

**Roseneath School Board  
Minutes  
12 June 2023, 18:39 – 21:30**

The meeting opened at: 18:39.

**Karakia tīmatanga**

**1 Administration**

1.1 Attendance

Name	Role	Present/Apologies
Airihi Mahuika	Presiding Member (Chair)	Present
Jenny Foote	Principal	Present
Anne Crewdson	Member (Staff)	Present
Matt Langworthy	Member (Property)	Present
Kate Prickett	Member	Present
Nikos Skepetaris	Member (Treasurer)	Present
Sarah Roan	Member	Present

Others in attendance:

None.

1.2 Declarations of interest

None.

**2 Strategic**

2.1 In committee discussion - people

**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:** ML / NS. Carried.

*Meeting closed to members of the public at 18:40 pm.*

*Meeting re-opened to members of the public at 19:26 pm.*

**3 Monitoring & review**

3.1 Principal's/Tumuaki's report

The Board discussed:

- Concern about roll decline. Reduced funding as a result of roll decline. 5 management units reduced to 4.
- Jenny approached ECEs in the area to encourage new enrolments.
- Jenny also contacted embassies in case they had potential new students.
- Discussed removing zoning. Board wanted to understand staff views on that idea.

**Motion:** Thank Jenny and approve the principal's report for this month.

**Moved:** NS / KP. Carried.

**Action:** Airihi to reach out to NZSTA to find out the process regarding zoning changes and ask if any schools may have information to share on approach.

**Action:** Jenny and Anne to talk to staff about zoning change and also reopening Year 7 and 8.

## 3.2 Finance

### 3.2.1(a) Monthly finance report

The Board discussed the monthly financial report:

- No surprises in April report.
- Half of the operational grant arrived early, as a result of this, the deficit appears smaller.

### 3.2.2 Budget mid-year review

The Board mid-year review:

- Talk to ESL to see if useful to carry out mid-year review as concern it may not be meaningful at this stage.
- Discussion about donations and ways to encourage them.
- Ask Joanne to follow up where invoices unpaid and we provide appropriate wording. Wording in Enrolment Booklet may be useful.

### 3.2.3 Finance Committee action to review asset register

- The asset register has been reviewed.

**Action:** Jenny to come up with wording for an email that can then be sent out by Joanne to parents needing to pay their invoices, invoice attached to each individual email.

**Action:** See if it's useful to carry out a mid-year review – to talk to ESL.

**Motion:** that the Board

- Approve the monthly report for April.
- Note action to consider if we do a mid-year budget review.
- Note the asset registered has been updated.

**Moved:** KP / AC. Carried.

## 3.3 Property

### 3.3(a) Monthly Property Report

The Board discussed the monthly property report:

- School zone areas will have new signs, which will achieve lower speed limit (due to concern about high speed driving).

- Concerns about quality of garden maintenance and other cleaning services, eg. lawn mowing.
- During the audit process the cyclical maintenance report was identified as an action. Discussion that it was best to get a quote for painting for that before the next budget.
- 125th Jubilee – let Matt know if any particular work is required.

**Motion:** that the Board accept the monthly property report and note audit issues to deal with.

**Moved:** AC / NS. Carried.

**Action:** get a re-quote for painting before the next budget is set.

### 3.4 After School Programme Update

The Board discussed:

- Attendance level at after school programme.
- Involvement of the community by inviting the donation of board games, toys, etc.
- Positive feedback, students are enjoying after school care.

## 4 [Policy Review](#)

### 4.1 Curriculum Policy Review

The Board discussed:

- Curriculum policy is still being developed by Jenny and intention to consult with staff on it.

### 4.2 Dog Policy

The Board discussed:

- The draft policy provided by Matt.
- Weighing the health and safety risk versus wanting to allow dogs.
- Idea to incorporate subheadings with bullet points into the policy for ease of reading.

**Motion:** that the Board

- Note the process for developing the Curriculum Policy.
- Note typo in the Agenda regarding the dogs item under the "Discussions" heading, which is to be deleted.
- Approve the Dog Policy, subject to the delegation given to Matt and Jenny to finalise the policy wording.

**Moved:** NS / ML. Carried.

**Action:** for Matt to finalise wording of policy.

## 5 Discussions

### 5.1 [Kahui Ako Update](#)

The Board discussed:

- Organising a kapa haka festival with another interested school.

### 5.2 [Website Refresh](#)

The Board discussed:

- Nikos has looked at the Skool Loop platform.
- Pros include: free service, they are experienced with the app integration, reasonably low-effort to build it, and get it up to date.

