

**Roseneath School Board
Minutes
13 May 2024, 18:40 – 19:50**

The meeting opened at: 18:40.

Karakia tīmatanga

1 Administration

1.1 Attendance

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

Leave from meeting

Jenny and Nikos advised that they couldn't make this meeting due to illness.

Motion: that the Board approve leave from the meeting for Jenny and Nikos was agreed.

Others in attendance:

None.

1.2 Declarations of interest

None.

2 Strategic documents due 31 May

2.1 Annual report (report on school's progress and finances, including financial statement of variance)

The Board discussed submission of the annual report, including our financial statements with the auditor's report and statement of variance. The Board noted that the Principal had been on bereavement leave and was ill, so we would expect that to be taken into consideration by the Ministry if there were any delays in submitting our annual report by the Ministry.

Motion: The Board:

- delegated authority to the Chair and Principal to finalise the annual report, approve it and submit it, and any other ancillary documents required to submit the annual report, subject to any material issues being identified by the auditors. If any material issues were identified the Board would be advised.

3 Monitoring & review

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

The Board discussed the Principal's report and noted the final PAT Results were so included in the Board pack as agreed at our previous meeting. The Board recognised Anne's support, and the staff's support, while the Principal was on bereavement leave to ensure the school continued to run smoothly.

The Board also discussed the Friends' fundraising activities, which were going well, with good support from former students. Friends also had some ideas for passive fundraising through the year.

Motion: that the Board approve and thank the Principal for her report was agreed (although the Principal was absent from this meeting).

3.2 [In committee discussion - People matters](#)

The Board agreed no in committee discussion was needed at this meeting.

3.3 [Finance](#)

3.3.1 Finance monthly report

- The Board discussed the monthly report for April, noting that the forecast was based on conservative assumptions. At this point of the year the monthly report, in terms of funds available, was looking positive.

Motion: The Board agreed to approve the Finance Monthly report for April.

3.4 [Property](#)

3.4.1 Property monthly Report

The Board discussed the monthly report:

- Matt noted that there was now much better alignment between the Ministry consultant, our property person at the Ministry, James from Glaze and Matt around the current factual situation.
- The Board noted the remedial sewer drain work was a priority and that the Ministry had agreed to pay for it, which was positive for the school. The Board thanked Matt for his work to achieve this outcome.

3.4.2 Draft 10YPP (due to be finalised 1 June)

The Board discussed:

- Funding this year will be reduced for 5YA projects compared to previous 5YA plans – they were maintenance projects.
- The 10YPP is to be finalised and uploaded provided to the Ministry by 1 June.

3.4.3 LTO with Enjoy

The Board discussed:

- Amendments made to LTO, which needs to be signed by the School, then Enjoy and returned to the Ministry. The Board needs to delegate signing to three Board members.

Motion: The Board agreed:

- To approve the property monthly report
- To delegate finalisation and approval of the 10YPP, and responses to any Ministry questions, to Matt and Jenny
- To delegate approval and signing of the LTO with Enjoy on behalf of the Board to Matt, Anne and the Chair
- To delegate signoff of the Consultant Engagement Agreement (item 3.4.5 in the Board pack) to Matt and Jenny.

3.5 After School Programme

The Board discussed follow up actions agreed with Sarah and Enjoy. A report from Enjoy addressing our questions has been provided to the school. Enjoy also agreed to send lock up procedures to us in case we'd like anything added.

4 Policy Review

4.1 Mobile policy

Our Mobile Phone Use Policy was released for consultation with the newsletter. The Board discussed the policy and was happy to approve it, subject to confirmation that there was no feedback for significant change.

Motion: that the Board approve the mobile policy, subject to no significant feedback being received, was agreed.

4.2 Progress on curriculum policy (including one hour a day policy for reading, writing and maths)

Our An Hour a Day of Reading, Writing and Mathematics Policy was also discussed. The Board agreed to an amendment to paragraph two of the policy to read: "Like many schools and kura, at Roseneath School we were already teaching an hour of reading, writing and maths each day". (emphasis added to highlight the change). .

Motion: that the Board approve the An Hour a Day of Reading, Writing and Mathematics Policy, subject to the change noted above and no significant feedback being received, was agreed.

