

Roseneath School Board
Minutes
30 August 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	Property	Present
Airihi Mahuika	Member	Present
Andrew Thomson	Member	Present

Others in attendance:

None

Declarations of interest

None

2. Strategic discussion

2.1. Internal Evaluation of Mid-year Student Achievement

The Board discussed / noted:

- A verbal update from the Principal.
- Lockdown/AL4 has delayed planned actions to evaluate Mid-year Student Achievement.
- Teachers completed an assessment of writing prior to Lockdown. Moderation of OTJs was to happen in Week 5 but has been postponed. This data is to be reported to the Board in Term 4.

2.2. Strategic Aim 3: Empower ākongā, whānau, teachers and the wider community to participate in collaborative partnerships for learning

The Board discussed / noted:

- Kāhui Ako participation is strongly underway.
- Progress with achieving Strategic Aim 3 is where we hoped to be at this point in the year.
- Active engagement with parents is being worked on by staff and teachers. Front footing issues makes a difference.
- Our whānau rūpu has reconvened. Feedback has been positive.

- Parent/caregiver workshops with a focus on information about how we teach reading and writing and how to support learning outside of school are being planned.
- Designing a learn-from-home program under lockdown conditions is a challenge. Families have different needs, and varying expectations around education in the home.
- Children have been more engaged in learning during this lockdown. The transition to home learning has been quick and smoother than last year.
- One student felt empowered and self-motivated to learn new spelling words.
- Feedback suggests that parents are generally feeling supported by the School and more comfortable with education in lockdown.

Motion that the Board accept the report.

Moved: PG / KH. Carried.

2.3. Curriculum: Health & Physical Education

The Board discussed / noted:

- A report provided by Staff.
- Active learning includes Physical Education. Year 7/8s start with PE at 9.00am. Students slot in Brain Breaks for themselves during class.
- Year 3-8 participate in agility circuits (bootcamp style). Years 1-2 are doing the Perceptual Motor programme.
- Well-being is a huge focus in the curriculum. Students use breakout spaces, and five-finger breathing etc.
- Students discuss emotions in class frequently. Zones of regulation (identifiable by colors) are used for students to feel calmer and more at ease with their emotions.
- Roseneath participates in a large number of external sports for a small school. Hayden Thompson co-ordinates many teams to ensure that sports opportunities are available for all students.
- Healthy Active Learning: a facilitator who works with staff in PD, by showing new games and how to incorporate active learning in a classroom space.
- Community Consultation on the Health Curriculum is required every two years. Consultation is required this year.
- Updated guidelines on Relationships and Sexuality Education.
- Possible formats for consultation including: a short survey, and parent information evening.
- Interest in progressing the Parent Information Evening (Digital Safety), with the sharing of costs with other schools and through Kāhui Ako.

Actions: AB / AC to consider survey questions. AB to sound out other schools in our Kāhui Ako to participate in a Parent Information Evening on digital safety.

Motion that the Board thank Staff and accept the report.

Moved: ML / AM. Carried.

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- Attendance data and enrolment numbers, including projections for 2022.
- Current enrolments do not support the current levels of staffing. Staffing for 2022 is to be confirmed in writing in September.
- Options to increase enrolments, particularly in the middle school, noting capacity challenges in the central city from the increase in Apartments; and excess capacity in the Eastern Suburbs.
- Alternative classroom structures to accommodate additional vacancies in Year 7 and the new entrants' classes.
- Formation of a working group to be led by KH to consider marketing ideas.
- Student behaviour is generally settled the majority of children have positive behaviour and interactions with each other.
- Small clusters of students in each year group who are consistently challenging to deal with are being worked on.
- Staff well-being. Keeping staff and family safe in AL4 has remains a key priority. Staff are actively collaborating to support each other and the home learning programme.
- Preparations for AL3. A small number of children are expected to need to attend.
- Bubbles are limited to 10 students. A single bubble is planned led by Maria Malone, supported by Brittany. Individual play spaces set up outside for students to use to avoid close contact. Students and staff are not required to wear masks, though highly recommended. A supply of masks is available at school.
- Options for start / end dates for the 2022 school year.

Actions: KH, LD, ML to form a working group progress additional marketing. AB/AC to seek a Staff preference on start / end dates for the 2022 school year.

Motion: That the Board accept the cancellation of the Teacher Only Day for Friday, 3 September 2021; and approve a Teacher Only Day for Friday, 1 April 2022.

Moved: KH / ML. Carried

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

Moved: ML / AM. Carried.

3.2. Finance

The Board discussed / noted:

- ESL report for July 2021, and items of significance.
- Additional management reporting has been created to track Kāhui Ako income and expenditure. Expenses for the Bi-Cultural Hui will be invoiced to other schools.
- Teacher release spending is over budget, but is offset by accumulated banking staffing.
- BDO has been reappointed by the Auditor General as our Auditor.
- An increase in proposed audit fees from BDO for the years ending 31 December 2021, 2022 and 2023.

