

**Roseneath School Board of Trustees**  
**Minutes**  
**9 April 2018, 19:30 – 21:30**

The meeting opened at: 19:30

1. Administration

Attendance

Name	Role	Present/Apologies
David Cooling	Chair	Present
Adelle Broadmore	Principal	Present
Anne Crewdson	Staff Trustee	Present
Pat Gilligan	Treasurer	Present
Kate Harrison	Trustee	Present
Simon Rillstone	Trustee	Present
Andrew Thomson	Property	Present

Others in attendance:

None.

**Motion** to add a late item to the agenda: Item 3.2.1 A proposal from the Growth Collective Limited to use Kindo.

Moved: PG / SR. Carried.

Declarations of interest

None.

2. Strategic discussion

2.1 In committee discussion

**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 personal privacy of individuals.

Moved: PG / AT. Carried.

*Meeting closed to members of the public at 19:34*

*Meeting re-opened to members of the public at 20:04*

2.2 Strategic Goal 1: "Enable all akonga to know themselves as learners, and empower them to be actively involved in their learning."

The Board discussed / noted:

- A report to the Board of Trustees collectively prepared by teaching staff that sets out progress against the goal; and key action areas.

- Examples of active learning: Maths café (the Long Boat). Students select the activities they need to complete (or are opted into certain activities).
- Interactive writing.
- Examples of student voice including, interviews to understand what students need from writing and what motivates them; and classroom surveys to determine the best classroom environment for learning (Lower Bridge).
- The use of 'discovery time' to develop key competencies through play (Aft).
- The clear link back to the Charter vision and values; and consistent messaging through classrooms. Class treaties are used to unpack School values; and make the Charter live and breathe for students.
- Use of learning maps to understand students as learners.
- Learning surveys, including one on one interviews (Aft) to understand themes and patterns, and to inform teaching practices and programmes.
- Upper bridge: student ownership of the library; trust licences (criteria to align with revisions to the Charter, and an opportunity for students to construct this); inspiring others; and acting on passions. Setting SMART goals.
- The relationship between the Charter, strategic goals and assessment to teacher appraisal.

**Motion:** that the Board thank Staff for an informative (and interactive) presentation; and that the report be accepted.

Moved: AT / SR. Carried.

### 3 [Monitoring](#)

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

The Board discussed / noted:

- Roll projections, operation of the Enrolment zone; and out of zone vacancies. We are expecting to lose some children (as parents move out of the area) across the school. There is an opportunity to grow our numbers in Years 1 – 3, and limited space in Year 6.
- The provision of additional in-class support to support a student. The support has enabled the teacher to work more closely with the student.
- Health and safety injuries; and follow-up actions by the Principal to address the root cause.
- Hazard register; and Wormald annual check. AB / AT are to be trained to complete this work.

**Motion:** That the Board open the Enrolment zone for Terms 2/3; and advertise vacancies for out of zone enrolments in Years 1 - 3.

Moved: PG / AT. Carried.

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

Moved: AT / AC. Carried.

##### 3.1.1 [Mathematics](#)

The Board agreed that the report be taken as read in light of earlier discussion under Agenda item 2.2.

**Motion:** That the Board accept the Maths curriculum report.

Moved: PG / KH. Carried.

### 3.1.2 ERO Domain 4: *“Responsive curriculum, effective teaching and opportunity to learn.”*

Held over to June.

## 3.2 Finance, Annual report

The Board discussed / noted:

- The March finance report remains in draft. Audit adjustments to cyclical maintenance (under 10YP) and depreciation have increased the ‘actual available funds’ by c.\$50k.
- Draft accounts were provided to PWC a week ahead of due date (31 March).

**Action:** AB / PG will further review the March report once the draft is finalised.

**Action:** AB to remove Luana Carroll and Mark Melvin as signatories from the School bank accounts.

**Action:** All review draft annual report on Google drive.

**Motion:** That Jenny Foote be added as an authorised signatory to the School bank accounts in accordance with the School Finance Policy.

Moved: PG / SR. Carried.

