

Roseneath School Board
Minutes
12 April 2021, 18.30 – 21:00

The meeting opened at: 18:30

1. Administration

Attendance

Name	Role	Present/Apologies
David Cooling	Presiding Member (Chair)	Present
Adelle Broadmore	Principal	Present
Anne Crewdson	Member (staff)	Present
Lizzy Dixon	Member	Present
Pat Gilligan	Treasurer	Present
Kate Harrison	Member	Present
Matt Langworthy	Member	Present
Airihi Mahuika	Member	Present
Andrew Thomson	Property	Present

Others in attendance:

None

Declarations of interest

AM / ML for next item

AB for item 2.4.1 (in committee).

Membership

The Board discussed / noted:

- Declarations of eligibility from Airihi Mahuika and Matt Langworthy.
- Triennial elections in June 2022, and succession planning.

Motion: That the Board co-opt Airihi Mahuika and Matt Langworthy until 30 June 2022 to: strengthen representation of the Roseneath Whanau Rōpu and parents/caregivers of children in the junior school; and to provide for succession ahead of elections in June 2022.

Moved: LD / AC. Carried.

Action: ML / AM to each complete Appendix 2 from the New Zealand School Trustees Association.

2. Strategic discussion

2.1. Strategic Aim 1: Empower all ākonga to be actively involved and striving in their learning

The Board discussed / noted:

- A report setting out progress against Strategic Aim 1.
- Key actions including: mindset reading (Carol Dweck) for staff; staff meetings focused on cooperative thinking strategies for students; Positive Behaviour for Learning (PB4L); and SMART goal setting.
- Goal setting examples for Years 5-8 shared in Learning Conversations.

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

Moved: PG / KH. Carried.

2.2. Curriculum: Local, English

The Board discussed / noted:

- Additions to the Literacy Curriculum Delivery Statement.
- Almost all teachers have been on phonics training sessions and have shared their learning with the remainder of staff.
- Phonics/spelling is taught for at least 15-20 minutes, four days a week, across the school.
- Examples of decodable reading texts, and Ministry-provided phonics/decodable reading texts for students that require more phonics-based reading material.
- Board-funded intervention programmes.
- Recording of student progress in eTAP.

Motion: That the Board approve the English curriculum update.

Moved: LD / ML. Carried.

2.3. EOTC: Camps

The Board discussed / noted:

- EOTC policy.
- Procedures for booking the Year 7/8 Abel Tasman camp.
- Possible impact of COVID-19 on planning for an Abel Tasman camp including: flight cancellations, shortened booking timeframes from the Department of Conservation.
- Survey responses from parents/caregivers and students.
- Needs of Learners in the Year 7/8 class and curriculum objectives met by EOTC programmes.
- Alternative EOTC experiences available for the Year 7/8 class including: overnight, Forest Lakes and Otaki Forks, as well as day activities such as Adrenalin Forest.
- Availability of parent support for EOTC activities.

Action: That the Board review the EOTC policy.

Motion: That the Board supports the decision of management in respective EOTC to meet the needs of learners and logistical, COVID-19 related, challenges in the current environment.

Moved: AT / LD. Carried.

2.4. [In committee discussion: Employment 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: KH / ML. Carried.

Meeting closed to members of the public at 19:29.

The Board discussed employment matters, and the in committee minutes from its meeting on 8 March 2021.

Meeting re-opened to members of the public at 19:45

3. [Monitoring & review](#)

3.1. [Principal's report](#)

The Board discussed / noted:

- Enrolment numbers and attendance data.
- Adelle and Jenny attended the WRPPA conference.
- Additional Interim Response Funding (IRF) has been requested for support staff to attend EOTC trips involving students with problematic behaviour.
- Use of helmets for scooters, bikes, and skateboards, during school time and for the Tukaha after school programme.
- Proposed date for a Whānau Rōpū hui.
- A Motu Kairangi Kāhui Ako Kapa Haka celebration planned for June 25. The event will involve more than 2,000 students and staff in our Motu.
- A teacher only day for 4 June. An educational psychologist will run a workshop on understanding behaviour and responding safely.
- A Kāhui Ako teacher only day on 3 September, and a proposed teacher only day for 22 October (the focus of which is to be on review/planning).
- Provisions of the Collective Employment Agreement in respect of teacher only days.

