

**Roseneath School Board of Trustees**  
**Minutes**  
**25 June 2019, 19:15 – 21:32**

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
Lizzy Dixon	Trustee	Present
Pat Gilligan	Treasurer	Present
Kate Harrison	Trustee	Present
Andrew Thomson	Property	Present

Others in attendance:

Jenni Thwaites

Declarations of interest

None.

Appointment of Board Chair

**Motion** that the Board appoint David Cooling as Board Chair.

Moved: AT / LD. Carried.

**Motion** that Agenda item 2.1 be held over to the next Board of Trustees meeting to allow for reporting to be updated.

Moved: AC / PG. Carried

1. Strategic discussion

2.1. Curriculum progress

Held over to the next Board of Trustees meeting.

**Motion** that the Board approve speaking rights for Jenni Thwaites for Agenda item 2.2.

Moved: AB / AC. Carried.

2.2. Consultation: Cohort entry, Health Curriculum (update)

The Board discussed / noted:

- A proposal from staff to introduce cohort entry to provide a strong transition to School; and to improve management of School visits, and testing.
- Changes to the policy from 1 January 2020 to ensure that new entrants are at least 5 years old.
- Requirements for the Board to consult current and prospective parents, staff and early childhood services in the local community. Most ECEs support cohort entry.
- Need to provide the Secretary for Education, at least 1 term's notice.
- Opportunity to connect with ECEs through our Kahui Ako.
- Health Curriculum workshop 25 July, 6:30 – 7:30pm.

**Action:** AB / JT to identify ECEs that our new entrants attended prior to School; and to consult with those Centres on moving to Cohort entry.

**Motion:** that the Board consults on the proposal with feedback and a policy change to be considered at the September BOT meeting.

Moved: PG / KH. Carried.

*JT left the meeting*

### 3. [Monitoring & review](#)

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

The Board discussed / noted:

- A report from the Principal, including enrolment numbers and attendance data.
- Employment: An additional two part-time support staff have been appointed on fixed-term positions to support learning and inclusion across the School.
- Employment: A contractor has been engaged to support to teachers reporting of progress against the curriculum and reporting writing.
- Data / reporting that the Board would like to see for Curriculum Progress (Item 2.1); and the impact of transience on student achievement.
- A coaching structure is currently being developed to deepen professional learning.
- Time and effort that is being put into student reporting. Teachers have completed the first draft of mid-year reports.
- An outline of the tools used by teachers to assess progress: including PAT, JAM, and various reading tests.

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

Moved: PG / AT. Carried.

#### 3.2. [Finance, Mid-year review](#)

The Board discussed / noted:

- ESL report from end-May

**Motion:** That the mid-year finance review be held over to the next Board of Trustees meeting to allow for the June reporting to be received.

Moved: PG / KH. Carried.

### 3.3. Property, 5YA

The Board discussed / noted:

- The milestones for the 10YPP, including the installation of new heat pumps, electrical remediation, installation of handrails, and construction of an outdoor learning environment.
- Prioritisation of remediation work over the next twelve months.
- New autex will be installed on classroom walls over the summer holidays.
- The drainage project is on-track for completion during the July school holidays.
- The replacement of fences has yet to be scheduled. Quotes for the work are being sought.

**Motion:** That the Board endorse the 10 YPP.

Moved: AT / AB. Carried.

### 3.4. Policy Review: Curriculum

The Board discussed / noted:

- A Ministry of Education of education guide: Leading Local Curriculum covering: local curriculum; assessment for Learning; and information sharing and building learning partnerships.
- The opportunity to further align Curriculum policy with the School Charter, and to build partnerships with our School Community and Kāhui Ako.
- Content of the Curriculum and Student Achievement Policy (and supporting processes and procedures).
- In the context of discussion under Item 3.1, an opportunity to align (and make more efficient) reporting of student progress against the curriculum to parents / whānau.

**Action:** AB / JF to develop a local curriculum. DC to add a standing item to the agenda.

## 4. [Discussions](#)

### 4.1. Kāhui Ako update

The Board discussed / noted:

- Stewardship group meeting on Thursday 27 June.
- Principals' meeting on Thursday, 27 June and Lead Principals' meeting on Friday, 28 June (that AB will attend with other (non-lead) Principals as John Western is unable to attend).

### 4.2 NZSTA: Training opportunities

The Board discussed / noted:

- There are a few upcoming NZSTA training opportunities.

**Action:** DC forward training opportunities to the Board.

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

The Board discussed / noted:

- Curriculum progress.
- Health Curriculum (follow-up).
- Development of Local Curriculum to support the Charter.
- Māori / Pasifika achievement.
- The Arts
- Finance: Half-year review
- Employment: Half-year review
- RASC, Term 2 report (September)
- Cohort entry (September)

**Action:** KH / LD / RASC licensee review after school programme.

## 6. Administration

### 6.1. Minutes of previous meeting (10 June 2019)

**Motion** that the Board accept the minutes of the meeting held 10 June as a true and accurate record of that meeting.

Moved: AB / KH. Carried.

### 6.2. In committee discussion: Minutes of previous meeting

**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 21:19*

The Board discussed minutes of the previous meeting.

*Meeting re-opened to members of the public at 21:25*

### 6.3. Correspondence

#### 6.2.1 Inward

Date	Sender	Content	Action
13-06	Returning Officer	Parent Trustee Election Results	

#### 6.3.2 Outward

Date	Reference	Addressee	Content
17-06	02-05	NZSTA	AGM, Appointment of delegate
21-06	--	Parents / caregivers	Health consultation

### 6.3. Actions

Review of actions from 10 June meeting

Owner	Action	Status
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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	Review Gates Cleaning Company provision of regular groundskeeping at the August Board meeting.	In progress
AB	Review the General Administration expenditure in the 2019 budget.	In progress
DC	Update Health & Safety Policy and post to website.	Complete
AB	Consider messaging in the school newsletter around our values and links to behaviour	In progress
AB / DC	Find a date early in Term 3 to hold a consultation hui	Complete
AB / PG	Consolidate and review the asset register.	Complete
AB	AB review / implement a revised after-hours alarm procedure	Complete
AB / KH / DC	Follow-up enrolments and staffing with the Licensee. DC to add further discussion of the programme to the agenda for the Board's September meeting	In progress

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: Tuesday, 13 August 2019 at 6:30pm

Agenda items due: Tuesday, 6 August 2019

Papers are due: Friday, 9 August 2019

### 7.2. [Summary of meeting outcomes](#)

The Minutes Secretary read back the Board's resolutions.

### 7.3. [Meeting review](#)

[The meeting closed at: 21:32](#)

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Minutes **approved**

Chair:



Date: 13/08/2019