**Motion:** That the Board accept draft March finance report.

Moved: PG / AB. Carried.

### 3.2.1 Proposal from Kindo (late agenda item)

The Board discussed / noted:

- A proposal from Kindo. PG provided a demonstration of the service to manage payments and permission slips. The service codes payments through to ESL; and links through eTAP.
- Implementation strategies to market the system and encourage its use should the system be adopted.
- Costs of the service and possible changes in office processes and procedures, and the need to provide training as part of any implementation.

**Action:** A sub-committee of AB / PG / KH to report back to Board at its May meeting.

**Action:** AB / AC to share the service with Staff.

**Motion:** that the Board delegate to a sub-committee of AB / PG / KH to agree terms and to make a recommendation to the Board.

Moved: PG / AB. Carried.

### 3.3 Property

The Board discussed / noted:

- Development with the drains and liaison with the Ministry.
- An issue with the spacing of planks on the bridge in the old adventure playground were referred to Aspen landscapes; and have been resolved.
- Property working bee early next term.

**Motion:** That the Board accept the property report.

Moved: AT / KH. Carried.

### 3.4 Policy review: Health & Safety, Child Protection

The Board discussed / noted:

- Proposed revisions to the Hazard register (e.g., front door and the bank).
- Parking and possible improvements to drop off arrangements (e.g., possible drop off zone).
- First aid training (allocate more money for PD). Need to have another person.
- Possible amendments to the Sexual Behaviour in Students

**Action:** SR / AB to amend policy (draft for next meeting).

## 4 Discussions

### 4.1 East Wellington Community of Learning | Kāhui Ako: update

The Board discussed / noted:

- Stewardship Group meeting to be held 12 April.

## 5 Identify agenda items for next meeting

The Board discussed / noted:

- Target groups
- Review of 5YA Programme (Property)

## 6 Administration

### 6.1 Minutes of previous meeting (12 March 2018)

**Motion** that the Board accept the minutes of the meeting held 12 March 2018 as a true and accurate record of that meeting.

Moved: PG / AB. Carried.

### 6.2 Correspondence

#### 6.2.1 Inward

Date	Sender	Content	Action
19-03	NZEI: Te Riu Roa	Employment Relations Education Leave	AB

26-03	Ministry of Education	Initiation of bargaining for a new Primary Principals' Collective Agreement	None
29-03	NZSTA	Membership Matters (newsletter)	None
28-03	Ministry of Education	Review of enrolment zone	AB / DC

**Action:** DC circulate review of enrolment zone and seek motion to respond by circular.

### 6.2.2 Outward

None.

### 6.3 Actions

Review of actions from 12 March meeting.

Owner	Action	Status
DC / AB	Operation of the enrolment zone	Complete
KH / AB	Communications survey	In progress
PG	Co-ordinate meeting with Kindo to include AB / KH	Complete
DC	Circulate link to the NZSTA Hautū tool	Complete
AT	Talk to playground designer about playground bridge planks	Complete
AC / AB	To report some of the PAT / STAR data at the Year 7/8 information evening.	Carried over (May)
PG	Follow up electronic copies of the governance report (part of the financial) with ESL	Complete
DC	Share folder for draft Annual Report paragraphs, and the 2017 Annual Report in MSWord format.	In progress.
AB / DC / PG	Draft text for annual report to be completed ahead of next meeting	Complete
AB / AT	Review the maintenance plan.	Complete

The Board agreed that actions from the meeting be circulated by e-mail.

## 7 Closure

### 7.1 Date for next meeting (8 May 2018)

The Board confirmed its next meeting for: 8 May 2018

Agenda items due: Monday, 30 April 2018

Papers are due: Friday, 4 April 2018

Meetings 2018:

Term 2: June 12

Term 3: 14 August, 11 September

Term 4: 12 November, 10 December

7.2 Summary of meeting outcomes

The Board agreed that its resolutions be circulated by e-mail.

7.3 Meeting review

The meeting closed at: 22:00

---

Minutes **approved**

Chair:



Date: 08/05/2018