Motion: That the Board reaffirm teacher only days for 4 June and 3 September and approve a teacher only day for 22 October.

Moved: LD / ML. Carried.

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

Moved: PG / KH. Carried.

3.2. [Finance,](#)

The Board discussed / noted:

- ESL report for March 2021.
- The financial position is tracking according to budget.
- Expenditure / revenue patterns over the financial year relative to budget.
- Some items of significance are not budgeted as these costs are recovered from parent donations.
- An expected increase in the cleaning contract, of approximately 4% following the increase in the minimum wage.
- The Information Technology purchasing plan for 2021 and 2022 that highlights the cost of replacing digital devices in each classroom. Upgrading devices and equipment is required to provide for an improved and effective digital technology curriculum.
- The Principal's financial delegations in respect of asset purchases.

Motion: That the Board accept the Finance Report for March 2021.

Moved: PG / AT. Carried.

3.3. Property, 5YA

The Board discussed / noted:

- A report from AT.
- A revised 5YA summary from Gaze Consultants seeking a \$43,612 contribution from the Board to the replacement of PE Shed.
- Wellington City Council and design requirements (related to the wind zone) had increased the cost of replacing the PE Shed.
- Total project costs of \$121,921 to replace the PE Shed cannot be reasonably justified, despite School Investment Package (SIP) funding of \$78,309.
- Its original decision to commit \$10,000 of Board funds to the PE Shed.
- Short-form agreements from Gaze to complete additional Priority 2 projects within the 5YA agreement including: heat pump replacements, electrical remediation, waterproofing the curved roof, emergency lighting, fencing and handrail improvements, and a new outdoor learning area.

Motion: That the Board reiterates its original budget commitment to the replacement of the PE shed of \$78,309 SIP funding and an additional \$10,000.

Moved: PG / KH. Carried.

Motion: That the Board accept the Property Report.

Moved: AT / AB. Carried.

Motion: That the Board approve the short form agreements for the remaining 5YA projects

Moved: AT / LD. Carried.

3.4. HR Audit Checklist 1

The Board discussed / noted:

- An NZSTA template / checklist related to General HR policies.

Motion: That the Board move the HR Audit Checklist to be moved to May Board meeting.

Moved: DC / MA. Carried.

4. [Discussions](#)

4.1. [ERO: Topic for evaluation](#)

The Board discussed / noted:

- Meeting to be held 5:30pm on Monday 3 May.

4.2. [NZSTA: Remit Speaking notes](#)

The Board discussed / noted:

- Remit speaking notes for the NZSTA conference.

4.3. [Kāhui Ako update](#)

The Board discussed / noted:

- Earlier discussions held in committee.

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

The Board discussed / noted:

- PAT / STAR results
- Policy: Healthy & Safety, Child Protection
- Tūkaha: After School Programme
- Annual Report / Auditor's report
- EOTC Policy
- HR Audit Checklist 1

6. [Administration](#)

6.1. [Minutes of previous meeting \(8 March 2021\)](#)

Motion: That the Board accept the minutes of the meeting held 8 March 2021 as a true and accurate record of that meeting.

Moved: AB / LD. Carried.

6.2. [Correspondence](#)

6.2.1 [Inward](#)

Date	Sender	Content	Action
01-03	Wellington City Council	Building is not earthquake prone	AB / AT
26-03	Andre Grover	Resignation as Board Secretary	DC

The Board acknowledged the diligence of the Minutes Secretary, and thanked them for their work over the past two and a half years.

Action: ML to request the information held by the Wellington City Council confirming that the building is not earthquake prone.

6.2.2 Outward

Date	Reference	Addressee	Content

6.3. Actions

Review of actions from 8 March meeting.

Owner	Action	Status
AB / JF	Develop a local curriculum	In progress
AT	Organise a meeting of our Whānau Rōpu	Complete
AB/ AC	Bring an in-principle decision of the Year 7/8 camp to the April Board meeting	Complete
AB	Circulate the audit representations sought by the Auditors	Complete
DC	Find a date for Board members to meet to discuss possible areas for evaluation	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, 11 May 2021 at 6.30pm

Agenda items due: Tuesday, 4 May 2021

Papers are due: Friday, 7 May 2021

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 20:58

Minutes **approved**

Chair:



Date: 11/05/2021