

Roseneath School Board of Trustees
Minutes
11 November 2019, 18:30 – 21:00

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	Apologies
Pat Gilligan	Treasurer	Present
Kate Harrison	Trustee	Apologies
Andrew Thomson	Property	Present

Motion: That the Board approve leave for Lizzy Dixon and Kate Harrison, and accept their apologies for the meeting.

Moved: PG / AT. Carried.

Others in attendance:

None.

Declarations of interest

None.

2. Strategic discussion

2.1. Review Strategic plan outcomes

The Board discussed / noted:

- Roseneath is continually achieving its goals in relation to students being actively involved in their learning and promoting a responsive and inclusive environment to support quality teaching and learning.
- The strategic plan emphasises the continuing need for collaboration with the Kāhui Ako and the involvement of whanau in students' learning.
- The objectives for 2020 include developing measures of active teaching and learning practices.
- The RTLB mentor was supportive of staff other than the 'lead teacher' attending PD courses and the continuing spread of learning and feedback between staff.
- The strategic plan includes improvement plans for mathematics, reading and writing.
- A review of parent reporting and changes to goal setting conferences. "Next steps" are to be removed from end of year reports as it may contradict with some students goal settings at the beginning of the following year.

- An opportunity to use data from our Student Management System to automate some reporting to remove double handling of information between systems / reports.
- A draft 'Roseneath Learner' profile to replace the current 'Roseneath Graduate' profile.

Action: All: Review and provide feedback on the 'Roseneath Learner' profile.

Motion: That the Board accept the Strategic Plan.

Moved: PG / AT. Carried.

2.2. ERO Dimension 2: Leadership conditions for equity and excellence

The Board discussed / noted:

- A presentation from the Principal.
- An emphasis was placed on staff culture, the role of leaders, the ability to enact, and positive conditions such as enthusiasm for collaboration and an open attitude towards improving practice.
- In relation to local curriculum development, there is a focus on the future curriculum being coherent, aligned, and having educationally powered relationships.
- ERO's School Evaluation Indicators for leadership includes methods for the most effective leadership practice and examples of how Roseneath already exercise this.

Motion: That the Board thanks Adelle for her presentation.

Moved: AT / AC. Carried.

2.3. Local curriculum, update

The Board discussed / noted:

- Feedback on the local curriculum from the parent reference group was positive.
- There was an emphasis placed upon inclusivity, pragmatism, responsive to the needs of parents and students, strong relationships with parents.
- The local curriculum will be drafted further and shared with the parent reference group in December.

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 / PG. Carried.

Meeting closed to members of the public at 19:30.

The Board discussed matters relating to employment and student well-being.

Meeting re-opened to members of the public at 20:00.

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- A report from Principal, including data relating to attendance and enrolment figures.
- There were a few minor injuries recorded in the injury register since September.
- A number of staff are undertaking various PD courses focusing on PB4L, classroom management strategies, and interactive and engaging reading activities. The report noted how staff other than the 'lead teacher' are undertaking these courses so there is a wider spread of learning.

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

Moved: AT / PG. Carried.

3.2. Finance

The Board discussed / noted:

- A report from ESL for end-September, and end-October
- Discussions around the use of Kindo in relation to students' fees.
- Overuse of Banking Staffing; and the need to reduce this balance by year-end to avoid carrying debt over to the following year.
- BOT elections actual expenses were higher than the budgeted expense.

Action: AB: To manage down the overuse of Banking Staffing.

Motion: That the Board accept the finance report.

Moved: PG / AT. Carried.

3.3. Property

The Board discussed / noted:

- A report from AT.
- An asbestos management survey plan is to be completed by K2 Environmental Ltd at the cost of \$1,396 + GST
- The 10 YPP needs to be endorsed by the Ministry of Education.
- Challenges around obtaining quotes for the climbing wall.

Action: AB: Asbestos Management Survey to be conducted.

Motion: That the Board accept the asbestos survey quote provided by K2 Environmental Ltd.

Moved: AT / PG. Carried.

Motion: That the Board accept the property report.

Moved: AT / PG. Carried.

3.4. Employment: HR Checklist 2, Principal Appraisal and PLD

The Board discussed / noted:

- HR Checklist 2
- Proposals from Laura Snowden to assist with the Principal's Performance Appraisal in 2020; and for the Principal to participate in a Professional Learning Group.

Action: AB / PG. to include Laura Snowden's costs in the draft budget for 2020.

Action: All to complete survey from Laura Snowden sent to Trustees on 4 November.

Motion: That the Board accept HR Checklist 2.

Moved: AB / PG. Carried.

Motion: That the Board accept proposals from Laura Snowden to assist with the Principal's Performance Appraisal in 2020; and for the Principal to participate in a Professional Learning Group HR Checklist 2.

Moved: DC / PG. Carried.

3.5. Policy Review: Health & physical education

The Board discussed / noted:

- To be considered as part of the development of the Local Curriculum

4. Discussions

4.1. Kahui Ako update

The Board discussed / noted:

- Minutes from a Stewardship Group meeting held 26 September.
- AB will discuss the results of the wellbeing survey with the leadership group and share the results with the Board in December.
- A teacher only day for all schools in the Kahui Ako is planned for Monday 7 September 2020.
- A Kapa Haka festival for schools within the Kahui Ako is planned for Term 2 2020.

Action: AB: that the results of the wellbeing survey come to the Board in December.

4.2 Board self-review

The Board discussed / noted:

- Post-IET survey comparing results between 2016 and 2018 and proposals of another IET in 2020.
- Board succession planning.

4.3 NZSTA, training schedule

The Board discussed / noted:

- Regional Exec. Evening speaker series.
- NZSTA Seminar on Charter, Strategic Planning and Review

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

The Board discussed / noted:

- Draft annual plan
- Budget FY2020
- NZCER: Student & Staff wellbeing survey
- Policy review: Role of the Chair

6. [Administration](#)

6.1. [Minutes of previous meeting \(10 September 2019\)](#)

Motion that the Board accept the minutes of the meeting held 10 September as a true and accurate record of that meeting.

Moved: AT / AB. Carried.

6.2.2 [Outward](#)

Date	Reference	Addressee	Content
4/10	-	Roy Sye, Ministry of Education	Provisional Roll and Assured funding, review
1/11	-	Kevin Currin, Ministry of Education	10 Year Property Plan, endorsement

6.3. [Actions](#)

Review of actions from 10 September meeting

Owner	Action	Status
AC	Review EOTC policy over the next twelve months	In progress
AB / JF	Develop a local curriculum	In progress
AT	Organise a meeting of our Whānau Rōpu	In progress
AB	Follow-up with Alan Gates' (and other Schools) for an alternative provider of general maintenance services	Complete
AB / staff	Nominate two parents from each year group to participate in a Curriculum Reference Group to support the development of our local curriculum.	Complete
AT	Seek quotes to progress Area B climbing wall	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: Monday, 9 December at 5.30pm

Agenda items due: Tuesday, 2 December 2019

Papers are due: Friday, 6 December 2019

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:00

Minutes **approved**

Chair:



Date: 09/12/2019