- Proposed changes to the School Finance Policy to update for the Education Training Act, and uncertainty around a reference to Section 73 of the old Act and illegal fundraising contracts.
- A proposal from FlexiCommercial to lease 10 Chromebooks, and 10 iPads for three years.
- Roseneath School has not previously leased classroom devices. Benefits of leasing would be that devices can be returned after three years, and replaced with new technology. Better warranty and servicing will come with leasing.
- Leased assets are included on the School asset register and attract depreciation charges.
- Replacement classroom screens to replace ActiveBoards.

Actions: PG to query the increase in Audit fees with BDO. AM / PG to follow up reference to illegal fundraising contracts.

Motion: That the Board accept the finance report for July 2021 and note the asset register.

Moved: PG / AT. Carried.

Motion: That the Board approve leasing proposal for up to 20 devices from FlexiCommercial, and that the Principal be delegated to enter into these agreements.

Moved: PG / LD . Carried.

Motion: That the Board delegates approval to the Finance Committee to purchase screens under the IT purchasing plan provided that the expenditure is within the total asset budget for 2021.

Moved: PG / KH. Carried.

3.3. Property

The Board discussed / noted:

- A report from ML.
- Options to relocate one or both basketball hoops from the PE Shed to improve weather-tightness.
- Funding of reversible basketball hoops to replace netball hoops on Top Court, including donations, friends fundraising and/or grants.
- Additional basketball hoop and half court between the Hall and Long Boat.
- A desire to retain the butterfly mural on the PE shed.
- Progress with the Upper Bridge door opening.
- Special needs projects are progressing. An additional site visit from our Ministry Property Adviser is required to confirm that the fencing required along the Gateways boundary has not been funded in the 5YA.
- The Council have planned work for December to add a manhole outside of the school grounds to support the drains running under the ramp to the Sandpit area. Removal of fences is likely and may be done during school time.
- Relocation of the memorial seats or the plaques.
- Possible amendments to the proposed plans for the sandpit area to incorporate Tikanga.

Action: AB / ML to co-ordinate dates for a working bee. ML to consider options for relocating the memorial seats. ML to consider signage / fence options for the entranceway.

Motion: That the Board accept the property report.

Moved: ML / AT. Carried.

4. Discussions

4.1. ERO: Progress Update, Self-Review checklist

The Board discussed / noted:

- Further meeting with our Evaluation Partner: Thursday, 23 September from 2pm and then with staff from 3.30pm to 4.30pm.

4.2. Kāhui Ako update

The Board discussed / noted:

- Cancellation of all events, all to be rescheduled.
- Revised date for the Kāhui Ako Teacher Only Day and Bi-cultural Hui of 1 April 2022 (approved under Item 3.1).

5. Identify agenda items for next meeting

The Board discussed / noted:

- Charter
- Student Achievement: Phonics progress
- Policy: Employment
- HR Checklist 2
- ERO Dimension 3: Educationally powerful connections and relationships

6. Administration

6.1. Minutes of previous meeting (2 August 2021)

Motion that the Board accept the minutes of the meeting held 2 August 2021 as a true and accurate record of that meeting.

Moved: AB / KH. Carried.

6.2. Correspondence

6.2.1 Inward

Date	Sender	Content	Action
13/08	Jan Tinetti	Relationships and sexuality education	AB / DC
25/08	Geoff Potter	Audit fee proposal for the years ending: 31 December 2021, 2022, 2023	PG / DC

6.2.2 Outward

None.

6.3. Actions

Review of actions from the 2 August meeting.

Owner	Action	Status
AB / JF	Develop a local curriculum	In progress
DC	Provide a draft ERO Compliance Checklist to the next meeting.	Complete
AB	Report on progress and findings from the internal evaluation at the next Board meeting.	Complete
ML	Consider options to improve signage around the School entrance.	Complete
KH	Redraft / print the advertising card.	Complete
ML	Consider options for a Working Bee in Spring.	Complete
LD	Meet with the Operator to discuss issues raised and marketing of the Tūkaha before school programme.	Complete
AM	Review / update the finance policy and to update EOTC chapter of the School Curriculum and Student Achievement Policy.	Complete
DC	Allocate sections of the self-review checklist to Board members to review.	In progress

The Board discussed / noted:

- Feedback from the Tūkaha Operator.

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: Monday, 27 September 2021 at 6.30pm

Agenda items due: Tuesday, 21 September 2021

Papers are due: Friday, 24 September 2021

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:06

Minutes **approved**

Chair:



Date: 27/09/2021