

**Roseneath School Board of Trustees**  
**Minutes**  
**11 March 2019, 19:15 – 21:20**

The meeting opened at: 19:15

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:

Jenni Thwaites

Declarations of interest

None.

1. Strategic discussion

2.1. Key competencies

**Motion:** That the Board provide speaking rights for Jenni Thwaites for Item 2.1.

Moved: KH / SR. Carried.

The Board discussed / noted:

- An introduction to play-based learning ('discovery time') led by JT and a presentation from Staff: "Richness, Rigour and Relevance."
- The benefits of the approach. Achievement is measured through Teacher observation of students' language, questions, and engagement.
- The connection between Roseneath School's key competencies, and how play-based learning and inquiry learning is used to enable students in fulfilling the key competencies.
- Use of inquiry learning in the Year 7/8 class: "Where am I?" led by AC.
- Roseneath is now using a simplified inquiry learning structure with a central focus on exploration whilst also encompassing the ideas of planning, thinking, trying, improving, and using.

- In order to fulfil the 'Thinking Bigger' theme for 2019, each term has a dedicated topic: Big History, Big Universe, Make It Big (Wearable Arts/DanceSplash), and Big Wide World on Our Doorstep (camps and EOTC).

**Motion:** That the Board thank staff for their presentations and to accept the key competencies report.

Moved: AT / PG. Carried.

## 2.2. Cultural responsiveness: progress from Hautu

The Board discussed / noted:

- Engagement with our Māori and Pasifika whanau / fono; and ideas to strengthen engagement of these families at Board level.
- The matter of measuring and tracking students' proficiency of Te Reo Maori.
- Progress in moving the Board's level of cultural responsiveness to "Integrating" from "Developing" across areas of: Leadership, Representation, Accountability and Employer roles.

**Motion:** That the Board thank the staff led by Maria Malone for the time and the effort they put in for the Mayoral pōwhiri.

Moved: PG / SR. Carried.

## 2.3. In committee discussion: Employment matters,

**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: AB / KH . Carried.

*Meeting closed to members of the public at 20:20.*

*The Board discussed / noted two employment matter and the in committee minutes from the meeting held 11 February 2019.*

*Meeting re-opened to members of the public at 20:26.*

## 3. Monitoring & review

### 3.1. Principal's report

The Board discussed / noted:

- A report from the Principal.
- Attendance has declined slightly due to some families taking students on holidays during term time. Some students are showing particularly low attendance.
- Three new enrolments have brought the roll to 113.
- Private tuition during school hours, use of school facilities and the Board's obligations under the Vulnerable Children's Act.
- Use of helmets for scooters between home and school. Helmets are required to be worn at School; but we can only encourage use outside of School hours.

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

Moved: SR / KH. Carried.

### 3.2. Finance, Draft annual accounts

The Board discussed / noted:

- Draft annual accounts have yet to be received from ESL.
- Finance report has been received from ESL, but not reviewed and so cannot not be accepted at the meeting.

**Action:** PG/AB: Review Jan and Feb accounts and report to the Board with any issues.

**Motion:** .That the Board delegate approval of the Annual Accounts for 2018 for submission to the Auditor / Ministry of Education to the Finance Committee .

Moved: PG / AC. Carried.

### 3.3. Property, 5YA amendments

The Board discussed / noted:

- A property report from AT.
- Quotes for painting and scaffolding have been requested.
- Catalyst Consultants are currently in the process of formulating their report for the 10YPP.

**Motion:** That the Board approve amendments to the 5YA to fund the Drainage Project.

Moved: PG / SR . Carried.

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

Moved: AT / KH. Carried.

### 3.4. Policy review: Governance, Finance

The Board discussed / noted:

- Recent updates to both policies, no further amendments are proposed.

**Motion:** That the Board approve both the Governance and Finance policies without amendment.

Moved: PG / AT. Carried.

### 3.5. HR Audit

The Board discussed / noted:

- Attestations from the Principal tabled at the February meeting.

## 4. Discussions

### 4.1. Newsletter

The Board discussed / noted:

- A draft newsletter; and proposed distribution in the next two weeks.

**Action:** AT to add text under the heading Property Update.

#### 4.2 NZSTA Tomorrow’s Schools Taskforce survey

The Board discussed / noted:

- Proposed changes to School Governance and Management.
- Concerns around the role and responsibilities of the proposed Education hubs (and the capacity and capability of the Ministry to deliver the services proposed).
- A Taskforce consultation held at Wellington College.
- Draft responses to a survey from the NZSTA (due March 22).

**Motion** that the Board accepts the draft response to the NZSTA Tomorrow’s Schools Taskforce survey.

Moved: AB / AT . Carried.

#### 4.3 Kahui Ako update

The Board discussed / noted:

- Progress with the cultural responsiveness workstream.
- An application for CFPLD funding to support the development of middle leaders; and interest in Across School Lead positions.
- Support from the Stewardship Group to seek the release of staffing assigned to yet to be appointed ASL’s to support PLD. is currently in the process of drafting a letter for FTE (relief staff).

### 5. Identify agenda items for next meeting

The Board discussed / noted:

- Strategic Aim 1
- PAT / STAR results
- Health & Safety / child protection
- 5YA review, visit from Catalyst

### 6. Administration

#### 6.1. Minutes of previous meeting (11 February 2019)

**Motion** that the Board accept the minutes of the meeting held 11 February 2019 as a true and accurate record of that meeting.

Moved: AB / PG. Carried.

#### 6.2. Correspondence

##### 6.2.1 Inward

Date	Sender	Content	Action
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13/02	NZSTA	NZSTA AGM: Notice of motion/Remit template	DC
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**Action:** DC to circulate NZSTA correspondence.

### 6.3.2 Outward

Date	Reference	Addressee	Content

### 6.3. Actions

Review of actions from 11 February meeting.

Owner	Action	Status
AB / PG / KH	Kindo: report back to Board and make recommendation.	In progress
AB / AC	Kindo: share the service with Staff.	In progress
AC	Review EOTC policy over the next twelve months	In progress
AB	AB to monitor attendance of students in term one of 2019 and possibly remind students and parents of the school's attendance expectations in the newsletter	Complete
AB / AC	Review the costs for the Crow's nest	Complete
AB	Reminder that dogs need be on a leash (additional signage, and notice in the School newsletter).	Complete
DC	Add meeting dates to calendars	Complete
DC	Draft response to NZSTA Tomorrow's Schools Taskforce Survey	Complete

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: Monday, 8 April 2019 at 7.15pm

Agenda items due: Monday, 1 April 2019

Papers are due: Friday, 5 April 2019

**Motion** Board approves leave for Andrew for the next meeting.

Moved: SR / PG.

### 7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

### 7.3. Meeting review

The meeting closed at: 21:20

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Minutes **approved**

Chair:



Date: 08/04/2019