- Funding model is based on advertising but there is a vetting/approval process for what advertising is used.
- Drone and other imagery may be needed.

**Motion:** that the Board agree in principle to move to a new platform based on Skool Loop and delegate to Nikos to work with the platform.

**Moved:** KP / JF. Carried.

**Action:** Nikos to progress deal with Skool Loop.

### 5.3 Jubilee Update

The Board discussed the plan for the 125<sup>th</sup> Jubilee:

- Registration.
- Plan for Saturday and Sunday events.
- Possibly a commemorative coin or etched wine glass as memorabilia.
- On the look-out for photography services.
- Ideas include: lunch, music, speech, opportunity for people to share memories of school.
- Ideas to raise funds for the school.

**Motion:** Board noted the discussion on preparations to date and next steps.

**Moved:** KP / SR. Carried.

**Action:** find ways to catch stories, find ways of commemorating event.

## 6 Agenda items for next meeting included in agenda

- Mid-year budget review
- Roll return 1 July

[Not discussed at meeting as ran out of time]

## 7 Administration

### 7.1 Minutes of previous meeting 8 May 2023 for approval

**Motion:** that the Board accept the minutes of the meeting held 8 May 2023 as a true and accurate record of that meeting.

**Moved:** AM / KP. Carried.

### 7.2 Correspondence

Date	Sender	Content	Action
May 2023	NZSTA	Monthly Newsletter	FYI/Read

### 7.3 Actions

Updated to include new actions from meeting

Owner	Action	Status
AM	Update the policies available on the website.	In progress
AL	Monitor RAT test use among staff and advise Board if purchase is necessary.	In progress

JF/KP	Review the data from NZCER from term four.	In progress
KP	Next year: help draft a request in newsletter looking for parent helpers to assist Jemima in sports events.	In progress
JF/AM	Organise and hold a rōpū whānau meeting in Term 2.	In progress
Board	Reconsult draft charter in November 2023.	In progress
All	Consider another Board member to pick up Finance portfolio.	Complete
NS	Consider option to improve the school website and identify areas where it can be improved.	Complete
ML	A quote for signage and double locks for gates and inquire about special needs funding.	In progress
AM	Check with Adelle if we need to pay back any Kahui Ako funding as Adelle left Jan 2023 – Adelle said we didn't as we got funding over time so not overpaid.	Complete
KP	Admin for after school care programme.	Complete
ML	Seek change so no longer public access to the school.	In progress
ML	Work on a mockup of the new Roseneath sign.	In progress
All	Physical Restraint requirement for staff training by 7 February 2024.	In progress
JF	Submit annual report to MoE and put on school website by 31 May 2023.	Complete
JF	Organise training, induction check list, Health and Safety briefing for teacher aids and all temporary staff, to be done within this week.	In progress
JF	Talk to Rosemary about gateway reminder.	In progress
ML	Write the dog policy.	Complete
NS	Reach out to the Skool Loop to inquire about business model, etc.	Complete
AM	Comms on donations/school finances/need to support after school care.	In progress
AM	Reach out to NZSTA to find out the process regarding zoning changes.	In progress
AM	Find schools who have made zoning change and learn about their experience.	In progress
JF & AC	Talk to staff about zoning change, as well as reopening Year 7 and 8.	In progress

JF	Wording for an email that can then be sent out reminder for invoices, invoice attached to each individual email, and explaining what we use funding for.	In progress
NS	See if it's useful to carry out a mid-year review.	In progress
ML	Get a re-quote for painting before the next budget is set	In progress
JF & ML	Approve the Dog Policy.	In progress
ML & JF	Finalise wording of Dog Policy.	In progress
NS	Delegated to continue dealing with Skool Loop.	In progress
All	Find ways to catch stories, find ways of commemorating the 125th Jubilee.	In progress
JF	Investigate whether the Ministry is able to offer guidance on extended sick leave policy-issue.	In progress
JF	Explore if Celeste would be happy to be involved in mid-year and end-of-year assessment.	In progress

## 7 [Inform only papers](#)

None.

## 8 **Closure**

### 8.1 [Date for next meeting](#)

Next meeting for: Monday, 24 July 2023 at 6.30pm

Agenda items due: Tuesday, 18 July 2023

Papers are due: Friday, 21 July 2023

### 8.2 [Summary of meeting outcomes](#)

[Not discussed as ran out of time].

## **KARAKIA WHAKAMŪTUNGA**

[The meeting closed at: 21:30pm.](#)

### Minutes **approved**

Chair: Airihi Mahuika

Signature: 

Date: 24 July 2023