

Roseneath School Board of Trustees
Minutes
12 May 2020, 18.30 – 20:30 (Video conference)

The meeting opened at: 18:30

1. 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:

None.

Declarations of Interest:

None.

2. Strategic discussion

2.1. COVID-19

The Board discussed / noted:

- Most students are expected to return when the school reopens on Monday 18 May.
- Staff are currently planning how they will facilitate classes while using physical distancing measures. All staff are able to return to work during alert level 2.
- Some cultural activities are to resume when the school reopens. Markings have been placed in the hall to ensure Kapa Haka can run with physical distancing measures.
- Assemblies will continue to be held over Zoom to respect the restrictions on large gatherings.
- Cleaning protocols and health & safety measures are being implemented. This includes the cleaning of bathrooms multiple times daily, and leaving internal doors open to ensure contact with surfaces is kept to a minimum.
- The school is well stocked with supplies of hand sanitiser, soap, and cleaning products.
- Sick students are to remain at home and follow Ministry of Health guidelines.

Motion: That the Board thank the staff for their work in delivering an online learning programme during the period of lock-down; and preparing the school for the return of students.

Moved: KH / PG. Carried.

2.2. [ERO: Actions & progress since the last review](#)

The Board discussed / noted:

- The last Education Review Office review of Roseneath School was held in Term 3, 2017.
- On the timeframe indicated during the last visit, an ERO review is anticipated in the second half of this year.
- Progress against the findings of the last review, particularly in cultural responsiveness, the appraisal system and monitoring the impact of board funded initiatives to raise student achievement.

Action: All review (and comment) on actions / opportunities / results from last visit.

2.3. [In committee discussion: RASC](#)

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: PG / AT. Carried.

Meeting closed to members of the public at 19:12.

The Board discussed matters relating RASC.

Meeting re-opened to members of the public at 19:25.

3. [Monitoring & review](#)

3.1. [Principal's report, PAT results](#)

The Board discussed / noted:

- Enrolment numbers and attendance data.
- Plans to transition new entrants / new starters to the School in COVID-19 Level 2 to minimise disruption to classes, and to ensure students are well settled. School visits are planned for the week of 25 May; with full time classes from the week of 1 June.
- A learning in lockdown programme has allowed students to continue learning and engaging with teachers (and each other) while away from School.
- Teachers have used Zoom for weekly dance lessons, assemblies, and lessons.
- Learning packs were distributed to students prior to lockdown and electronic devices have been loaned to families that needed them.
- A focus on “opt-in” learning challenges and opportunities that have not relied on prolonged use of devices and screen time is not encouraged.
- Summary of results from PAT testing held in Week 5, Term 1, and limitations of the test.
- Due to the cohort of students being particularly small, some percentage results appear more significant than they are (notably for Māori and Pasifika students).
- Interventions and programmes to address trends in the data.
- General property maintenance has occurred during COVID-19 Level 3.

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

Moved: LD / KH. Carried.

Motion: That the Board accept the PAT results.

Moved: PG / AT. Carried.

3.2. Finance, Budget

The Board discussed / noted:

- ESL reports for April 2020; income and expenditure is tracking close to the budgeted lines.
- Donation payments may be lower than in previous years due to possible financial strain on families following COVID-19.
- Reduced EOTC activities due to COVID-19 for the remainder of 2020 will reduce spending in this area.
- The Ministry of Education is providing reimbursement of some COVID-19 related spending.

Motion: That the Board accept the finance report for April 2020.

Moved: PG / LD. Carried.

3.3. Property

The Board discussed / noted:

- Catalyst Consultants have reduced their project management fee for the PE shed project. Fees for the project are now expected to cost \$19,896.
- A meeting with Jordan Shaw and Lewis Watson (both from Catalyst), and contractor Noel Shanks, will be held to discuss the School's infrastructure projects.
- AT will clean and water blast playground equipment prior to students returning to school.
- New safety matting was installed on the deck outside the Long Boat. This will provide a safe and less-slippery surface for students and teachers.

Motion: That the Board accept the property report.

Moved: AT / KH. Carried.

3.4. Policy review: EOTC, Health & safety, child protection

The Board discussed / noted:

- Proposed minor revisions to the EOTC policy approved at the last meeting to clarify reporting to the Principal and Board.
- A proposal to replace the term 'medical certificates' with 'first aid certificates' in the guidelines section of the EOTC policy.
- No changes to the Health & Safety, and Child Protection policies.

Motion: That the Board accept the minor revisions to the EOTC Policy.

Moved: AC / PG. Carried.

Motion: That the Board accept without amendment the Health & Safety and Child Protection Policy.

Moved: AC / AT. Carried.

4. [Discussions](#)

4.1. [Kahui Ako update](#)

The Board discussed / noted:

- AB attends the Management Group meeting of the Kahui Ako Principals' Group.
- Most events within the Kahui Ako have been postponed or cancelled. ASL's are focussed on supporting the work of WSLs this term

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

The Board discussed / noted:

- Strategic Aim 2
- Mid-year student achievement, target students
- The Arts
- Asset register
- RASC
- ERO Dimension 5: Professional capability and collective
- ERO Actions & progress since the last review

6. [Administration](#)

6.1. [Minutes of previous meeting \(21 April 2020\)](#)

Motion that the Board accept the minutes of the meeting held 21 April as a true and accurate record of that meeting.

Moved: AB / PG. Carried.

6.2. [Correspondence](#)

6.2.1 [Inward](#)

None.

6.2.2 [Outward](#)

Date	Reference	Addressee	Content
12/05	-	Pyar Mautner	RASC notice

6.3. [Actions](#)

Review of actions from 21 April meeting.

Owner	Action	Status
AC	Review EOTC policy over the next twelve months	In progress
AB / JF	Develop a local curriculum	In progress
AT	Organise a meeting of our Whānau Rōpu	In progress
AB	Consider how to report / monitor progress in the use of Te Reo Māori.	In progress
KH	Draft notice regarding community well-being for the school newsletter	Complete

PG / AB	Review collection of donation payments	Complete
KH	Provide her contact details for expressions of interest from prospective operators	Complete
DC	Respond to Pyar thanking her for operating RASC and for her contribution to the School	Complete

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, 9 June 2020 at 6.30pm

Agenda items due: Tuesday, 2 June 2020

Papers are due: Friday, 5 June 2020

Term 3: Tuesday, 21 July, 11 August, and 8 September

Term 4: Monday, 9 November and 14 December

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 20:30

Minutes **approved**

Chair:



Date: 09/06/2020