

**Roseneath School Board
Minutes
28 November 2022, 18.32 – 21:35pm**

The meeting opened at: 6:32 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:

Maria Malone

Jemima Hales

Jenny Foote

Motion: to grant Jenny Foote speaking rights for the Board meeting.

Moved: AB / KP Carried.

1.2 [Declarations of interest](#)

None.

[2 Strategic Discussion](#)

2.1 [Sports Report \(health & physical education\)](#)

The Board discussed item 2.1:

- New locations to do sports
- Very positive feedback from community/Healthy Active Learning (HAL)
- The new PE shed means the stock is well monitored, allowing better budgeting
- Interzone cross-country events have been successful
- Ideas for next year:
 - Central Zone Athletics: enrol kids for more activities to encourage parents to come
 - Publish in the newsletter an opportunity to for parents to help

Action: Next year, ask for a parent helper to assist Jemima. Kate to help draft request for the newsletter.

Motion: to note the discussion on item 2.1. and thank Jemima for the work she has put into the School's sports programme throughout the year.

Moved: ML / AB Carried.

2.2 Te reo and te ao Māori

The Board discussed item 2.2:

- Everybody was very involved with the programme, including with Kahui Ako
- Iwi have been involved to make sure events are carried out appropriately
- Acknowledgement of student involvement and enthusiasm
- Highlights: teachers communicating in te reo in classroom or playgrounds, hearing te reo in assembly is very common, te reo has become an integral part of the school life
- What we could do more: all staff commit to reading in te reo to children, more books in the library, or audio books etc.

Action: to hold a rōpū whānau meeting in Term 1.

Motion: to note the discussion on item 2.2. and thank Maria for all the hard work she has put into further developing capability te reo and te ao Māori in the school.

Moved: NS / AC. Carried.

2.3 Draft Charter

The Board discussed item 2.3:

- For the most part it is the same as it has been for the past few years
- One thing to change is to bring in language that reflects Te Tiriti instead of more outdated language
- Tried to lock in some key actions for next year
- Annual achievement path is not calculated yet because it requires end of year data
- Final sign-off of charter will be in the February Board meeting
- We need more data and feedback but overall it's a good draft

Action: Need to reconsult on Charter in November 2023

Motion: to note the discussion on item 2.3 and approve the draft Charter, which is to be finalised next year.

Moved: KP / SR Carried.

2.4 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: NS / ML Carried.

Meeting closed to members of the public at 7:16pm

- *Employment matters*
- *Principal's report on PDC*

Meeting reopened to the public at 7:28pm

2.5 Tūkaha Licence

The Board discussed item 2.5:

- Kate and Adelle met with Stacy
- Stacy to provide an after school programme in term 1 of next year but we will need to consider options after that
- Our licence states there needs to be at least 2 staff members present for after school care, and we need to at least break even to be able to afford running it, which costs roughly \$1000/week
- Idea for another model: transport kids outside of school to another after school care provider's location
- Board considered that consistency in supervisor would be an improvement, and if we could attract a teacher's aide that could also take on this role that would improve the after school programme
- The school could potentially assist with some admin support to ensure invoicing occurs and take late bookings/update the list of students provided to supervisor daily as we will have admin support in the afternoons
- Another option is to employ a university student (subject to undergoing police vetting and first aid training) who could be a flexible employee
- Emphasis on building a reputation for our after school programme: have someone who is solid, consistent, making parents trust enrolling their children

Action: Kate to provide options paper, Adelle to advertise for teacher aide/supervisor role at after school care in January and Adelle and Kate to discuss plan with Stacey.

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

Moved: SR / AB Carried.

3 Monitoring & review

3.1 Principal's report

The Board discussed item 3.1, the Principal's report:

- Close to 101 on roll, hoping that numbers will increase
- Low numbers due to the fact that there are 2000 less students in Wellington region than last year
- Staff acknowledgement for end of year: a \$50 Moore Wilsons voucher for staff
- Health and sexuality consultation is done: feedback says it's important
- Regarding recent serious incident: staff member says they are okay, Adelle is doing a thorough debrief with them, having restorative conversations with other students
- One of Jenny's big roles will be to balance these types of conflicts

Action: Vouchers for staff

Motion: that the Board:

- approve a \$50 voucher for Moore Wilson to be given to staff members
- thank Adelle for all her hard work this year and during her term as Principal, and accept the Principal's report for this month.

