

Roseneath School Board of Trustees
Minutes
10 June 2019, 19:15 – 21:30

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:

Ralph Hockley

Declarations of interest

AC / AB for employment matters (In Committee).

DC for proposed changes to the NZSTA constitution.

Motion that Agenda item 2.4 be moved to follow item 6.3 to accommodate visitors to the meeting.

Moved: DC / PG. Carried

1. Strategic discussion

2.1. Strategic Aim 2: Promote a responsive and inclusive environment to support quality teaching and learning

The Board discussed / noted:

- Differentiating the school's learning programme to meet the various needs of our learners.
- Some new students to years 1 and 2 are below the expected curriculum level and require learning support to raise them up to the expected curriculum level.
- Many intervention and support programmes only provide an anecdotal measurement of student progress and achievement therefore there is a need to be critical of these programmes.
- Children need to attend school to learn. Attendance of some target students in the early intervention programmes is poor.

- Most students respond well to behaviour expectations and reminders. There are a minority that require additional support, however. A small group also require tier 3 intervention (behaviour support).
- Teachers are working hard to ensure clarity and consistency of approach to challenging behaviour. Trends and patterns are recorded and monitored.
- Behaviour action plans are developed in consultation with the RTLB for students with identified behaviour needs.
- Actions to address challenging behaviour are confidential to parents / caregivers and not visible to other students or parents / caregivers.
- Feedback from our RTLB mentor is positive.
- Options to communicate actions more widely to our School Community.

Action: AB to consider messaging in the school newsletter around our values and links to behaviour.

Motion that the Board accepts the Strategic Aim 2 report.

Moved: AT / KH. Carried.

2.2. Focus: Think Big

The Board discussed / noted:

- A new inquiry model was implemented this year in which junior students are taught through play-based learning, year 3-4 students develop their basic research skills, and year 7-8 students develop their own inquiry projects to investigate and share.
- Different inquiry themes have been implemented for each term with 'Big History' and 'Big Show' having just been completed.
- The term 3 theme of 'Big Universe' which involves a whole-school trip to Carter Observatory and whānau Mātariki and Stargazing evening.
- The term 4 theme of 'Big World on our Doorstep' focuses on community action and participation and coincides with camps and EOTC activities. There will be an increased focus on environment, sustainability, and life skills programmes such as first aid.

Motion that the Board accept the Focus: Think Big report.

Moved: SR / PG. Carried.

2.3. Consultation: Health curriculum

The Board discussed / noted:

- A requirement to consult on the Health curriculum and an outline of the school's current health curriculum.
- Options around the consultation process; and the need to allow parents / caregivers to understand the curriculum, including of what is taught and when and the alignment of the curriculum with our Vision and Values.
- A hui modelled on that used for the Charter consultation could be a good option; and would allow parents to understand the sexuality education programme.

Action: AB / DC find a date early in Term 3 to hold a consultation hui.

Motion that the Board agrees to the proposal for consultation.

Moved: AT / KH. Carried.

2.4. [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: AT / PG. Carried.

Meeting closed to members of the public at 21:21

The Board discussed a number of employment-related matters.

Meeting re-opened to members of the public at 21:24

3. [Monitoring & review](#)

3.1. [Principal's report](#)

The Board discussed / noted:

- A report from the Principal.
- Enrolment numbers. The roll remains at the numbers needed to maintain the current classroom structure, with new entrants set to take Aft to 20 students by end-2019.
- Our Kāhui Ako provides a useful link to ECEs to build prospective new-entrant enrolments.
- Jenny Foote has enrolled in a series of modules on ASD.
- A telecommunications cable had snapped in gale force winds. Although the cable was not live, the cable was whipping in the wind and still presented a hazard to students. Chorus remediated the issue promptly.
- A storm caused a power pole to break in a storm with power being restored to Long Boat and NZDF being restored the following day.
- Catalyst Consultants have indicated that the modernisation plans can be achieved with spare funds remaining for a smaller project within our 5YA.
- Despite cross country being optional for students, turnout was high, and feedback from staff and parents has been positive.
- Hayden Thompson is working with after-school sports coaches to develop procedures and responsibilities that align with the sports policy.
- Reflections from Staff and the Principal on the School Production. A four year cycle for the performing Arts has been suggested. The production was considered to be a success despite postponement of the second night due to adverse weather conditions.
- Staff well-being in the context of the production, and forthcoming parent reporting.

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

Moved: KH / PG. Carried.

3.2. Finance, Asset Register, Annual Report

The Board discussed / noted:

- Learning resources are currently below expected expenditure however spending in this category tends to be higher in the latter half of the year.
- Weekly Te Reo lessons for staff are starting in Term 3 and will be funded from staff PLD.
- Staff have completed professional development outside of school hours, as well as during the school holidays and weekends, reducing the need to fund relievers.
- The asset register is currently being revised and being consolidated to align with the school's current assets.

