moved: AB / ML. Carried.

1.2 [Declarations of interest](#)

None.

[2 Finance](#)

2.1 [Finance training with Mubina from ESL](#)

The Board and Mubina discussed item 2.1, including the following:

- Income so far this year, eg. government grants, salaries budget.
- Expenditure.
- Net surplus (deficit).
- Financial position.
- Banking staffing.
- Items of significance.
- Graphical analysis.
- Kiwi Park model.
- Income statement.
- Balance sheet.
- Board members' questions to Mubina included insurance arrangements and cyclical maintenance.

- Discussion about release time and wellbeing of teachers.

2.2 Initial annual budget recommendations

- A rough draft has been prepared that involves:
 - 125 Jubilee Celebrations around Labour weekend
 - Outdoor spaces, painting markings, curtains for school hall
 - Forecast deficit, similar to 2022
 - Draft budget to be discussed at next meeting

2.3 Finance report

- Not enough time to consider the September monthly report and approve it yet.

Motion: that the Board delegate to the Finance Committee approval of the Finance Report for September.

Moved: SR / KP Carried.

3 Strategic Discussion

3.1 Tūkaha Licence

The Board discussed item 3.1:

- Licence agreement was entered into 4 Feb 2021 to end of year on 16 Dec 2021 with renewal right for 1 year. Haven't seen the renewal documents.
- Indication already that there wasn't going to be a renewal and so will likely terminate this year.
- If nothing in place then we won't have after school option at the school.
- Options – nothing, school run, or try to find provider.
- But time is running out.
- Update though that Charlotte who works at after school care might be interested in running it next year.

Action: SR, KP, AB schedule a meeting with Stacy and Charlotte to discuss.

Motion: to note the discussion on the after school licence.

Moved: AB / KP Carried.

3.2 In committee discussion:

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: ML / NS Carried.

Meeting closed to members of the public at 8:10pm.

- *Employment matters*
- *Process for approval of in committee minutes*
- *In committee minutes of meeting of 27 September 2022*
- *In committee minutes of meeting of 25 October 2022*

Meeting reopened to the public at 8:45pm.

4 Monitoring & review

4.1 Principal's report

The Board discussed item 4.1 – the Principal's report:

- Two new students arrived from UK.
- Attendance is steady, there are still few families travelling overseas.
- Support staff now began receiving their new rates.

- Staff-only day was a success.
- One major incident: 28 Sep 2022.
- Not many injuries.
- Improved earthquake drill procedures and will be practice on Thursday - no pick ups but will test texts too..
- Property - security system issues persist.
- Mihi Whakatau on 11 Nov - children have been preparing for it.
- Turangwaewae “begin where your feet stand” is the theme next year.
- Term 4 will have a technology focus with an emphasis on social impact.
- Board discussed the need to ensure staff and student safety and wellbeing. No additional funding provided by Ministry of Education, instead funding where needed for additional support required in some cases is funded out of normal school budget.
- Discussion of class structures for next year.

Action: AM to ask NZSTA for advice around appropriate child management and balancing health and safety of other staff and children.

Motion: that the Board accept the Principal’s report.

Moved: ML / AM Carried.

4.2 Property

The Board discussed item 4.2 - the Property Report:

- Simon, our property consultant will send paperwork about carpet, special needs fencing, etc to get it started over Christmas holidays. Comes out of special needs funding instead of 5YA funding.
- Removing signage at front of school, it is very costly to replace it, and it has become a potential hazard for children if they climb on it. ML will consider options further.

Motion: Delegate to the Property Committee approval of 5YA and special needs projects, and Chair signs out the necessary documents.

Moved: SR / AC Carried.

Note the Board closed the meeting at 9.30pm. The following agenda items were moved to next month’s agenda:

- item 4.3 Employment policy
- item 4.4 HR checklist
- item 4.5 Online Safety Policy
- item 5.1 Updated WorkSafe assessment, although was only an inform
- item 6.1 Kahui Ako update
- item 8.1 Confirmation of minutes of meeting of 27 September
- item 8.3 Correspondence

8.4 Actions

- Updated actions list, including actions agreed in 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
AB	Consult students on possibilities for the lower playground area	In progress
ML/KH	Seek quotes or cost estimates for the lower playground area	In progress
AM	Add additional discretionary leave for teachers to attend te reo Māori / Tikanga PLD into the School Employment Policy	Complete
DC/AM	Update the policies available on the website	In progress
AB	Consider the Principal's discretions to approve leave without pay under the Employment Policy	In progress
AB/KP	Develop survey as part of Health and Sexuality Education	In progress
AL	Monitor RAT test use among staff and advise Board if purchase is necessary	In progress
ML	Follow up on July ESL finance report	In progress
ML	Upload August property report to Google Drive folder	In progress
AM	Summarise the terms of the Tūkaha licence	Complete
AV/KP	Review the data from NZCER from term four	In progress
SR, KP, AB	After school licence next year - schedule a meeting with Stacy and Charlotte to discuss	In progress
AM	To ask NZSTA for advice around appropriate child management and balancing health and safety of other staff and children	In progress

9 Meeting closure

9.1 Date for next meeting

- Next meeting for: Tuesday 29 November 6.30-9.30pm
- Agenda items due: Monday, 21 November
- Papers are due: Friday, 25 November


KARAKIA WHAKAMŪTUNGA

The meeting closed at: 9:35pm.

Minutes **approved**

Chair: Airihi Mahuika

Signature:



Date: 28 November 2022