

Roseneath School Board of Trustees
Minutes
21 July 2020, 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	Present (video)
Pat Gilligan	Treasurer	Present
Kate Harrison	Trustee	Present
Andrew Thomson	Property	Present

Others in attendance:

None.

Declarations of interest

AB for in committee discussion (employment)

2. Strategic discussion

2.1. Mid-year Student Achievement

The Board discussed / noted:

- A target to have 90% of students performing at or above expected levels in reading, writing, and maths. Currently, this is at 85%, 78%, and 79% respectively.
- Reading is the strongest area with more students performing above expectations than at the expected level.
- Achievement of Māori & Pasifika students is lower than for the School as a whole. These students are receiving targeted support to raise their progress in key curriculum areas.
- Dynamic cohort data (students that have been enrolled only at Roseneath School for the period 2018 – 2020) show progress in moving students from “at the expected level” to “above the expected level” and from “well below” to “below”.
- Intervention strategies to increase student achievement across key curriculum areas including: Early Words and Steps Web.

Motion: That the Board accept the report and thanks the Principal and Jenny Foote for the report.

Moved: PG / KH. Carried.

Motion: That the Board continues to support and fund the Early Words and Steps Web intervention programmes.

Moved: AT / PG. Carried.

2.2. Target Groups

The Board discussed / noted:

- Identification of target groups and specific achievement targets for these groups.
- A focus on Year 1 & 2 students being able to articulate their learning and what helps them to learn (active learning).
- School-time matters. Progress for some students slowed during the COVID-19 lockdown.
- Good progress is being made toward achieving targets.
- Use of differing techniques / strategies to accelerate progress.

Motion: That the Board accept the target students report

Moved: PG / KH. Carried.

2.3. Local Curriculum update

The Board discussed / noted:

- Progress with development of our local curriculum.
- Maria Malone is leading the development of Te Reo Māori progression.

Action: AB to invite MM to attend the next meeting, and to bring the progression report to the Board.

2.4. In committee discussion

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 / AT. Carried.

Meeting closed to members of the public at 19:16.

The Board discussed matters relating to employment, individual students and the Tūhaka Out of School Programme.

Meeting re-opened to members of the public at 19:50.

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- Enrolment numbers and attendance data.
- Protocols to farewell those students who leave Roseneath School.
- Parent-teacher conferences will be held next week.

- Mid-year reports will be distributed to parents and contain information on students' reading, writing, and maths progress, in addition to students' goals and teachers' comments.

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

Moved: AT / KH. Carried.

3.2. Finance

The Board discussed / noted:

- A report from ESL for June 2020.
- Budget lines are currently tracking as expected.
- Strong parent donations: 44% have been received following request letters being sent to parents.
- Significant expenditure on EOTC activities at the start of Term 1 has been recovered through payment of parent donations.
- Fundraising income (Friends of Roseneath School) is lower than budget reflecting the effects of the COVID-19 lockdown and restrictions.
- Banking staffing is slightly overused to cover leadership release for Jenny Foote.
- Additional costs for relievers are expected to enable appraisal meetings to be completed (these were scheduled for the week of lockdown, which meant that relievers were paid but no release time was possible).
- An application will be made to recover additional COVID-19 related expenditure.
- A meeting with ESL next week will discuss the half-year reset of the budget.

Motion: That the Board accept the finance report for June 2020.

Moved: PG / AB. Carried.

3.3. Property

The Board discussed / noted:

- A report from AT.
- The fencing project was completed in the July school holidays.
- Project management for the PE shed project. A proposal has been received from Gaze Commercial for this project.
- A possible application for "Contestable Sustainability" funding to replace lighting fixtures with energy efficient lighting.
- Replacement of the Autex in the Long Boat.

Motion: That the Board agrees to terminate engagement with Catalyst in respect to the PE shed and engage Gaze Commercial and Precinct Architecture

Moved: AT / PG. Carried.

Motion: That the Board delegates the Principal to enter a short-form agreement with Gaze Commercial and Precinct Architecture.

Moved: AT / KH. Carried.

Motion: That the Board accept the property report.

Moved: AT / AB. Carried.

4. Discussions

4.1. ERO: Actions & Progress since the last review

Action: All to look at and update ERO actions and progress document.

4.2. Kahui Ako update

The Board discussed / noted:

- A process is underway to appoint two remaining Across School Lead teachers.
- Delivery of learning support; and the possible sharing / aggregation of learning support data between schools with our Kahui Ako.

5. Identify agenda items for next meeting

The Board discussed / noted:

- Strategic Aim 3
- Māori & Pasifika
- Charter update / review
- Health and physical education
- 10YP
- Succession planning

6. Administration

6.1. Minutes of previous meeting (9 June 2020)

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

Moved: AB / PG. Carried.

6.2. Correspondence

6.2.1 Inward

Date	Sender	Content	Action
26/05	Catalyst	PE Shed, preliminary design	AB, AT
02/07	Gaze	Precinct Architecture Quote for PE Shed	AB, AT
02/07	NZEI: Te Riu Roa	Notice of Paid Union Meeting: Support Staff	AB
07/07	NZSTA	NZSTA 2020 AGM, appointment of delegate	DC

The Board discussed / noted:

Motion: That David Cooling be appointed the delegate for the NZSTA 2020 AGM.

Moved: KH / PG. Carried.

6.2.2 Outward

None.

6.3. Actions

Review of actions from 9 June 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
All	Review (and comment) on actions / opportunities / results from last ERO visit.	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: Tuesday, 11 August 2020 at 6.30pm

Agenda items due: Tuesday, 4 August 2020

Papers are due: Friday, 7 August 2020

Term 3: Tuesday 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

8. The meeting closed at: 21:05

Minutes **approved**

Chair:



Date: 11/08/2020