

Roseneath School Board of Trustees
Minutes
7 May 2019, 19:15 – 21:45

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	Present

Others in attendance:

Jordan Shaw (Catalyst Consultants)

Declarations of interest

None.

Motion: That the Board move Item 3.3 Property / 5YA to the top of the agenda

Moved: AT / KH. Carried.

3.3 **Property/5YA**

Motion: That the Board provide speaking rights to Jordan Shaw for Item 3.3.

Moved: PG / AT. Carried.

The Board discussed / noted

- Condition Assessment: The Ministry have sought further investigation of issues, including the weather tightness of Upper Bridge (now thought to be a roofing issue).
- Priority tasks for remediation: including the installation of handrails in key areas, remediation of emergency lighting; and boundary fencing.
- Detailed quotes are required in the 5YA for works to be completed in the next 6 months. JS is seeking quotes for all priority items.
- The Ministry has indicated that additional funding is available to cover remediation. Additional funding will allow the Board to retain all AMS (accelerated modernisation scheme) funding.

- Key deliverables from Catalyst Consulting: Condition Assessment to be provided following investigation of the roofing issues. Draft 5YA will follow.
- The Ministry has indicated that there is flexibility around the submission of the 5YA (on account of the further work that it has instructed).
- The Board may need to approve the 5YA by circular (or at its June meeting).
- The drainage project that was scheduled for the April school holidays has been postponed to the July school holidays.
- Options to provide for regular maintenance of the School grounds and odd-jobs. Discussed under Item 3.1.
- The Tindall Foundation will provide the School with 5 trees in recognition of its recycling over the past year.

Action: JS to email Kevin Currin (Property Adviser, Ministry of Education) seeking confirmation of an extension to the Ministry deadline to submit the 5YA.

Motion: That SR be delegated to select five trees from the Tindall Foundation.

Moved: AB / AT. Carried.

Motion: That the Board accept the Property Report.

Moved: PG / KH. Carried.

JS left the meeting at 19:40

1. [Strategic discussion](#)

2.1. [Target Groups](#)

The Board discussed / noted:

- Goals: 90% of year 3-8 students performing either at or above curriculum level expectations in reading, writing, and mathematics; increase engagement in writing for at risk learners; and maintain high numbers of students 'above' in mathematics.
- Teachers have identified students who are performing below curriculum level expectation or who are at risk of being below expectations, and are working with other teachers to discuss how those students can progress.
- Teachers' focus on how they can further engage students in reading and writing to help them perform at or above curriculum expectation levels.
- Students who are currently performing at the expected curriculum level but have the potential to perform at a higher curriculum level are currently being identified and targeted.

Motion that the Board accept the Target Group Report.

Moved: SR / AT. Carried.

2.2. [Curriculum: English](#)

The Board discussed / noted:

- A report from Staff.

- Achievement trends: 96% of Roseneath students achieved at or above the expected curriculum level in reading at the end of 2018, and 84% in writing.
- Literacy practices to improve students' reading and writing abilities. These include: tracking and monitoring of target students; student interviews and conferences; setting specific goals around reading and writing behaviour; allowing target students to have more contact time with teachers; providing motivating texts, tasks, and ways of working; providing sufficient opportunities to learn; establishing a 'learning buddy' system; and celebrating student achievement.
- Interventions to accelerate students' progress including: ESOL support, speech and language support, and RTLB support for engagement in literacy programmes.

Motion that the Board accept the English Curriculum Report.

Moved: PG / AT. Carried.

2.3. [ERO Dimension 3: Educationally powerful connections and relationships](#)

The Board discussed / noted:

- ERO Evaluation Indicators.
- Success of the open afternoons each Term; and the engagement of the parent community.
- Changes to goal setting conferences to strengthen reciprocal learning centred relationships. In the junior classes, having students participate in conferences has built student confidence to discuss and critique themselves. It also illustrates that children are confident about their learning.
- Changes to home learning programmes.
- An opportunity for regular Te Reo Maori classes for staff; and the parents.
- Relationships between educators, students, parents, and the wider community, and work in our Kāhui Ako on transitions between ECE / Primary School and Primary / Secondary School.

