

Roseneath School Board
Minutes
18 March 2024, 18:42 – 21:23

The meeting opened at: 18:42.

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	Property	Present
Kate Prickett	Member	Apologies
Nikos Skepetaris	Treasurer	Present – joined at 19.06pm
Sarah Roan	Member	Present

Leave from meeting

Kate advised that she couldn't make this meeting

Motion: that the Board approve leave from the meeting for Kate was agreed.

Others in attendance:

None.

1.2 Declarations of interest

None.

2 Strategic documents

2.1 Publication of Strategic Plan (due 1 March) and annual implementation plan (due 31 March)

The Strategic Plan and annual implementation plan were agreed at the February Board meeting. The Principal confirmed that both the Strategic Plan and annual implementation plan were published on 1 March 2024.

2.2 Annual report (by 31 May)

The Annual Report on the school's progress and finances, including financial statements and statement of variance, is due at the end of May. The statement of variance was already approved at the February meeting. The Board went through the checklist of what is to be included in the annual

report (<https://www.education.govt.nz/school/schools-planning-and-reporting/school-annual-reports/#Timeline>):

- Chair/Principal's report (optional)
- List of all Board members (optional)
- Statement of variance (required)
- Evaluation of the school's students' progress and achievement (required) – different from statement of variance which reports progress and achievement only for the students that we've set targets for. It was required previously through NAG 1b and 2b
- Report on how the school has given effect to Te Tiriti o Waitangi (required)
- Statement of compliance with employment policy (required)
- Kiwisport funding (required)
- Audited annual financial statements (required)
- Statement of responsibility (required) – signed by the principal and Chair acknowledging the School Board is responsible for the preparation and accuracy of the financial statements and states that the Board has established and maintained a system of internal control to safeguard the assets of the school
- Statement of comprehensive revenue and expense (required)
- Statement of changes in net assets/equity (required)
- Statement of financial position (required)
- Statement of cash flows (required)
- Notes to the Financial Statements (required)
- Independent auditor's report (required)

The annual report needs to be submitted via Ministry's secure portal (a pdf file for the annual report and financial statements in Excel format). The annual report must also go up on our website at the same time.

Motion: that the Board delegated authority to the Principal and Chair to complete the requirements listed above other than the financial statements and auditor's report discussed below.

2.3 Annual statements for auditor (due by 31 March)

The auditors need finalised financial statements reviewed by the Board prior to 31 March 2024. Last month we agreed to approve them for provision to the auditors at this meeting. The Board noted for the audit we need the Statement of Variance and Kiwisport report to be submitted with the financial statements. The auditors have already our statement of variance and Kiwisport statement and how we give effect to Te Tiriti.

The Board deferred further discussion of the financial statements and auditor requirements to the Finance Report discussion when Nikos would be present.

3 Monitoring & review

3.1 Principal's/Tumuaki's report

The Board discussed the Principal's report.

- ERO evaluation – the Board agreed to go ahead with ERO evaluation.
- Local curriculum – the Board discussed the plan to develop the local curriculum and how this would dovetail with the Kura Ahurea and Kahui Ako work.
- PLG – the Principal now has established a PLG.

Nikos arrived at 19.06

- The Board noted the discussion the Principal had with the Ministry last week regarding financial reporting and the projected deficit for this financial year, which the Board took advice on from ESL. The Board intends to reduce the deficit, however, the Board was concerned to ensure the school remains attractive to current and future students, and to ensure the wellbeing of staff and students. The Board noted the assumptions underpinning this year's budget were also conservative but it would continue to look for savings, increase fund raising activities and look for other opportunities to reduce the forecast deficit. The Board also noted that MindPlus needs to be funded by donations and this needed to be made clear to families. This was consistent with how it was currently being treated for administration purposes.

Motion: The Board thanked the Principal for her report and approved the Principal's report.

3.2 PAT/STAR results

The Board discussed the initial PAT/STAR results. Given absences due to illness, the final PAT/STAR results are not finalised yet but show very positive results. The Board noted that no significant change was expected in the final results, which were really pleasing and demonstrate our children are doing well. Final results are to be provided in the April meeting pack.

Motion: The Board received and noted the initial PAT/STAR results.

Action: Finalised results to go in April Board pack.

3.3 In committee discussion - People matters

Motion: The Board agreed 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.

Meeting closed to members of the public at 19:31 pm.

Meeting re-opened to members of the public at 19:49 pm.

3.4 Finance

The Board discussed:

- The monthly financial report for February

Motions: the following were agreed by the Board:

- Approval of the monthly report for February
- The Chair or Treasurer and Principal were delegated authority to finalise and submit the financial statements to the auditor by 31 March
- The Chair and Principal were delegated authority to approve the financial statements and auditor's report to be included in the annual report subject to any substantive changes being required following the audit.

Guidance from the Ministry is here:

<https://www.education.govt.nz/school/schools-planning-and-reporting/school-annual-reports/#Timeline> (includes guidance on components of annual report)

<https://www.education.govt.nz/school/schools-planning-and-reporting/school-annual-reports/school-annual-financial-statements/#Spreadsheet-Examples>

3.5 Property

3.5.1 Monthly Report – oral update

- The new property manager is James from Gaze, which is a Ministry approved project manager.
- The Board discussed the meeting with our new Ministry advisor (Tim from Soctera) who gave an indication of the 10YPP budget and discussed what we'd like covered within that budget.
- The Board noted that the curved roof is Board project and any roof water tightness sits with the Ministry. Matt will raise with property manager and Ministry advisor discussing these issues together so there is a sensible and joined up plan with all the relevant people.

