

Roseneath School Board of Trustees
Minutes
21 April 2020, 18.30 – 20:40 (Video Conference)

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:

LD for 6.2.1.

2. Strategic discussion

2.1. COVID-19

The Board discussed / noted:

- Support and consistent update from the Ministry of Education during the lockdown.
- Inflexibility in the payroll service (Novopay) that has since been resolved.
- Positive feedback from the School Community regarding communication during the lockdown.
- Arrangements to open the School to provide childcare at Alert Level 3. At the time of meeting five students were expected to return to school, which means that a single bubble will operate with two teachers on site.
- A site check is to be completed by the Principal on 23 April.
- The school grounds (except the public thoroughfare) will remain closed to the public during school hours.
- Student well-being. The Principal and Teachers have been able to contact most students and have been able to provide support as needed.
- School devices have been sent out to students needing device for distance learning.
- Options to provide additional support to students, families and the wider community to support well-being more broadly.

Action: KH to draft a notice regarding community wellbeing for the school newsletter.

2.2. [Strategic Aim 1](#)

The Board discussed / noted:

- A report from the Principal: Active Learning at Roseneath,
- Actions and progress teachers are making with students to be active learners.
- Work of teachers to continuously connect students' current learning with their individual goals set in Term 1.
- Plans for teachers to provide observations of active learning were scheduled for the end of Term 1 but have been delayed due to COVID-19. Teacher will return to these when all students and staff have returned to school.
- Progress in developing parent / caregiver reporting; and an intention to provide longer periods of progress and achievement in student reports.
- An estimate to develop individual student reporting from the School student management system (ETAP) of 10 hours at \$100 / hour; and to remove the 'double-handling' of data by teachers.

Motion: That the Board approve, in principle, the estimate of \$1,000 to develop individual student reports from ETAP.

Moved: PG / AT. Carried.

Motion: That the Board accept the Strategic Goal 1 Report.

Moved: KH / AT Carried.

3. [Monitoring & review](#)

3.1. [Principal's report](#)

The Board discussed / noted:

- A report from the Principal.
- Enrolment numbers and attendance data. All students are presently marked as F (not in class, attending an offsite course/class).
- Uncertainty around how alert level 3 will affect overall school attendance data.
- The distribution of learning packs to some students in the days prior to the lockdown.
- Delays and changes to goal setting appraisal conversations and initial coaching sessions due to COVID-19.
- Submission of the 2019 annual accounts and audit information well in advance of the March 31 deadline.
- Contact with Wellington City Council (WCC) regarding replacement of fences along our shared boundary; and road safety signage around the School. WCC is unable or unwilling to address many of the road safe concerns raised (including, providing a safe crossing across Maida Vale and Grafton Roads) for children.

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

Moved: PG / LD. Carried.

3.2. Finance

The Board discussed / noted:

- The ESL monthly financial report for March 2020.
- Items of significance: EOTC expenses are reported net of parent contributions but as these have yet to be received (or invoiced) expenses show a large variation relative to budget. Purchase of new examination booklets has increased PAT assessment spending.
- A report from the Principal setting out the possible finance implications of COVID-19. Some expenses have fallen; others have increased or remained the same. Income outside of our operational grant has fallen.
- The Ministry has advised that payments to contractors should continue as usual during Alert level 3 and level 4.
- Some expenses will be lower than budget for the remainder of the year (e.g., EOTC and curriculum/teaching resources). A revised budget will be presented in July.

Action: PG / AB to review collection of donation payments

Motion: That the Board accept the March 2020 finance report.

Moved: PG / KH. Carried.

3.3. Property

The Board discussed / noted:

- A report from AT.
- Many property maintenance projects which were scheduled have been delayed due to COVID-19. Some projects will be able to resume under alert level 3.
- Catalyst Consultants have provided an estimated figure of the construction costs for the PE Shed project. Catalyst still need to review their preliminary work quote.
- A fee proposal for Design & Project Management Services from Catalyst for \$38,025 that covers 5YA projects including: electrical remediation, Autex wall lining, emergency lighting, an outdoor learning area, waterproof curved roofing, and handrails and fencing.
- Differences in approach to documentation and approval of Design & Project management fees between Catalyst and our previous provider.

Motion: That the Board accept the property report.

Moved: AT / AB. Carried.

Motion: That the Board accept the design and project management fee proposal (\$38,025) from Catalyst for 5YA projects.

Moved: LD / AT. Carried.

3.4. Policy review: EOTC

The Board discussed / noted:

- A draft EOTC policy and EOTC Procedures and Guidelines.
- Changes in approach to EOTC. For example, teachers are visit camp sites or venues ahead of taking students off site to perform a risk assessment and identify any potential issues that need to be managed.
- EOTC activities will be limited for the remainder of the year due to COVID-19.

Motion: That the Board accept the EOTC Policy Procedures & Guidelines as drafted.

Moved: AC / KH. Carried.

3.5. [HR Checklist 1](#)

The Board discussed / noted:

- A check-list from the Principal.
- Implications of COVID-19 to “Performance Agreements”

Motion: That the Board accept the HR Checklist Self-Review as tabled.

Moved: AB / AT. Carried.

4. [Discussions](#)

4.1. [Kāhui Ako update](#)

The Board discussed / noted:

- A report from the Lead Principal is to be provided for Term 1: 2020 in lieu of a Stewardship Group meeting.
- Kāhui Ako events planned for this year have been cancelled, due to COVID-19, including the PLD teacher only day; and Kapa Haka festival.
- Roseneath School will retain the Teacher only day planned for 7 September.

4.2. [NZSTA, President & Board Elections](#)

The Board discussed / noted:

- Elections for NZSTA officeholders: NZSTA President and NZSTA Board.
- Nominations and candidate biographies.

Motion: That the Board votes Lorraine Kerr for NZSTA President and David Ivory, Jocelyn Merwood, Richard Green, Meredith Kennett, Chris Haines, Joycelyn TM Tauevihi for the NZSTA Board.

Moved: LD / AB. Carried.

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

The Board discussed / noted:

- PAT / STAR Results
- Student achievement: target groups
- Policy Review: Health & safety, child protection

- RASC

6. [Administration](#)

6.1. [Minutes of previous meeting \(10 March 2020\)](#)

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

Moved: PG / KH. Carried.

6.2. [Correspondence](#)

6.2.1 [Inward](#)

Date	Sender	Content	Action
17/04/20	Jane-Pyar Mautner	10 weeks written notice for the RASC service to cease 3 July 2020, end term two, 2020	DC / KH

The Board discussed / noted:

- A draft notice for the School facebook page; and invitation to provide an after school care service.
- Feedback from OSCAR.

Action: KH to provide her contact details for expressions of interest from prospective operators.

Action: DC to reply to Pyar thanking her for operating RASC and for her contribution to the School.

Motion: Approve the documentation for RASC as drafted.

Moved: LD / AT. Carried.

6.2.2 [Outward](#)

None.

6.3. [Actions](#)

Review of actions from 10 March meeting.

Owner	Action	Status
AB / JF	Develop a local curriculum.	In progress
AT	Organise a meeting of our Whānau Rōpu.	In progress
AB	Consider how to report / monitor progress in the use of Te Reo Māori.	In progress
AB	To review adding another teacher only day this year.	Complete
AT	Query Catalyst regarding the quote for the PE Shed.	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, 12 May 2020 at 6.30pm

Agenda items due: Tuesday, 5 May 2020

Papers are due: Friday, 8 May 2020

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: 20:40

Minutes **approved**

Chair:



Date: 12/05/2020