

Roseneath School Board of Trustees
Minutes
8 April 2019, 19:15 – 21:30

The meeting opened at: 19:15

Administration

Attendance

Name	Role	Present/Apologies
David Cooling	Chair	Present
Adelle Broadmore	Principal	Present
Anne Crewdson	Staff Trustee	Present
Pat Gilligan	Treasurer	Present
Kate Harrison	Trustee	Present
Simon Rillstone	Trustee	Present
Andrew Thomson	Property	Apologies

Others in attendance:

Jordan Shaw (Commercial Manager) from Catalyst Consulting

Declarations of interest

Adelle.

1. Strategic discussion

2.1. 5YA Review, Catalyst Consulting

Motion: That the Board provide speaking rights for Jordan Shaw for Item 2.1.

Moved: SR / KH. Carried.

The Board discussed / noted:

- JS and the project manager have completed a site assessment and identified a few minor issues that need to be addressed. These include: fire doors in the hall, ventilation, the staircase to Upper Bridge (requires a central handrail), cladding, and exit lighting.
- Boundary fences are also in need of repair.
- A condition report is expected to be completed by Catalyst Consultants by Easter.
- Funding for weathertightness issues is tagged separately; and dealt with by a specialist team at the Ministry of Education.
- Possible enclosure of the veranda outside Aft and Lower Deck connect the two spaces, and provide additional extra learning space.
- Possible reconfiguration of Upper Deck and the Music Room to be more visually accessible through the instalment of sliding glass doors.
- Health and safety work is to be prioritised.

- Available 5YA funding is \$276,000.
- A draft 10YPP will be completed by end- April, and will come to the next Board meeting. Submission is due 1 June.

2.2. Strategic Aim 1

The Board discussed / noted:

- Actions to support strategic aim one: students to know themselves as learners and empower them to be actively involved in learning. These include: supporting learners in identifying their strengths and goals; developing active teaching and learning practices; facilitating learners to understand what helps them in their learning; and using student voice to inform teaching practices and learning programmes.
- Teachers' ability to put the key actions into practice in their classroom. For example, under developing active teaching and learning practices, one class had used dance to learn about verbs.
- Having the expected outcomes available to students on their goal learning sheets.
- Sharing of student information and knowledge between ECE's and New Entrants.
- Integrating student voice so pupils are active in their learning. This is illustrated through their involvement in how the library operates.
- Whether other reporting systems should be considered as opposed to the status quo as there is no current guidelines on reporting from the Ministry of Education.

Motion that the Board thank teachers for their presentations and that the Board accept their report.

Moved: KH / PG. Carried.

2.3. PAT / STAR results

The Board discussed / noted:

- Roseneath School is trending well above national norms in terms of students 'above expectation' (stanines 7-9) across all categories: mathematics, reading comprehension, reading vocabulary, listening comprehension, and punctuation and grammar.
- Programmes are already in place to raise student achievement, particularly the 'Spring into Maths' programme, and buddy reading programmes.
- Most students who are 'below expectations' in PAT tests have already been identified as target students based on their overall progress and achievement.
- The loss of many year eight students who were 'above expectations' may have contributed to a decline between the 2018 and 2019 results.
- The writing programme may be evaluated to see how it can provide the most balanced method of learning that increases achievement in punctuation and grammar.

Action: AB to track progress of students moving between different stanines on their PAT tests.

Motion that the PAT/STAR report be accepted.

Moved: PG / KH. Carried.

2.4. Succession planning

The Board discussed / noted:

- One Trustee may not stand for election.
- Desirability of improving representation of parents from Junior classes; and options post-election to improve representation should the need arise.
- Nominations for the elections open on 10 May; and close on 24 May.

Action: DC to put nomination and election dates on calendar.

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- Attendance is at 90%. This is largely attributed to various viral infections affecting student health.
- Appraisal observations and goal setting meetings are happening in the last week of Term One.
- Ensuring lockdown procedures are up to date and that students can be well catered for in the event of a lockdown. More emergency supplies have been purchased in the event of a lockdown.
- JF and AB are working on pulling together the curriculum statements, our vision and values, graduate profile and cultural competence work.
- MM is leading staff work around cultural competencies. JF is leading Te Reo Māori language learning for staff.

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

Moved: PG / AC. Carried.

3.2. Finance

The Board discussed / noted:

- Some property maintenance done over the 2018-19 school holidays was categorised as payments for 2019 rather than payments for 2018.
- Discrepancies between the 'repairs and maintenance' in the property maintenance section of the finance report.
- Drafts for the Board's annual report, due end-May

Action: Annual report. AB: Principal's report, PG: Finance, AT: Property, KH: Friends. Draft text to be circulated ahead of the next meeting.

Motion: That the Board accept the Finance report.

Moved: SR / PG. Carried.

3.3. Property

The Board discussed / noted:

- A verbal update from the Principal on property matters.
- The drainage project is expected to commence in the upcoming school holidays.
- General cleaning costs are expected to increase due to the increased minimum wage.

4. [Discussions](#)

4.1. [Kāhui Ako update](#)

The Board discussed / noted:

- Updates from a meeting of the Stewardship Group and meeting of Principals.
- The Lead Principal's contract has been extended to end-2019.
- A research project from ECEs that has been submitted for funding that aims to structure the transition pathways between ECEs and schools.

4.2 [NZSTA: Regional Executive Mini Conference](#)

The Board discussed / noted:

- Presentations surrounding Cyber-Safety (and child protection), LGBTQI+, and reforms to Tomorrow's Schools.
- Interest in having John Parsons run a programme in our School or across our Kāhui Ako.
- The NZSTA conference will be held in Dunedin in July.

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

The Board discussed / noted:

- Target Groups
- English
- Health & Safety / child protection
- ERO Dimension 3: Educationally powerful connections and relationships

6. [Administration](#)

6.1. [Minutes of previous meeting \(11 March 2019\)](#)

Motion that the Board accept the minutes of the meeting held 11 March 2019 as a true and accurate record of that meeting.

Moved: AB / PG. Carried.

6.2. [In committee discussion: Minutes from previous meeting](#)

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: PG / AC . Carried.

Meeting closed to members of the public at 21:23

The Board approved the in committee minutes of the meeting held 11 March.

Meeting re-opened to members of the public at 21:24

6.3. Correspondence

6.2.1 Inward

Date	Sender	Content	Action
None.			

6.3.2 Outward

Date	Reference	Addressee	Content
None.			

6.3. Actions

Review of actions from 11 February meeting.

Owner	Action	Status
AB / PG / KH	Kindo: report back to Board and make recommendation.	In progress
AB / AC	Kindo: share the service with Staff.	In progress
AC	Review EOTC policy over the next twelve months	In progress
AB	AB to monitor attendance of students in term one of 2019 and possibly remind students and parents of the school's attendance expectations in the newsletter	Complete
AB / AC	Review the costs for the Crow's nest	Complete
AB	Reminder that dogs need be on a leash (additional signage, and notice in the School newsletter).	Complete
DC	Add meeting dates to calendars	Complete
DC	Draft response to NZSTA Tomorrow's Schools Taskforce Survey	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: 7 May 2019 at 7.15pm

Agenda items due: Monday, 29 April 2019

Papers are due: Friday, 3 May 2019

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:30

Minutes **approved**

Chair:



Date: 07/05/2019