

**Roseneath School Board of Trustees**  
**Minutes**  
**5 September 2017, 19:00 – 21:00**

The meeting opened at: 19:00

1. Administration

Attendance

Name	Role	Present/Apologies
David Cooling	Chair	Present
Luana Carroll	Principal	Present
Anne Crewdson	Staff Trustee	Present
Pat Gilligan	Treasurer	Present
Kate Harrison	Trustee	Present
Simon Rillstone	Trustee	Present
Andrew Thompson	Property	Present

Others in attendance:

None.

**Motion:** To add item Tatum Park Camp 2017 and Forrest Lakes Camps RAMS to the Agenda under item 3.1.4

Moved: PG/AC. Carried.

Declarations of interest

None.

2. Strategic discussion

2.1 Publicly 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 protect information subject to an obligation of confidence and the personal privacy of individuals.

Moved: KH/AT. Carried.

*Meeting closed to members of the public at 19:06*

2.1.1 Confidential document for comment

2.1.2 Personnel matter

2.1.3 Personnel matter

2.1.4 In Committee Minutes of previous meeting (8 August)

*Meeting re-opened to members of the public at 19:31*

## 2.2 Charter review

The Board discussed / noted:

- The timetable for the review: Working party 12 October; Charter hui, Wednesday, 25 October.
- A Board workshop prior to the Charter hui. Tuesday 24, 5.30pm.
- Criteria for members of the working party, including: representatives from each class, a cross section of the community, gender balance, representation of parents with children from across the learning spectrum (incl., target students).

**Motion:** That LC be delegated to come up with list of people to invite to workshop

Moved: PG/AT. Carried.

## 2.3 School Management Policy

The Board discussed / noted:

- Proposed changes to enrolment policy to reflect the latest Ministry guidance.
- Proposed changes to student attendance to reflect change to electronic register. List of justified reasons to be included the policy.
- Policy workplan.

**Action:** LC to add list of justified events set out in the School attendance section.

**Motion:** that the Board approve the amendments to the Roseneath School School Management Policy.

Moved: PG/SR. Carried.

## 3. Monitoring

### 3.1 Principal's report

The Board discussed / noted:

- Growth in the roll. Recent numbers will not be reflected in the March and July returns to the Ministry, so there may be a need to make a case to retain our sixth teacher.
- Confirmation has been received of another enrolment of a Year 3 student for Term 4. A number of new entrants are also due to start.
- The zone may not need to be reopened this year. There are no spaces for new entrants from outside the zone.
- An injury resulting from an accident on the SuperNova.
- Student attendance and absences for holidays during school terms. Absences of more than two weeks in a term, begins to affect student achievement, teacher programmes and the achievement of strategic goals.
- A need to keep student / parent contact details updated.

**Action:** LC to check reporting out of hours accidents on playground equipment.

### 3.1.1 Additional support and programme review

The Board discussed / noted:

- A report to the Board, drafted by all staff, highlighting the number of children that benefited from Board-funded additional support programmes.
- Ceri Lewis' work and the success of the Spring into Maths, and Early Words programmes.
- Trial of new programmes; review of effectiveness and implementation.

### 3.1.2 Strategic aim 6: School culture

The Board discussed / noted:

- The update to the Strategic Plan Tracking Document.
- Improvements in behaviour in a classroom reflecting targeted support (both teachers and older students to support development of social skills). Communicating progress to parents and whanau.
- A student survey on Kapa Haka and the success of the programme run by Henare Parata.
- Progress in using school management system.

**Action:** LC to engage Henare and come back with a budget proposal for the full year.

**Motion:** that the Board approve the employment of a Kapa Haka tutor for Term 1.

Moved: KH/PG. Carried.

### 3.1.3 HR Tool: Checklist 2

The Board discussed / noted:

- Completion of Checklist 2 is on the Board work programme. Many of the matters covered in the checklist have been addressed by Steve Jamison's audit earlier this year; and ERO.

**Motion** that the Board accept the Checklist.

Moved: PG/SR. Carried.

### 3.1.4 Tatum Park Camp 2017 and Forrest Lakes 2017 RAMS

The Board discussed / noted:

- Need for Board approval for the 2017 camps.
- Information based on the materials provided by the camp operators.

**Motion** that the Board approve the Tatum Park Camp 2017 on 22-24 November and Forrest Lakes Camp 2017 on 20-24 November.

Moved: PG/SR. Carried.

## 3.2 Finance Report

The Board discussed / noted:

- Budget surplus in Xero of \$85,256.
- Revenue will exceed budget reflecting additional Ministry funding; allocation of funding will mean that some budget lines will be exceeded.
- Training and development usage will increase; curriculum leaders have been asked to look again at budgets and use available funding; the Principal is helping out in classrooms when relievers are unable to find, lowering use of the Staffing – relievers line.
- NZSTA training for Trustees on Tuesday, 12 September.

**Action:** PG to arrange for Education Services Limited to present October finance report to the Board.

**Motion** to approve the expenses for August 2017.

Moved: KH/AT. Carried.

### 3.3 Property

The Board discussed / noted:

- Finalisation of the remainder of the building works.
- Proposed amendments to 5YA to remediate Hall window flashings that have been approved by the Ministry.
- The impact of Health and Safety requirements on the Playground.
- Recurring issues with drains (including frequent blockages).

## 4 [Discussions](#)

### 4.1 NZSTA training: Effective governance, employer role

The Board discussed / noted:

- Employment policies and reporting that are in place, including delegations to the Principal, in respect of appointments.
- Responsibilities and obligations around teacher competency and conduct.

### 4.2 Communities of learning: update

The Board discussed / noted:

- A meeting for the Stewardship Group on 14 September.
- A proposal from Principals that a selection committee be formed to appoint a lead Principal for our Kahui Ako.
- Continuing work around the stewardship of the Kahui Ako.

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

The Board discussed / noted:

- Charter review.

- Appointment of Auditor.
- Hautu: next steps.

## 6 Administration

### 6.1 Minutes of previous meeting (8 August 2017)

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

Moved: PG / LC. Carried.

### 6.2 Correspondence

#### 6.2.1 Inward

Date	Sender	Content	Action
17/08	-	Confidential document, response due 7 September	DC / LC

#### 6.2.2 Outward

None.

### 6.3 Actions

Review of actions from 8 August meeting.

Owner	Action	Status
PG / DC	Follow-up issues with the 2016 audit process with PWC.	Carried over
LC / DC	Charter review workshop (29 August)	Complete
All	Newsletter contributions due 15 August	Complete
LC	Review of effectiveness of Board funded programmes	Complete
LC	Circulate spreadsheet for tracking of hours spent on Board matters	Complete

## 7 Closure

### 7.1 Date for next meeting

The Board confirmed its next meeting for: 14 November

Agenda items due: Tuesday, 7 November 2017

Papers are due: Thursday, 9 November 2017

### 7.2 Summary of meeting outcomes

The Board discussed / noted:

- The absence of the Chair in September / October.

**Motion:** that the Board delegates the functions of the Chair to KH for the period 22 September to 22 October.

Moved: PG / AT. Carried.

### 7.3 Meeting review

The Board discussed / noted:

- Current workstreams around the Charter Review, Finance, and Property and Trustee involvement in these workstreams.
- That papers are provided to the Board well in advance, and could be taken as read with the author highlighting important matters for discussion (and decision).
- Continuing PLD.

The meeting closed at: 21.00

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Minutes **approved**

Chair:



Date: 14/11/2017