

Roseneath School Board
Minutes
18 September 2023, 18:39 – 20:53

The meeting opened at: 18:39.

Karakia tīmatanga

1 Administration

1.1 Attendance

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

Others in attendance:

None.

1.2 Declarations of interest

None.

2 Monitoring & review

2.1 Principal's/Tumuaki's report

The Board discussed:

- Cyber parents' evening – 33 parents attending as of today and staff will also have access to resources.
- Attendance is quite low: 80%. Still lots of sickness. Some students are away on holiday.
- A number of new enrolment enquiries.
- Staffing letter received from the Ministry.
- Injuries are still a bit high.
- The Board noted the bark in the playground has been blown away by the recent strong winds. So children were to be kept off the supernova. We need a fresh load of bark.

Motion: To thank the Principal and approve the Principal's report.

Moved: KP / NS. Carried.

2.2 In committee discussion - People 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: AC / SR. Carried.

Meeting closed to members of the public at 19:11 pm.

Meeting re-opened to members of the public at 19:31 pm.

2.3 Finance Monthly Report

The Board discussed:

- The August monthly report.
- Deficit for the end of the year: ~\$13,000.
- Friends of Roseneath donations: \$2,000.

Motion: that the Board:

- Approve the monthly report for August.

Moved: JF / AC. Carried.

2.4 Property

The Board discussed:

- The monthly property report.
- Staff feedback on the draft design of the signs: Jenny needs more time to refine this. The aim is for the signs to be in place before the Jubilee.
- Fence –the Board agreed to get quote to see if we could fix the iron fence up top and put the sign on the other side (rather than covering up the remaining original iron fence).
- Matt requested Board approval to pay for the signs.
- The 10 year property plan was discussed, including whether new things need to be added to the list.

Motion:

- that the Board accept the monthly property report
- approve up to \$2,000 of expenditure on school signs.

Moved: SR / KP. Carried.

Action: to get final staff feedback on the signs.

2.6 After School Programme Update

The Board discussed:

- Enjoy Childcare draft contract we received.
- We need to see if our current after school staff are happy to move to the Enjoy after school programme, subject to agreeing contract with Enjoy.
- Given the risk that there aren't sufficient numbers for a morning or holiday programmes, the Board agreed that these should be optional, rather than mandatory under the Enjoy contract.
- The need to have a property agreement in place. We need that agreement from the Ministry and it may be subject to finalising the Enjoy contract. The property agreement needs to be included in the Enjoy contract.
- Notice period to be confirmed: until end of Term 4 2024 – 19 Dec 2024. Can be renewed.
- Comms also need to be given to the community if we intend to change to Enjoy for Term 4.

Motion: that the Board:

- Approve Enjoy’s proposed contract subject to the following changes:
 - **Clause 3.1** – the term of the agreement will be from 9 October 2023 until 19 December 2024.
 - **Clause 4** – Replace with the following text with something like: “The BASC Provider must run After School care at the School every School Day between 3.00 - 6.00 pm (After School Care) and may run Before School Care at the School every School Day between 7.00 – 8.30 am (Before School Care) and a Holiday Programme between 7.30 am – 6.00 pm.” So Enjoy are only required to provide after school care.
 - **Clause 6.1** - Replace the reference to “the Deputy Principal” with “a teacher”.
 - **Clause 11.3** -Replace with the following text with something like: “The parties to the Agreement will enter a property agreement for use of the BASC Room. The rental payable for use of the BASC Room will be agreed with the Principal but will be no more than 10% of Enjoy Childcare’s gross turnover, up to a maximum of \$250 per week. This is to be paid to the Roseneath School account on a monthly basis. Enjoy must provide details regarding the number of students accessing the services to confirm the amounts paid are correct.”
- Delegate finalising the contract and signing of the final contract to the Principal.
- Agree to send out comms to the School community via Letter from the Board once we have the contract signed.
- Work through transfer of existing staff working at after school care to Enjoy, including terminating existing employment contracts and if necessary paying out the notice period.