5 Discussions

5.1 Kahui Ako Update

Maria is working through the requirements for next meeting coming up shortly on the inquiry into writing.

6 Identify agenda items for next meeting

The next meeting date is 17 June. No particular agenda items for the next meeting were identified, other than the usual topics.

7 Any other business

- Sarah is attending an NZSTA online course on Board's role in suspension meetings.
- The Board discussed inviting parents that had identified an interest in joining the Board to come to a meeting. If there was sufficient interest we could explore co-opting new members to ensure succession planning before the next Board election.

8 Administration

8.1 Minutes of previous meeting

Motion: The Board approved the minutes of the Board meeting of 8 April 2024 as a true and correct record.

8.2 Correspondence

Date	Sender	Content	Action
7 May 2024	Ministry	Monthly – issue 175	FYI/Read https://bulletins.education.govt.nz/ https://bulletins.education.govt.nz/bulletin/he-pitopitok%C5%8Drero/issue/special-bulletin/date/2024-04-05
April 2024	NZSTA (now Te Whakarōputanga Kaitiaki Kura o Aotearoa/New Zealand School Boards Association) https://www.tewhakaroputanga.org.nz/	<p>Annual Report https://nzsta-db.my.site.com/idp/login?app=0sp0o000000PBvS&RelayState=https%3A%2F%2Fwww.tewhakaroputanga.org.nz%2Fsaml%2F&binding=HttpPost&inresponse=ONELOGIN_1634686a68be0851d1461e31ccd472842a89f1ec</p> <p>Annual Conference 6-9 June https://www.tewhakaroputangaconference.co.nz/</p> <p>AGM 6 June Te Tākina</p> <p>April Newsletter https://www.tewhakaroputanga.org.nz/assets/Secure_Uploads/STANews-April.pdf</p> <p>Term 2 checklist</p>	<p>FYI/Read AGM</p> <ul style="list-style-type: none"> ● Every member board is entitled to one vote on business considered at AGM. ● Nominate one person (your AGM delegate) to speak and vote on your board's behalf. ● The notices of motion and remits should be discussed by your board and the delegate form completed with the boards voting wishes. ● Return the form by <u>Friday 31 May</u>. <p>April newsletter has an article on challenging classroom behaviour and a ERO worked with Te Whakarōputanga to put together a short insights guide specially designed for school board members. It</p>

		https://nzstameworkbooks2021.s3.amazonaws.com/Board+Toolkit/Board+Task+Checklist+-+Term+2+2024.pdf	<p>includes some questions that could be useful for framing up a discussion on behaviour at school board meetings. The guide can be found on ERO's new research website evidence.ero.govt.nz, or via this link: https://evidence.ero.govt.nz/documents/insights-for-school-boardsbehaviour-in-our-classrooms - Insights for School Boards: Behaviour in our Classrooms (ero.govt.nz)</p>
	Government	<p>Daily attendance data required from term 1 2025</p> <p>https://www.beehive.govt.nz/release/daily-school-attendance-data-now-available</p> <p>Education priorities focused on lifting achievement – Beehive.govt.nz</p> <p>Transforming how our children learn to read – Beehive.govt.nz</p>	<p>The Minister has announced changes to attendance data regulations. From Term 1 2025 all state and state-integrated schools (excluding distance schools) will be required to provide attendance data, Announcements on structured literacy</p>

8.3 Actions

Review of actions from last meeting.

Owner	Action	Status
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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
JF/AM	Comms on donations/school finances/need to support after school care.	In progress
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 sign amended agreement	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	Mobile policy added to online policy and consult with community before it's finalised	Complete
JF	Curriculum policy, including 'one hour a day' reading, writing and maths to be completed for term 2	Complete
SR	Sarah to talk to Enrino from Enjoy	Complete
JF	Action to confirm there are no issues to be raised with the report provided by Enjoy to the School	In progress

9 Meeting Closure

9.1 Date for next meeting

The Board confirmed its next meeting for: Monday, 17 June 2024 at 6.30pm.

Agenda items due: Tuesday, 11 June 2024.

Papers are due: Friday, 14 June 2024.

KARAKIA WHAKAMŪTUNGA

The meeting closed at 19.50

Minutes **approved**.

Chair:

Signature:



Date:

17 June 2024