

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

Minutes **approved**

Chair:



Date: 13/03/2017