

**Roseneath School Board of Trustees**  
**Minutes**  
**10 February 2020, 18.30 – 21:30**

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

Others in attendance:

None.

Declarations of interest

AB for Item 2.5.1 (In Committee) and LD for Item 2.5.2 (In Committee)

Appointment of Board Chair

**Motion:** That David Cooling be appointed as Board Chair.

Moved: KH / LD. Carried.

Code of Conduct

Signed by all Board members.

2. Strategic discussion

2.1. Charter / strategic plan

The Board discussed / noted:

- Consultation on the Charter is due to take place in September and October, and to follow a similar process to the last review; drafted by a working group and then subject to consultation.
- A sense that any change could be evolutionary rather than revolutionary.
- Some formatting changes in the cultural responsiveness and wellbeing sections to the plan for 2020, but no substantive changes to the overall content of the Charter / Strategic Plan.

**Motion:** That the Board approve the Charter/Strategic Plan for 2020.

Moved: PG / AT. Carried.

## 2.2. Analysis of variance

The Board discussed / noted:

- A report drafted by the Principal for submission to the Ministry of Education by March
- Funding of testing / evaluation for students with possible learning difficulties.
- A greater focus on increasing student engagement in writing.
- Improvements in Year 1-2 students' feelings about learning; and the use of play-based learning programmes.
- A large number (36%) of Year 3-8 students are performing above the expected curriculum level in mathematics.

**Motion:** That the Board accept the Analysis of Variance, and agree its submission to the Ministry.

Moved: LD / PG. Carried.

## 2.3. Reporting to parents: Student Achievement and Progress

The Board discussed / noted:

- Small sample sizes in some cohorts can move percentages around a lot.
- Year 5-8 reading results are exemplary with many students performing above average. Only a minimal number of students are below the standard; and none well below the standard.
- Reporting of achievement data to the school community: including the annual report and information evenings.
- Changes to reporting to parents for Year 2-8 students set out in the Principal's report.
- Improvements to report writing (including directly reporting data held in E-TAP to parents using customised reports). Parents will be able to track progress between years.
- Teacher workload and well-being around report writing.

**Action:** AB: To rework track cohort data (slides 11-13). All: Consider how to use and publicise the student achievement data more widely than the Annual Report.

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

Moved: PG / KH. Carried.

**Motion:** that the Board approve revisions of reporting to parents.

Moved: PG / LD. Carried.

## 2.4. Local curriculum, update

The Board discussed / noted:

- Updates to the proposed local curriculum including: revisions to cultural responsiveness, and emphasis on wellbeing, inclusiveness, and active involvement.
- The level of detail required in local curriculum (and the balance between policy owned by the Board, and procedures owned by the Principal and Teaching staff).

- Incorporation of the New Zealand curriculum.

**Motion:** That the Board accepts the local curriculum update.

Moved: PG / KH. Carried.

#### 2.5. In committee discussion: Employment matters, RASC Agreement

**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 / LD. Carried.

*Meeting closed to members of the public at 19:47.*

The Board discussed matters relating to employment and RASC.

*Meeting re-opened to members of the public at 20:12.*

### 3. Monitoring & review

#### 3.1. Principal's report

The Board discussed / noted:

- Annual attestations from the Principal in respect of: Finance, Personnel, and Health and Safety.
- Enrolment numbers and attendance data. The current roll is at 110 however more students have already been enrolled to start at later dates throughout 2020.
- Appointments of Kate Jardine (Teacher release); and Zoe Williams (Teacher Aide).

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

Moved: KH / LD. Carried.

#### 3.2. Finance, Budget

The Board discussed / noted:

- No finance report has been received from ESL.
- Quotes to replace the School copier / printer from Fuji-Xerox and Konica-Minolta.
- A proposed Credit Card Policy to be included in the Finance Policy to allow a credit card to be issued to the Principal.

**Action:** PG to follow up the December / January finance report with ESL and circulate.

**Motion:** That the Board approve the issue of a credit card to the Principal with a limit of \$2,500.

Moved: PG / AT. Carried.

**Motion:** That the Board accept a proposal from Konica-Minolta to replace the School copier / printer.

Moved: AT / PG. Carried.

### 3.3. Property

*The Board walked around the School buildings and property to review maintenance, and future projects.*

The Board discussed / noted:

- An Asbestos Management Survey. An asbestos management plan is in place.
- The exterior painting of the School's buildings.
- Further work by Wellington Water to remediate drainage issues from last year.
- Catalyst have been engaged to work on improving the School's gates and fences to improve student safety.
- A quote in progress to apply a non-slip surface on the Long Boat deck.
- A clean up of the garden shed.

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

Moved: KH / LD. Carried.

### 3.4. Policy review: School Management / Enrolment

**Motion:** That the School Management / Enrolment Policy be accepted without change.

Moved: AT / LD. Carried.

## 4. [Discussions](#)

### 4.1. Kahui Ako update

The Board discussed / noted:

- A proposed AGM for all Trustees scheduled for Thursday, 12 March.

### 4.3 NZSTA, training schedule

The Board discussed / noted:

- Forthcoming "Navigating Tikanga for Boards" to be held on 9 March.
- Mini-conference to be held in Term 2.

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

The Board discussed / noted:

- Hautu
- Key competencies
- Principal Performance Agreement
- HR Checklist 1
- ERO dimension 4: Responsive Curriculum, effective teaching and opportunity to learn
- Policy review: Governance & EOTC

## 6. Administration

### 6.1. Minutes of previous meeting (9 December 2019)

**Motion** that the Board accept the minutes of the meeting held 9 December as a true and accurate record of that meeting.

Moved: PG / KH. Carried.

### 6.2. Correspondence

#### 6.2.1 Inward

Date	Sender	Content	Action
19/12/2019	Roy Sye, Ministry of Education	Provisional Roll and Assured funding	DC
30/01/2020	IRD	Donation tax credits, claim online	PG / AB
03/02/2020	Kim Shannon, Ministry of Education	Beginning teacher, education payroll	

The Board discussed / noted:

- Correspondence from Roy Sye.

**Motion** that the Board accept the offer from Roy Sye to provide feedback on the process and the information that the Ministry are using to develop their Provisional Roll and Assured funding model.

Moved: KH / LD. Carried.

#### 6.2.2 Outward

None.

### 6.3. Actions

Review of actions from 9 December meeting.

Owner	Action	Status
AC	Review EOTC policy over the next twelve months	In progress
AB / JF	Develop a local curriculum	In progress
AT	Seek quotes to progress Area B climbing wall	In progress
All	Review and provide feedback on the 'Roseneath Learner' profile	In progress
AB	Reorder the 'Cultural Responsiveness' section of the strategic plan	Complete
AB	Add an additional \$1,800 to the staff expenses in the 2020 budget	Complete
AB	Action payments to Trustees	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: Tuesday, 10 March 2020 at 6.30pm

Agenda items due: Tuesday, 3 March 2020

Papers are due: Friday, 6 March 2020

Term 1: Tuesday, 10 March and Monday 6 April  
Term 2: Tuesday, 12 May and 9 June  
Term 3: Tuesday, 21 July, 11 August, and 8 September  
Term 4: Monday, 9 November and 14 December

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:26

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Minutes **approved**

Chair:



Date: 10/03/2020