Moved: KP / AM . Carried.

Action: check staff’s notice period in their employment agreement.

3 [Policy Review](#)

3.1 [Strategic Plan, Annual Implementation Plan and Annual Report requirements](#)

The Board discussed:

- Jenny and Anne have attended a consultation workshop regarding Strategic Plan – We can continue to update as a living document.
- Teachers think 5 parents per class is too many to call. Community engagement could be via an online survey and ask if whānau want to be followed up with a discussion.
- “*What does success look like for our school?*” — Online survey for parents, Post It notes at the school show, and via phone calls.
- Jenny will report to Kahui Ako on 17 Oct.

The Board noted the discussion and agreed to send out an online survey and give the option for parents to have a phone call.

Moved: JF / ML. Carried.

Action: Kate will design survey and report to Jenny on the results.

4 [Discussions](#)

4.1 [Kahui Ako Update](#)

The Board discussed:

- Principals’ Hui: Jude has applied for PLD course “Leading Learning” and that all leads could work on together (in and across school leads).

- Kahui Ako Kapa Haka festival was cancelled earlier this year, now it has been revived and 10 schools are participating on 30 Oct, and we're the second school performing.

4.2 Jubilee Update

The Board discussed the plan for the 125th Jubilee:

- 3 registrations so far.
- By the 14 Oct, if we don't have more than 20 registrations, we will refund the rest of the people and instead do a school event with lunch, cake, commemorative tea towel, and possibly a flower show, so we'd still mark the occasion.

The Board noted the discussion on preparations to date and next steps.

5 Identify agenda items for next meeting

- Curriculum Policy.
- Auditor.
- Initial annual budget recommendations (as in November is the revised annual budget).
- Target Group moderation and self-review progress in November.

6 Administration

6.1 Minutes of previous meeting 21 August 2023 for approval

Motion: that the Board accept the minutes of the meeting held 21 August 2023 as a true and accurate record of that meeting.

Moved: ML / AM. Carried.

6.2 Correspondence

Date	Sender	Content	Action
August 2023	NZSTA	Monthly Newsletter	FYI/Read
5 September 2023	Issue 164 Ministry Bulletin	Monthly	FYI/Read

6.3 Actions

Review of actions from last meeting.

Owner	Action	Status
AM	Update the policies available on the website.	In progress
AL	Monitor RAT test use among staff and advise Board if purchase is necessary.	Complete
KP	Next year: help draft a request in newsletter looking for parent helpers to assist Jemima in sports events.	In progress
ML	Seek change so no longer public access to the school.	In progress

All	Physical Restraint requirement for staff training by 7 February 2024. Only support staff needs it.	In progress
JF	Talk to Rosemary about Gateway reminder.	In progress
JF/AM	Comms on donations/school finances/need to support after school care.	In progress
AM	Reach out to Ministry of Education to find out the process regarding zoning changes.	In progress
Board	Consult on strategic planning document in November 2023 – needs to be in place by 1 January 2024.	In progress
JF	Strategic documents need to be on website and set to Ministry by 1 March 2024.	In progress
JF	Get staff feedback on the signs.	In progress
JF	Check after school care staff's notice period in their employment agreement.	In progress
KP	Design "What does success look like for our school?" survey and report to Jenny on the results.	In progress

7 Closure

7.1 Date for next meeting

The Board confirmed its next meeting for: Monday, 16 October 2023 at 6.30pm.

Agenda items due: Tuesday, 10 October 2023.

Papers are due: Friday, 13 October 2023.

7.2 Summary of meeting outcomes

Reviewed resolutions made

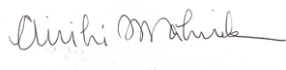
KARAKIA WHAKAMŪTUNGA

The meeting closed at 20:53.

Minutes **approved**.

Chair:

Signature:



Date:

18 September 2023