

Roseneath School Board of Trustees
Minutes
8 September 2020, 18.30 – 21:15

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

Motion: That leave be granted to Anne Crewdson for this meeting.

Moved: LD / AB. Carried.

Others in attendance:

None.

Declarations of interest

None.

2. Strategic discussion

2.1. Charter review and consultation

The Board discussed / noted:

- The vision, values, and high-level strategic goals remain relevant and fundamental to Roseneath.
- The strategic goals are well-aligned with the draft objectives for education under National Education and Learning Priorities (NELPs).
- Feedback should be sought from parents on curriculum areas which could be altered or strengthened including support for performing arts, languages and education outside the community.
- COVID-19 restricts opportunities to engage with the Community through workshops.
- Content for a survey – which could be completed by students interviewing caregivers / parents – to collect feedback.

Action: AB to draft a survey for parents using the Roseneath graduate profile.

2.2. Local curriculum update

The Board discussed / noted:

- The implementation of a digital technologies progressions and graduate profile.
- Teaching of 'programming' and the progression of students at each year level.
- Expected progression in the areas of device operation, communication and collaboration, computational thinking, designing and developing digital outcomes, and computer networks.
- The creation of a Te Reo plan for teaching levels 1-4 of the Te Reo curriculum, noting the different areas of knowledge, the context, and teaching strategies for each level.
- Advice from NZSTA that the strategic plan informs the design of a local curriculum; and that the strategic plan and policies (including curriculum delivery, community consultation, and Te Tiriti o Waitangi related policies) set the parameters / expectations for the Principal.
- Alignment of the 'School Curriculum and Student Achievement Policy' with the NZSTA curriculum delivery policy.

Motion: That the 'School Curriculum and Student Achievement Policy' be renamed to the 'School Curriculum Delivery and Student Achievement Policy'.

Moved: LD / KH. Carried.

Motion: That the Board thank the staff for the local curriculum update.

Moved: PG / LD. Carried.

2.3. 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: PG / AT. Carried.

Meeting closed to members of the public at 19:41.

The Board discussed the in committee minutes from the previous meeting.

Meeting re-opened to members of the public at 19:42.

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- Enrolment numbers and attendance data.
- Increased teacher aide support in Lower Bridge to support students with social and behavioural skills; and for a student in the Long Boat.
- Challenges in aligning funding with student needs (e.g., short-term or interim funding being provided for long-term needs).
- Poor advice from the Ministry of Education in respect of available funding.
- Options to raise Learning Support Needs with the Ministry and Ministers.

- A forthcoming Mihi Whakatau scheduled for 11 September that will go ahead at Alert Level 2 without parent participation.

Action: DC to draft a letter for the Ministry of Education to raise issues with access to Learning Support Funding.

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

Moved: PG / KH. Carried.

3.2. Finance

The Board discussed / noted:

- ESL report for August 2020.
- All budget lines are tracking as expected.
- Payroll expenditure has increased with the increase in Staff Relievers and Teacher Aides. Additional funding is provided by the Ministry to reimburse absences in excess of three days.
- Capital expenditure of c.\$1,300 on percussion instruments to support the music inquiry topic in Term 4.
- The McCarthy Trust Grant is to be received in October.

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

Moved: PG / KH. Carried.

3.3. Property

The Board discussed / noted:

- A report from AT, including proposed designs for the PE Shed.
- A forthcoming meeting with Gaze Commercial, and Precinct Architecture on 9 September to progress work on the replacement of the PE Shed.
- Options for the concrete wall next to the PE Shed including costs to investigate the integrity of the wall.
- Following an incident in Upper Hutt, the Supernova in the playground is off-limits until the bark levels can be adequately replenished to prevent injuries.
- Signage regarding the use of playground equipment, and the risks of using it, is to be placed at the School's entrances.

Action: AB to look into introducing playground signage at the school gates.

Motion: That the existing block wall be demolished.

Moved: AB / LD. Carried.

Motion: That the new PE shed design is approved in principle.

Moved: AT / LD. Carried.

Motion: That the Board accept the property report.

Moved: AT / PG. Carried.

3.4. Policy review: Employment, School Management

The Board discussed / noted:

- Minor changes to the 'Classification' section of the School Management policy, to allow for classification of students as Year 0.
- Paragraph 37, on page 5 of the School Employment Policy should be reworded to say "all staff must comply with our agreed practices."

Action: AB to provide revised wording for paragraph 37 on page 5 of the School Employment Policy.

Motion: That the School Employment Policy be amended regarding the staff code of conduct.

Moved: LD / AT. Carried.

Motion: That minor changes be made to the classifications section in the School Management Policy to include Year 0 students.

Moved: AB / LD. Carried.

3.5. HR Checklist 2

The Board discussed / noted:

- The absence of a structured and documented induction plan for new staff members.

Action: AB to draft an induction plan for new staff.

Motion: That the Board accept the HR checklist 2.

Moved: PG / KH. Carried.

4. Discussions

4.1. ERO: Actions & Progress since the last review

The Board discussed / noted:

- Board members should continue updating the Google Doc with actions and progress since the last ERO review.

4.2. Kahui Ako update

The Board discussed / noted:

- Draft minutes from the Stewardship Group Meeting held 10 August.

5. Identify agenda items for next meeting

The Board discussed / noted:

- Charter & strategic plan
- Board self-review
- Draft budget
- Succession planning

6. Administration

6.1. Minutes of previous meeting (11 August 2020)

Motion that the Board accept the minutes of the meeting held 11 August as a true and accurate record of that meeting.

Moved: KH / LD. Carried.

6.2. Correspondence

6.2.1 Inward

Date	Sender	Content	Action
24/08	Jordan Shaw, Catalyst	Property projects	-

6.2.2 Outward

Date	Reference	Addressee	Content
21/08	-	Jordan Shaw, Catalyst	Property projects

6.3. Actions

Review of actions from 11 August meeting.

Owner	Action	Status
AB / JF	Develop a local curriculum	In progress
AT	Organise a meeting of our Whānau Rōpu	In progress
All	Review (and comment) on actions / opportunities / results from last ERO visit.	In progress
AB	Update the Maori & Pasifika achievement data to include pastoral interventions.	Complete
AT	Write to Henare thanking him for his work in the School.	Complete
DC	Follow-up with NZSTA on inclusion of our local curriculum within the Board policy framework.	Complete
AB / DC	Draft process for Charter review (and key questions for the Community) to the next Board meeting	In progress

The Minutes Secretary read back actions recorded from the meeting.

7. Closure

7.1. Date for next meeting

Motion: That the date of the November Board meeting be moved to Tuesday, 10 November.

Moved: PG / AT. Carried

The Board confirmed its next meeting for: Tuesday, 10 November 2020 at 6.30pm

Agenda items due: Tuesday, 3 November 2020

Papers are due: Friday, 6 November 2020

Term 4: Monday, 14 December

7.2. Summary of meeting outcomes

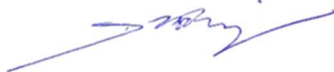
The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:15

Minutes **approved**

Chair:



Date: 10/11/2020