

**Roseneath School Board of Trustees**  
**Minutes**  
**14 February 2017, 17:30 – 19:00**

The meeting opened at: 17:30

Administration

1. Attendance

Name	Role	Present/Apologies
David Cooling	Chair / Treasurer	Present
Adelle Broadmore	Principal	Present
Luana Carroll	Staff Representative	Present
Andrew Thompson	Property	Present

Others in attendance:

Ella Tavernor, Education Manager (Ministry of Education)

Izzy Shelswell, Senior Adviser (Ministry of Education)

Chris Wells, Senior Adviser (Ministry of Education)

Steve Jamison, Employment Adviser (NZSTA)

Carol Murray-Brown, Governance Adviser (NZSTA) from 6pm

2. Declarations of interest

None.

Public excluded business

**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 conduct of public affairs / personal privacy of individuals.

Moved: DC / AB. Carried.

4. Minutes of previous meetings

- The Board discussed the minutes of previous meetings. A combination of absences and resignations from the Board mean that only one serving Trustee was present at the meeting to verify the minutes of 12 December 2016.
- ACTION: DC to seek NZSTA advice on approval of these minutes.  
*SJ advises (16/02) that the minutes be filed with a note that they are unable to be verified.*

**Motion** that the Board accept the minutes of the meeting held 11 October 2016 as a true and accurate record of that meeting.

Moved: AT / LC. Carried.

**Motion** that the Board accept the minutes of the meeting held 17 November 2016 as a true and accurate record of that meeting.

Moved: DC / LC. Carried.

**Motion** that the Board accept the minutes of the meeting held 24 January 2017 (continued 30 January 2017) as a true and accurate record of that meeting.

Moved: AT / AB. Carried.

**Motion** that the Board accept the minutes of the meeting held 8 February 2017 as a true and accurate record of that meeting.

Moved: LC / AB. Carried.

## 5. Correspondence

Date	Sender	Content	Action
09/02/2017	Roni Sauj	Letter of resignation	DC
10/02/2017	Jon Wall	Letter of resignation	DC
12/02/2017	Jon Wall	Minutes 24 January 2017 (notes)	DC
	Graeme Wigzell	Annual Accounts: Professional Services Agreement	DC
13/02/2017	Jon Wall	School safety	AB / AT
	Tasha Haines	Date of Board meeting, school management in 2017	DC
	Henry McClintock	Finance Review: Engagement letter (BDO)	DC / AB
14/02/2017	Jon Wall	Request to remove name from school website, communicate resignation to School Community	LC / Board
	Jon Wall	Building site, health and safety	AB / AT
	Jon Wall	Building site, health and safety recommendations	AB / AT
	Tasha Haines	Request for Board meeting agenda	DC
	Roni Saul	Request to remove name from school website, communicate resignation to School Community	LC / Board
	Darren O'Leary	Property improvements direction 17 – Health & Safety: Updated Site Specific Safety Plan to address adverse weather conditions.	AT

## 6. Actions

- Discussion held over to next meeting.

## Strategic Discussion

### 7. PD Programme

- The Board noted the list of Face to face events received from the NZSTA, and the IET Professional Development and Support Plan provided by SJ.

**Motion** that the Board endorses the programme of Professional Development provided by the NZSTA.

Moved: AB / LC. Carried.

## 8. By-election: Appointment of a Returning Officer

The Board discussed:

- The Board noted a proposal from CES to provide an independent returning officer for the 31 March 2017, by-election.
- The resignations of Roni Saul and Jon Wall from the Board of Trustees.
- The options under the Education Act 1989 to replace the Parent Trustees (selection, by-election) in the context of the current membership.
- The co-option of an additional Trustee with capacity/experience to assist with Finance Review / end of year accounts to support the Board. Pat Gilligan indicated that he would be willing to assist the Board, and would also stand for election at the by-election.

**Motion** that under section 105(4) of the Education Act 1989, the Board fills the casual vacancies for elected trustees by holding a by-election on 31 March 2017

Moved: LC/AT. Carried.

**Motion** subject to confirmation from the Ministry of Education, that the proposal from CES to provide an independent returning officer for the by-election be accepted.

Moved: LC/AT. Carried.

**Motion** that, subject to confirmation that he is, to the best of his knowledge, eligible to be a Trustee, having regard to the grounds of ineligibility in section 103 of the Education Act 1989, Pat Gilligan be co-opted to the Board under the Education Act 1989, until 31 December 2017 to provide assistance to the Board.

Moved: AT / LC. Carried.

## 9. 2017 Budget discussion

The Board discussed:

- Priority areas identified by Staff (Maori, Science, Technology and the Library) and the alignment of these to the Charter.
- Provision for Teacher Aides and funding that is available in addition to the operating budget provided by the Ministry.
- Lower budgets for Staff Amenities, and Photocopying.

**Motion** that the Budget for 2017 be adopted.

Moved: AB / AT. Carried.

## 10. Principal's report (AB)

The Board discussed:

- The use of electronic attendance tracking for students.
- Curriculum and Student Achievement data (NAG 1).
- Emergency management policy: and the need to have a lock down procedure added.

**Motion** that the Principal's report be accepted.

Moved: DC / AT. Carried

**Motion** that the eTAP for attendance be adopted, effective immediately.

Moved: DC / AT. Carried

**Motion** that the Board accepts an out of zone enrolment in the Year 8 class.

Moved: AT / LC. Carried

#### 11. Finance report (DC)

The Board discussed:

- The FY2016 accounts and expected outcome of the operating budget.
- Arrangements for the end of year reporting.

**Motion** that the Treasurer's report be accepted.

Moved: AB / AT. Carried

**Motion** that the expenses for December 2016 and January 2017 be approved by the Board.

Moved: LC / AB. Carried

#### 12. Property (AT)

The Board discussed:

- Progress with the building project.
- Concerns raised by a parent in respect of student health and safety in inclement weather. It noted an updated Site Specific Safety Plan had been implemented following a direction from the Architect at the request of the Board.

**Motion** that the Property report be accepted.

Moved: AB / DC. Carried

#### 13. Date for next meeting, 13 March

#### 14. Summary of meeting outcomes

The meeting closed at: 22:15

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Minutes **approved**

Chair:



Date: 13/03/2017