3.5.2 10YPP

- The Board discussed the 10YPP. It's on track but there are more steps to come, including the draft 10YPP. The plan is to instruct the new project manager to get on with work already ready and with funding, including work on the room off Upper Bridge.

The Board noted the monthly property update and progress for 10YPP.

3.5 HR checklist

The Board noted it needs to have statement in our annual report that we have complied with our Employment Policy. The Board discussed what the Employment Policy covers and that it considers it is compliant.

The Board also discussed the Ministry's HR checklist requirements and how they are met by the school's policies and processes.

3.6 After School Programme

The Board discussed the need to finalise the LTO.

The Board also noted that Enjoy has received Oscar accreditation and ads for its holiday programmes were included in the school newsletter.

Actions:

- Airihi to check the version of the LTO that was provided and if it covers the changes we requested previously.
- Jenny to let Enjoy know that 2 April is school holiday.

4 Policy Review

4.1 Governance Policy

The Board discussed the Governance Policy, which was principally updated to refer to the Ministry's mandatory code for Board members. Other minor amendments were also marked up.

Motion: the Board approved the amendments to the Governance Policy.

4.2 Mobile policy

The Board discussed proposed changes for mobile policies for schools. The Board proposes to amend our Online Safety Policy to cover the new rules expected on the use of mobile phones, to meet the new legislative requirements. The legal obligation is here that should be noted in the policy.

[Education \(School Boards\) Regulations 2020 \(LI 2020/193\) \(as at 18 January 2024\) – New Zealand Legislation](#) (regulation 22).

The Board discussed that it needs to also consult on any proposed changes and that this can be done via our newsletter, as we've done for previous policy updates. The Online Safety Policy includes rules already regarding the handing in of mobile phones or other electronic devices not required for school learning but will need further changes (for example, exceptions of when mobiles can still be used).

The Board noted that the Ministry has produced template policies and communications to school communities for consultation, which can be found here:

<https://www.education.govt.nz/school/digital-technology/cellphones/#resources>

4.3 One hour a day policy for reading, writing and maths

The National Curriculum is being updated to make explicit the expectation that all primary and intermediate schools are teaching 10 hours of reading and writing and 5 hours of maths a week (minimum requirements that can be met by an average of 'one hour a day' over a typical week).

The Board discussed that the proposed changes can be included in our curriculum policy, which is currently being refreshed. This needs to be in place by term 2.

5 Discussions

5.1 Kahui Ako Update

In school leads have one hui in school time and 2 collabs. The Principal attended a collab where teachers shared their ideas for collab focus inquiries – intended to share thinking and resourcing on common areas of interest (eg structured literacy, the relationship between handwriting and writing).

6 Identify agenda items for next meeting

The next meeting date is 8 April. Potential agenda items include:

- Updated Online Policy to include mandatory mobile policy requirements
- Draft 10YPP – needs to be finalised by 1 June (so we can wait for the May meeting when Matt is present as he is away for the April meeting).

7 Administration

7.1 Minutes of previous meeting

Motion: The Board approved the minutes of the Board meeting of 26 February as a true and correct record.

7.2 Correspondence

Date	Sender	Content	Action
	Ministry	Monthly – issue 172	FYI/Read https://bulletins.education.govt.nz/

7.3 Actions

Review of actions from last meeting.

Owner	Action	Status
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KP	Next year: help draft a request in newsletter looking for parent helpers to assist Jemima in sports events.	Complete
ML	Rather than seeking a change so the school is no longer a public access way the Board decided to add this as a risk to the risk register and that teachers should check and ask to be advised on visitors using the Long Haul.	In progress
All	Physical Restraint requirement for staff training by 7 February 2024. Only support staff needs it.	Complete
JF/AM	Comms on donations/school finances/need to support after school care.	In progress
JF	Strategic documents need to be on website and set to Ministry by 1 March 2024.	Complete
JF	Discuss with the Ministry using the vandalism fund to replace the stolen gates (June date)	In progress
ML/AM	Request change to the property licence with Enjoy to have before school care and holiday programmes as a permitted use. Delegation to ML and JF to sign amended agreement	In progress
JF	Use locked draw for medication, rather than putting locks on cupboards above.	Complete
JF	Consider if any behavioural incidents are being dealt with effectively under the school's policies.	In progress
JF	Notify in newspaper removal of enrolment scheme/zoning and notify Ministry – newspaper week	In progress
JF	Publication of strategic plan and implementation plan	Complete
JF	Mobile policy added to online policy and consult with community before it's finalised in April	In progress
JF	Curriculum policy, including 'one hour a day' reading, writing and maths to be completed for term 2	In progress
JF	Final PAT/STAR results to go in April Board pack	In progress

8 Any other business

None.

9 Meeting Closure

9.1 Date for next meeting

The Board confirmed its next meeting for: Monday, 8 April 2024 at 6.30pm.

Agenda items due: Tuesday, 2 April 2024.

Papers are due: Friday, 5 April 2024.

KARAKIA WHAKAMŪTUNGA

The meeting closed at 21.23

Minutes **approved**.

Chair:

Signature:

A handwritten signature in black ink, appearing to read "Divya Mahesh", written over a faint, illegible printed name.

Date:

8 April 2024