Moved: KP / NS Carried.

3.2 Finance report

The Board discussed item 3.2, the Finance Report:

- No red flags and normal for this time of year
- We are 83% through the year
- 79% through the year in terms of income, so we are a bit behind
- Parent Donation amounts seem low, it seems we won't meet our end of year deficit of \$32K
- We seem high on our expenditure, but it's usually normal at this time of the year
- LED light purchases pushed the expenditure over the line, but over time will pay for themselves
- Excel spreadsheet for available funds is a tool for us to use for budgeting purposes but not entirely accurate eg line that suggests an extra \$40K in Dec is not correct
- Adelle will set Jenny as authorised user of payroll, already has accounting package
- Overall, we are on track

Motion: that the Board:

- approve the Finance Report for October
- delegate to Jenny Foote, in her role as Deputy Principal and Acting Principal, signing authority for the School bank accounts
- note that as Acting Principal, Jenny Foote will have the same delegations as the Principal.

Moved: ML / NS Carried.

3.3 Revised annual budget

The Board discussed item 3.3, the revised annual report:

- Initial annual budget and on track to discuss more at our next meeting in the new year
- Line 342 – additional administration support given the Principal recruitment process, stability for the office, to support Acting Principal, and potentially also supporting after school admin
- Line 323 – one off recruitment consultant – lowered from 10% NZSTA estimate suggested because the Board will do a lot of the work itself
- Potential \$58k deficit largely due to those 2 items
- Tried to reduce where we can costs but personnel is important
- Trimmed resource needs where we could
- Some wins for PLD Kura Ahurea – investment covered by Ministry of Education (not out of PD budget)
- Conservative regarding admin support pay equity increases as the Ministry of Education has guaranteed it will reimburse (although we've taken a conservative approach to the reimbursement amount)
- Matt and Adelle went line by line through the budget and ESL went through it too
- Bigger context is that we have cash reserves so we can manage this level of deficit for next year's budget, although this level of deficit wouldn't be sustainable on an ongoing basis

The Board noted the draft annual budget, thanked Adelle and Matt for their work on the draft and the good progress.

3.4 Property

The Board discussed item 3.4, the Property Report:

- A lot of work done this year in terms of property
- Property work reflects the School is in a high wind zone and isolated spot

Motion: that the Board approve the Property Report.

Moved: SR / KP Carried.

3.5 Health and Safety Policy

The Board discussed item 3.5, the Health and Safety Policy:

- Health & Safety survey: no response or feedback, so no changes proposed
- Some edits may be required about child reporting - to clarify whether there is a requirement or discretion
- Question arose regarding who can suspend students; the Board or the principal. Adelle advised it was the Principal that had the suspension power.

Motion: that the Board approve the H&S subject the Chair tidying up the policy's wording regarding whether reporting is mandatory and that the Principal makes decisions regarding suspension

Moved: AB / NS Carried.

3.6 Employment Policy and HR Checklist (from last meeting)

The Board discussed item 3.6, the Employment Policy:

- Additional changes since version from last meeting were to the disciplinary process to make it clear that there would be some investigation required to have good reason to take any action, including summary dismissal, and to note that staff could be suspended pending investigation of serious misconduct.
- **Appendix C** of Employment Policy refers to a Code of Conduct. There isn't a Code but we do have "Roseneath School Agreed Practices" so we will amend the Policy to refer to this document.

The Board discussed the HR checklist:

- EEO policy referred to is in Employment Policy
- Police vetting covered in Employment Policy
- Child Protection Policy is in H&S Policy
- Communications Policy – we don't have one so may like to consider further
- Good Employer under Employment Policy – starts under General Statement

Motion: that the Board note the HR Checklist and approve the changes to the Employment Policy, subject to delegating to the Chair non-material tidying up to finalise and sign the policy.

Moved: AB/ NS Carried.

3.7 Online Safety Policy

The Board discussed item 3.7, the Online Safety Policy:

- First part essentially based on Netsafe policy last year
- Last year it was drafted – the key addition was subject to was being clear about what applied to who
- Policy backs up what happens today – contracts and permissions at the start of the year

Motion: that the Board approve the Online Safety Policy.

Moved: ML / AB Carried.

4 Discussions

4.1 Kāhui Ako update

The Board discussed item 4.1, the Kāhui Ako update:

- Final hui next week
- Strong turn out with Te Atiawa
- Need lead principal at Kahui Ako, still to be resolved
- Online safety parent education 21 Feb hosted at Rongotai – notice in school newsletter

Motion: that the Board note the discussion on the Kāhui Ako.

