

**Roseneath School Board of Trustees**  
**Minutes**  
**13 August 2019, 18:30 – 2105**

The meeting opened at: 18:30

1. Administration

Attendance

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

Declarations of interest

AB in respect of item 2.4.

2. Strategic discussion

2.1. Curriculum progress

The Board discussed / noted:

- A report compiled Jenny Foote and reviewed by Staff setting out progress against the curriculum.
- An increasing number of students are achieving above expectations.
- Girls are outperforming boys in reading, writing and mathematics, however this is comparable to the national average.
- Strategies to lift achievement for all students are included within the report, including teacher professional practice, targeting student tracking, ESOL support, behaviour for learning support, and initiatives such as 'Steps Web' and 'Spring into Maths.'
- 'Steps Web' literacy development programme has been beneficial in improving students' spelling age.
- 'Early Words' literacy programme has provided an early intervention for identifying students in need of additional learning support, data is being used to evaluate the effectiveness of the programme for individual students.
- Staff monitor and review the data regularly. A more detailed report allows them to identify and target certain students; and to review the effectiveness of intervention programmes.

**Motion:** That the Board accept the Curriculum Progress and Achievement Report and thank Jenny Foote and staff for their work on it.

Moved: KH / PG. Carried.

**Motion:** That the Board support the recommendations made in the report and the development of monitoring to consider the effectiveness of interventions for individual students.

Moved: LD / AT. Carried.

## 2.2. Māori / Pasifika achievement

The Board discussed / noted:

- Data provided in the Curriculum Progress and Achievement Report.
- Almost all Maori and Pasifika students are achieving at or above the expected level.
- An opportunity to share achievement data with our Whānau Rōpu.
- Māori students achieving success as Māori and a shift in cultural responsiveness of our ākongā.

**Action:** AT to organise a meeting of our Whānau Rōpu.

**Motion** that the Board note progress of our Māori & Pasifika students.

Moved: PG/KH Carried.

**Motion:** that AT reconvene our Whānau Rōpu to share achievement data, and to consult on the Heath Curriculum.

Moved: AB/AT Carried.

## 2.3. The Arts.

The Board discussed / noted:

- A report provided by Staff.
- Consideration by Staff of moving the performing Arts to a four year cycle from the present two, to manage student and staff well-being, and our commitment to other areas of the curriculum.
- Establishment of a mini festival for Kapa Haka in Term 4 for schools in our Kāhui Ako.
- Proposals of teaching ballroom dancing for Year 7 and 8 students, and the opportunity to hold a "Senior Ball".

**Motion** that the Board accept the Arts report.

Moved: KH / LD. Carried

## 2.4. In committee discussion: Employment and student 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: AB / KH. Carried.

*Meeting closed to members of the public at 19:22.*

The Board discussed matters related to students and its employer role.

*Meeting re-opened to members of the public at 19:51*

### 3. [Monitoring & review](#)

#### 3.1. [Principal's report](#)

The Board discussed / noted:

- A report from the Principal.
- Enrolment numbers and attendance data.
- Proposed term dates for 2020, alignment across our Kāhui Ako, and possible alternative start dates for Term 1.
- The 10YPP has been updated and submitted to the Ministry. Options to improve the weather tightness of Upper Bridge are with our Ministry Property Advisor for consideration.

**Action:** AB to review the school term dates with staff.

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

Moved: PG/ AT. Carried.

#### 3.2. [Finance, Mid-year review, Kindo](#)

The Board discussed / noted:

- ESL reports from end-June and end-July.
- Available funds and actual available funds are tracking well. Available funds are higher than budgeted however it is expected the cost of learning resources will increase later in the year.
- A recommendation from the Treasurer to adopt Kindo as a cashless payments system for the School, and Service Terms, and Business Solutions Agreement from Kindo (the Growth Collective).
- Costs for the service (2.5% / transaction) which would amount to c.\$1,650 / year (\$13 / child) that could be recouped through increased charges or absorbed in the operational budget.
- Implementation timeframes for Kindo are 3 – 4 weeks; and could coincide with the Friends Quiz evening (5September).

**Motion:** That the Board accept the finance reports.

Moved: PG / KH. Carried.

**Motion:** That the Board delegates the Finance Committee to consolidate budget lines related to Property with no change to the overall allocation.

Moved: PG / AT. Carried.