2.4. [PAT / STAR data, follow-up](#)

The Board discussed / noted:

- A report analysing data from recent PAT tests; showing transition between stanines.
- Patterns in responses by Year group. The number of questions and answers that have been omitted decreases as the student progresses as they become more familiar with the testing.
- Limitations of testing (and the results). For example, some students are unable to complete the PAT test due to the time limitation, results are a reflection of the restriction not knowledge.

Motion that the Board accept the PAT/STAR data.

Moved: KH / SR. Carried.

3. [Monitoring & review](#)

3.1. [Principal's report](#)

The Board discussed / noted:

- The roll and attendance rates.

- Classroom teaching staff have completed an interim appraisal.
- Appraisals for support staff and release staff are currently being undertaken.
- Staff PLD: four staff are attending a Positive Psychology course focused on student wellbeing; three staff have attended a leadership course.
- Cross country competition is optional this year. Students are expected to participate at school to maintain and improve their fitness.
- A quote from Gates Cleaning Company to provide regular groundskeeping duties and maintenance at 5 hours weekly and at \$7,260 per annum, excluding GST.

Action: AB review Gates Cleaning Company at the August Board meeting.

Motion: That Adelle be delegated to engage Gates Cleaning Company for a one term trial, with a review at the August Board meeting.

Moved: AB / SR. Carried.

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

Moved: PG / AC. Carried.

3.2. Finance

The Board discussed / noted:

- A deficit of \$10,241 and available funds of \$142,518 are budgeted for 2019.
- A three-year review (2015-2018) of revenue, expenditure, and surplus. Allocation of funds shows increasing financial security.
- Some 'local' funds such as school trips are not budgeted until they occur.
- A large portion of the learning resource expenditure is budgeted for teacher aides, professional development, and leadership release.
- Inclusion of property repairs that were completed in 2018 that have been recorded against 2019.
- Staff use of personal funds to purchase classroom consumables; and processes for reimbursement.

Action: AB to review the General Administration expenditure in the 2019 budget.

Action: AC to raise the issue of staff using personal funds on classroom consumables at the upcoming staff meeting; and to seek feedback on improvements.

Motion: That the Board accept the Finance Report.

Moved: PG / AB. Carried.

Motion: That the Board delegate the finance committee to sign the finance accounts on behalf of the Board

Moved: PG / AT. Carried.

3.4. Policy Review: Health & Safety / Child Protection

The Board discussed / noted:

- The issues surrounding child protection were raised, and protocol and practices for staff dealing with these issues were discussed.
- The school has signed up to EAP Services to provide support to staff if needed.
- Replacement of “ensure a risk analysis management system (RAMS) is in place and carried out” with “ensure that risk assessment forms are completed and that a Health & Safety operating plan is in place.”

Motion: That the Board approve the Health & Safety / Child Protection Policy with the amendment to replace reference to RAMS.

Moved: AT / SR. Carried.

4. Discussions

4.1. Kāhui Ako update

The Board discussed / noted:

- Minutes from the last Kāhui Ako meeting have been circulated.
- A workshop on Cultural Responsiveness across the Kāhui Ako held at the end of Term 1.

4.2 Election update

The Board discussed / noted:

- The election timetable.
- Nominations for Trustees open on May 10 and close at midday on May 24.

5. Identify agenda items for next meeting

The Board discussed / noted:

- Strategic Aim 2
- Focus: Think Big
- RASC
- Asset register
- Health Curriculum

6. Administration

6.1. Minutes of previous meeting (8 April 2019)

Motion that the Board accept the minutes of the meeting held 8 April as a true and accurate record of that meeting.

Moved: PG / AB. Carried.

6.2. Correspondence

6.2.1 Inward

Date	Sender	Content	Action
16-04	Ashby Property Management	Site – Sewer Drain Improvements	None

6.3.2 Outward

Date	Reference	Addressee	Content
17-04	16-04	Ashby Property Management	Signed MOE Procurement forms, completed project documentation

6.3. Actions

Review of actions from 8 April 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	Track progress of students moving between different stanines on their PAT tests.	Complete
DC	Put nomination and election dates in calendars.	Complete
Various	Annual report. AB: Principal's report, PG: Finance, AT: Property, KH: Friends. Draft text to be circulated ahead of the next meeting	In progress

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: Thursday, 6 June 2019 at 7.15pm

Agenda items due: Thursday, 30 May 2019

Papers are due: Tuesday, 4 June 2019

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:45

Minutes **approved**

Chair:



Date: 10/06/2019