Moved: KP / AM Carried.

4.2 [Distribution of Board portfolios](#)

The Board discussed item 4.2, the distribution of Board portfolios:

- Matt is currently looking after both property and finance, we need someone to ideally pick up Finance
- Airihi is looking after the policies
- Other Board members to consider picking up the Finance portfolio

Action: Board members to consider picking up the Finance portfolio

5 [Inform only papers \(no action required\)](#)

5.1 Resolutions passed related to Acting Principal (letter and job description) and Appointment Committee Terms of Reference and change of meeting date from 29 November to 28 November

6 [Identify agenda items for next meeting](#)

Referred to items in the agenda for next meeting, that is:

- First meeting of the year Appointment of Chair (TBC)
- Submit Charter/Strategic Plan and Analysis of Variance to MOE by 1 March
- Approve finance budget
- Board must have annual statements audited and approved draft annual report needs to be sent to auditor by March 31
- Code of Conduct of Board members to be signed and any changes to Board register and conflicts register
- Finance Policy Review

7 [Administration](#)

7.1 [Set meeting dates for 2023](#)

Motion: that the Board agree the following meeting dates for next year:

Term 1: Feb – 6 April

1. Monday 13 Feb
2. Monday 13 March
3. Monday 3 April

Term 2: 24 April – 30 June

4. Monday 8 May
5. Monday 12 June

Term 3: 17 July – 28 September

6. Monday 24 July

7. Monday 21 August
8. Monday 18 Sept

Term 4: 9 Oct – mid Dec

9. Monday 16 Oct
10. Monday 27 Nov

Moved: NS/ SR Carried.

7.2 Record of Board member hours

- Adelle to work on it
- Honorarium for Board meeting attendance – Airihi circulated hours for this
- Additional information also required for auditor on time we’re spending on School matters, which Chair needs to sign off
- Adelle will calculate the hours on the basis of committee time on property and finance etc

Motion: that the Board delegate approval to the Chair of time spent on school matters

Moved: Matt/AC Carried.

7.3 Minutes of previous meeting of 27 September 2022 and 25 October 2022 for approval

Motion: that the Board approve the minutes of the meetings held 27 September 2022 and 25 October as a true and accurate record of those meetings.

Moved: AB/ML Carried.

7.4 Correspondence

- Inform only:

Date	Sender	Content	Action
4 Nov	NZSTA	Regional Executive Elections	Call for nominations Regional NZSTA Exec members. Note nominations due 4 pm 24 February 2023
7 Nov	Union - NZEI	Paid union meetings notification	Meetings will be held nationally over three days, between November 22 and November 24. Note we have staff covered internally and reliever support to attend meetings

7.5 Actions

- Chair to tidy up the actions in the minutes as Matt advised some are completed.

Owner	Action	Status
AB/JF	Develop a local curriculum	In progress
DC/AM	Update the policies available on the website	In progress
AL	Monitor RAT test use among staff and advise Board if purchase is necessary	In progress
AV/KP	Review the data from NZCER from term four	In progress

AM	To ask NZSTA for advice around appropriate child management and balancing health and safety of other staff and children	In progress
KP	Next year: help draft a request in newsletter looking for parent helpers to assist Jemima in sports events	In progress
JF/AM	Organise and hold a rōpū whānau meeting in Term 1	In progress
Board	Reconsult draft charter in November 2023	In progress
KP	Provide an options paper regarding the Tūkaha Licence	In progress
AB	Advertise for teacher aide/supervisor role at after school care in January	In progress
AB/KP	Discuss after school care plan with Stacey	In progress
AB	\$50 Moore Wilsons voucher for staff	In progress
AB	Delegate Jenny Foote signing authorities for the school bank accounts	In progress
All	Consider another Board member to pick up Finance portfolio	In progress

The Minutes Secretary read back actions recorded from the meeting.

[8 Meeting closure](#)

8.1 [Date for next meeting](#)

- The Board confirmed its next meeting for: Monday 13 February 6.30-9.30pm
- Agenda items due: Monday before
- Papers are due: Friday before

KARAKIA WHAKAMŪTUNGA

[The meeting closed at: 9:35pm.](#)

Minutes **approved**

Chair: Airihi Mahuika

Signature:



Date: 12 December 2022