Action: AB / PG to consolidate and review the asset register.

Motion: That the Board accept the Finance report.

Moved: PG / KH. Carried.

Motion: That the Board accept the Asset Register.

Moved: PG / KH. Carried.

Motion: That the Board accept and approve the publication of the Annual Report, Financial Report and Analysis of Variance for 2018 on the School website.

Moved: PG / AT. Carried.

3.3. Property, 5YA

The Board discussed / noted:

- The issues surrounding the telecommunications cable and power pole in adverse weather was discussed in *3.1 Principal's Report*, alongside the modernisation plans.
- Catalyst Consultants have yet to complete a full assessment of the weather tightness of the roof due to the inspection of it having to be thorough.
- Suggestions to review after-hours access procedures for Staff. Recon Security have been called to the school a number of times due to teachers being on the property after-hours or on weekends, after the alarm has been set.

Action: AB review / implement a revised after-hours alarm procedure.

Motion: That the Board accept the property report.

Moved: AT / SR. Carried.

3.4. Policy Review: Roseneath After School Care

The Board discussed / noted:

- The Roseneath After School Care (RASC) policy was reviewed in 2018.
- The policy regarding overdue fees payment has been amended to allow 3 days for parents or caregivers to rectify any payment issues.

- Challenges of maintaining a sufficient number of enrolments to support the requirement that two RASC employees are on site for the programme. The policy of at least two people supervising the RASC programme needs to be reiterated and staffing issues for their programme should be rectified.

Action: AB / KH to 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.

Motion: That the Board note amendments to the Roseneath After School Care procedures.

Moved: AT / AB. Carried.

4. [Discussions](#)

4.1. [Kāhui Ako update](#)

The Board discussed / noted:

- A Super Staff meeting for Kāhui Ako staff was recently hosted at Rongotai College. The purpose of the meeting was to share updates from workstreams, and to promote the roles of Across School Lead Teachers.
- The Appointment process for ASLs has started.
- The next Stewardship Group meeting is on 27 June.

4.2 [Election update](#)

The Board discussed / noted:

- Induction for Trustees planned for the afternoon of Sunday 16 June.
- The election timetable. Postal votes received up to and on 13 June would be counted by the Returning Officer.
- Its appreciation for SR's contribution to the School and wise counsel to the Board during his time as a Trustee.

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

The Board discussed / noted:

- Curriculum progress
- Policy Review: Curriculum
- Policy Review: Cohort entry
- Finance: Mid-year review
- Employment: Half-year review
- Health Curriculum (follow-up)

6. Administration

6.1. Minutes of previous meeting (7 May 2019)

Motion that the Board accept the minutes of the meeting held 7 May as a true and accurate record of that meeting.

Moved: AT / SR. Carried.

6.2. Correspondence

6.2.1 Inward

Date	Sender	Content	Action
11-04	Ministry of Education	Confirmation of final banking staffing balance.	AB
02-05	NZSTA	AGM 2019, Appointment of delegate, notices of motion.	DC
16-05	NZEI Te Riu Roa	Notice of Strike: Primary School Teachers and Principals	DC
20-05	NZEI Te Riu Roa	Notification of Paid Union Meetings ("PUMs") for Support Staff	AB / DC
22-05	NZSTA	Guidance for Support Staff PUMs	AB
24-05	NZEI Te Riu Roa	Notice of initiation of bargaining: Support Staff	AB
24-05	Returning Officer	Declaration of Staff Representative	

DC left the meeting for the discussion

The Board discussed / noted:

- NZSTA AGM. Proposed changes to the NZSTA constitution.

Motion that David Cooling be appointed the delegate of the Roseneath School Board, and that he is delegated to vote how he sees fit (free vote) against each of the remits with the exception of remit 14 (transition arrangements) where he will vote for the remit.

Moved: PG / KH. Carried.

Motion that the Board support remit 14 (transition arrangements) allowing the term be extended.

Moved: PG / KH Carried.

6.3.2 Outward

Date	Reference	Addressee	Content
24-05	16-05	Parents / caregivers	Strike notice: School closed, support for teachers.

6.3. Actions

Review of actions from 7 May 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

Various	Annual report. AB: Principal's report, PG: Finance, AT: Property, KH: Friends. Draft text to be circulated ahead of the next meeting	Complete
JS	E-mail Kevin Currin (Property Adviser, Ministry of Education) seeking confirmation of an extension to the Ministry deadline to submit the 5YA.	Complete
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
AC	Raise the issue of staff using personal funds on classroom consumables at the upcoming staff meeting; and to seek feedback on improvements	Complete
DC	Update Health & Safety Policy and post to website.	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, 25 June 2019 at 7.15pm

Agenda items due: Tuesday, 18 June 2019

Papers are due: Friday, 21 June 2019

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:30

Minutes **approved**

Chair:



Date: 25/06/2019