

Roseneath School Board of Trustees
Minutes
13 March 2017, 19:30 – 21:40

The meeting opened at: 19:30

1. Administration

Attendance

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

Others in attendance:

Steve Jamison, Employment Adviser (NZSTA)

-- Kate Harrison, Member of the public

Motion to provide Steve Jamison with speaking rights, to advise to the Board.

Moved: DC / PG. Carried.

Motion that the Board accept a late item for the Agenda: Results from PAT testing. Discussion proposed after the Principal's report, Agenda item 3.1.

Moved: DC / LC. Carried.

Declarations of interest

None.

2. Strategic discussion

2.1 Adoption of Board Governance Policies

The Board discussed / noted:

- NZSTA Governance Policy Framework has been revised and tailored to Roseneath School.
- AB has added a section into this document.
- PG has offered his service as document control, to add and revise sections.
- The document will be adopted and amended at subsequent meetings.
- Within Property and Finance sections of the document, the title of the Principal/Deputy Principal is to be 'Principal' and/or 'Deputy Principal', not names.
- Dates of board members commencement with the Board and conclusion of time on the Board are to be amended to be accurate.

Action: PG to update governance framework, in particular document table on page 26.

Motion to dissolve the Hall committee and its functions to be assumed by the Property Committee, effective immediately.

Moved: DC/AT. Carried.

Motion that the informal playground committee be a sub-committee of the Property committee.

Moved: AT/AB. Carried.

Motion that the Board adopt the Governance Policy Framework subject to the Action points noted.

Moved: PG/AT. Carried.

2.2 Policy review timetable

The Board discussed / noted:

- Health and safety to include lockdown and coverage over EOTC.
- Separation of the policies from the overarching policy.
- Recommendation from SJ to action the health and safety and EOTC policies first and foremost.

Action: DC to review dates against NZSTA triennial review update for April meeting.

Action: Next meeting Vulnerable Children's Policy to be amended.

2.3 Charter, Annual Plan, Analysis of Variance & Curriculum data

The Board discussed / noted:

- Charter is up for review this year, 2017.
- Staff have analysed what has been achieved thus far and what the key actions are moving forward.
- Governance – ensuring the board is operating as an entity.
- Personnel – guidance has been given from NZSTA.
- Finance – same as previous years, however, one shift is to make sure the Professional Development government funding is aligned with student and staff needs.
- Property – ongoing maintenance issues as well as maintain the development of refurbishment process.
- School Culture – emergency procedure needs to be updated/practiced.
- Community partnerships – wanting to keep communication lines open – strategic goal, continue to build and grow these relationships, through formalised reporting.
- Noted that Roseneath students have been doing exceptionally well against other schools in the country.
- Cohort is very small so one child can make a huge difference to statistics.

Motion that the Board accept the Charter, Annual Plan, Analysis of Variance and Curriculum data.

Moved: DC/PG. Carried.

2.4 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 & AT. Carried.

Members of the public left the meeting at [20:05]

Members of the public returned to the meeting at [20:33]

3. [Monitoring](#)

3.1 [Principal's report \(AB\)](#)

The Board discussed / noted:

- Matters for approval, out of zone enrolments to be approved as their enrolment aligns with our policies and procedures
- Out of zone enrolments will most likely enrol at the commencement of the next Term.
- Parent student interviews and goal setting sessions at the end of this term.
- Tabloid Sports day is a great opportunity for Year 7 & 8 to take leadership.
- Staff are aware and thankful for the multitude of parent support.
- Staff are collecting evidence of their practice, a requirement of the Practising Teachers Criteria/Registration process.
- Staff are aware of the safety of children on school grounds – re; courier vehicles and building vehicles, gates are being closed to discourage courier vehicles from driving down the driveway.
- Safety of the children has been excellent, only minor injuries have occurred which have resulted in no more than one day off school. No particular trends in injuries.
- Civil defence/Community Hub - community use the school hall as a congregation point but manage themselves. If a disaster were to occur, the children are first priority for all staff.
- Attendance trend of over the past month has been evenly split between holidays and medical.

Action: consider level of access to the school (including the hall) in the event of a civil defence emergency.

Motion that the Board accept out of zone enrolments for three Year 3 students and two Year 5 students.

Moved: DC/AT. Carried.

Motion that the Board accept the Principal's report.

Moved: PG/DC. Carried.

[Additional item: Results from PAT testing \(LC\)](#)

The Board discussed / noted:

- PAT results(NZCER) – overall very good results across the school. It shows that we have a very small tail and a big group of students who are working above their expected level. This matches our end of year National Standards data.