**Motion:** That the Board delegates the Treasurer to enter into an agreement with Kindo to provide a cashless payment system to the School.

Moved: PG / LD. Carried.

### 3.3. Property

The Board discussed / noted:

- Completion of the drainage project. Contractors have identified a further area that will require remediation in the future.
- Alan Gates' has indicated that he may be unable to continue providing general groundskeeping at the end of the trial. The trial has been successful particularly in keeping the playground free of surface water.
- An asbestos management plan will need to be implemented.
- A need to provide for additional water storage.

**Action:** AB to follow-up with Alan Gates' (and other Schools) for an alternative provider of general maintenance services.

**Motion:** That the Board accept the property report.

Moved: AT / AB. Carried.

### 3.4. Accident & hazard register

The Board discussed / noted:

- Processes and procedures to update the register and record incidents.

### 3.5. Local curriculum, update

The Board discussed / noted:

- A high-level system diagram of our proposed curriculum.
- The proposed curriculum includes an emphasis on the new inquiry model.

## 4. Discussions

### 4.1. Kahui Ako update

The Board discussed / noted:

- The Appointment of Across School Lead Teachers ("ASLs").
- The contribution of AB, Chris Montgomerie and Ben Powdrell to the Cultural Responsiveness workstream.
- A forthcoming meeting of Principals that will prioritise work of the ASLs.

### 4.2 NZSTA, conference, training schedule

The Board discussed / noted:

- Positive feedback from the NZSTA conference.
- Upcoming training for trustees.

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

The Board discussed / noted:

- Charter / Strategic plan review
- Strategic Goal 3: Empower ākongā, whānau, teachers and the wider community to participate in collaborative partnerships for learning
- Moderation
- Policy review: employment, RASC
- Cohort entry

## 6. [Administration](#)

### 6.1. [Minutes of previous meeting \(25 June 2019\)](#)

**Motion** that the Board accept the minutes of the meeting held 25 June as a true and accurate record of that meeting.

Moved: AT / LD. Carried.

### 6.2. [Correspondence](#)

#### 6.2.1 [Inward](#)

Date	Sender	Content	Action
13-06	Returning Officer	Parent Trustee Election results	-
24-06	Returning Officer	Roseneath School election process report 2019	-
03-07	NZSTA – Ministry of Education	Primary Teachers' Collective Agreement – Lump sum payment as part of settlement	-
04-07	NZEI – Te Riu Roa	Notice of Strike – Primary Principals Collective Agreement	-
09-07	Ministry of Education	Partial Strike 8 July to 16 August 2019	DC
25-07	Returning Officer	Election reports	--
26-07	NZEI – Te Riu Roa	Notification: Paid Union Meetings for Primary Principals	-
26-07	NZSTA	Lump sum payment to teachers paid under your school's staffing entitlement	-
30-07	Ministry of Education	Mataara - New Emergency Contact Tool	-
02-08	Tracey Martin, Associate Minister for Education	Decisions on Learning Support Co-ordinators	-

#### 6.2.2 [Outward](#)

None.

### 6.3 [Actions](#)

Review of actions from 25 June meeting

Owner	Action	Status
AB / PG / KH	Kindo: report back to Board and make recommendation.	Complete
AB / AC	Kindo: share the service with Staff.	Complete
AC	Review EOTC policy over the next twelve months	In progress

AB	Review Gates Cleaning Company provision of regular groundskeeping at the August Board meeting.	Complete
AB	Review the General Administration expenditure in the 2019 budget.	Complete
KH / LD	Meet with RASC licensee to review after school programme	In progress
AB / JT	Identify ECEs that our new entrants attended prior to School; and to consult with those Centres on moving to Cohort entry.	In progress
AB / JF	Develop a local curriculum. DC to add a standing item to the agenda	In progress / complete
DC	Forward NZSTA training opportunities to the Board	Complete

The Minutes Secretary read back actions recorded from the meeting.

## 6. Closure

### 7.1. Date for next meeting

The Board confirmed its next meeting for: Tuesday, 10 September 2019 at 6.30pm

Agenda items due: Tuesday, 3 September 2019

Papers are due: Friday, 6 September 2019

### 7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

### 7.3. Meeting review

The meeting closed at: 21:05

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Minutes **approved**

Chair:



Date: 10/09/2019