- Maori performance and Pasifika performance in most areas are above the expected national norms, except for Vocabulary Pasifika. , The numbers of students in these groups are very small so results can be a bit deceiving.
- Buddy reading groups are working well. These are effective both ways through the roles of tutoring (older students) and learners (younger students) tuakana – teina.
- Staff are readily identifying the students who are of the most need and giving extra assistance through ‘accelerated programmes. In reading teachers are doing a lot of ‘frontloading’ so the target students are prepared and ready for the next lessons/sessions.
- Students at school are very well served by the ratio of teachers to students, supported in their own ways of learning, setting into targets very well. A BOT funded teacher aide provides additional support.

Motion to accept PAT results.

Moved: PG/AT. Carried.

3.2 Finance report (DC)

The Board discussed / noted:

- Graeme is starting on the FY2016 accounts this week.
- Documents are being gathered for PWC.
- Related Party Disclosure Confirmations. No BOT Member, the Principal or Deputy Principal has a relation working in paid employment in the school.
- The operating balance is in surplus, teacher salary balances are being well managed.
- There are some small issues in the coding and figures in the wrong years, this is being amended.

Motion to approve the February 2017 expenses.

Moved: LC/DC. Carried.

Motion that the Board accept the Finance report.

Moved: LC/DC. Carried.

3.3 Property (AT)

The Board discussed / noted:

- Excellent feedback on refurbishments.
- Only issue were the portaloos moving in the wind on a particularly windy day, they were screwed to the fence and have since been removed. Skip bin is secured and closely monitored.
- Hall refurbishment has uncovered some further work required. The issues are being assessed and a quote to fix this is being put together tomorrow (14 March).
- A possible need to seek additional funding from the Ministry to remediate the issues with the Hall. Discussion highlighted a report provided at the time of remediation works to the School driveway.
- Playground – going over options regarding marquee equipment.
- Could be an idea to bring somebody in from ‘Friends of Roseneath’ for communications purposes.

Action: for LC & AT to find Geotech/Engineer report for the driveway.

Motion that the Board accept the Property report.

Moved: LC/AT. Carried.

4 [Discussions](#)

None.

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

The Board discussed / noted:

- Sign-off for the FY2016 accounts and audit documentation (required by PWC).
- The timetable for the Annual report;
- Induction for new Trustees.

Action: DC, AT Chair, Treasurer and property statements due 28 March.

6 [Administration](#)

6.1 [Minutes of previous meeting \(14 February 2017\)](#)

Motion that the Board accept the minutes of the meeting held 14 February 2017 as a true and accurate record of that meeting.

Moved: AT/AB. Carried.

6.2 [Correspondence](#)

The Board discussed / noted:

- NZSTA advice in respect of Official Information Act requests.

ACTION: DC to respond to 27/02-1. The requested information is available from the School Office and the website.

6.2.1 [Inward](#)

Date	Sender	Content	Action
23/02-1	Victoria Bartram	Request to be removed from mailing list	LC
23/02-2	Eleonora Sparagna	Request to be removed from mailing list	LC
24/02-1	Peter Alsop	Feedback on use of co-option provisions of Education Act 1989	Board
24/02-2	Kate Harrison	Please add new e-mail address to mailing list	LC
24/02-3	Matthew Needham	Request for information on reasons for Trustee resignations	Board
24/02-4	Jon Wall	Feedback on donation request with School newsletter. Request for a retraction around Teacher Aides	Board
27/02-1	Jon Wall	Request for Minutes approved at meeting of 14/02	Board
02/03-1	Jon Wall	Follow-up request for Minutes approved at meeting of 14/02. Request under Official Information Act.	Board
02/03-2	Jon Wall	Further feedback on: board processes, teacher aides, health and safety. Request for a detailed response	Board

6.2.2 Outward

Date	Reference	Addressee	Content
02/03	24/02-1	Peter Alsop	Feedback noted, meeting information provided.
02/03	24/02-3	Matthew Needham	Unable to comment. Outline Board communications
02/03	24/02-4	Jon Wall	Refer to the School charter.
02/03	27/02-1	Jon Wall	Minutes will be available on the website.
02/03	02/03-1	Jon Wall	Minutes will be available on the website.

6.3 Actions

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: 28 March 2017 at 7.30pm.

Papers are due: Friday, 24 March.

7.2 Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

The meeting closed at: 21:40

Minutes **approved**

Chair:



Date: 11/04/2017