

Roseneath School Board of Trustees
Minutes
9 June 2020, 18.30 – 21:00

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:

AB for item 2.4.1 (in committee).

2. Strategic discussion

2.1. Strategic Aim 2

The Board discussed / noted:

- A report from the Principal covering progress toward achieving strategic goal.
- Success of intervention programmes, and the need to ensure that children are able to attend school when time is allocated to them.
- Use of professional development and collective problem solving to build capability and to strengthen outcomes against strategic goal 2.
- PB4L and intervention strategies including: restorative practices, 'WARM' conversations, CICO, and the role of discipline procedures.
- Recording of student behaviour in eTAP. Teachers enter observations of major and repeated minor behavioural incidents.
- Next steps are to: simplify and display the values on large posters which are visible to students; upskill support staff and relievers around the 'Roseneath Way' and get them to emphasise the values to students; and ensure intervention programmes and support systems are sustainable through funding.

Motion: That the Board accept the Strategic Aim 2 report.

Moved: PG / LD. Carried.

2.2. Curriculum, the Arts, local curriculum

The Board discussed / noted:

- ArtSplash has been cancelled due to Covid-19.
- The Kāhui Ako Kapa Haka festival has been postponed until 2021.
- 'Dance for Schools' will still go ahead in weeks 3 and 4 of term 3, with a formal dance evening also to be held.

Motion: That the Board accept the Arts Curriculum report.

Moved: AT / LD. Carried.

2.3. ERO Dimension 5: Professional capability and collective

The Board discussed / noted:

- ERO has delayed their 2019-20 programme of reviews due to COVID-19.
- Roseneath School was last reviewed in Term 3: 2017.
- Key indicators for Dimension 5, and evidence of these at Roseneath School.
- Appraisal and Professional Development structures have been developed to develop (and deepen) professional capability.
- Collective capacity has strengthened as teachers work alongside each other to share ideas and solve problems. Reciprocal observations are used to gain new insights and provide constructive feedback.
- Teachers engage in a wider education network through the Kāhui Ako.

2.4. In committee discussion: Employment matters, 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: KH / AT. Carried.

Meeting closed to members of the public at 19:35.

The Board discussed matters relating to Employment and RASC.

Meeting re-opened to members of the public at 19:46.

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- Enrolment numbers and attendance data.
- Staff and students have settled into school well and have adhered to physical spacing and health practices.
- Changes to student drop off and pick up under COVID-19 Level 3 and Level 2 protocols has provided an independence boost, particularly for junior students, and strengthened parent / teacher engagement at the end of the day.

- The timetable for student reporting has been revised. Three way conferences are being held in Term 3. These conferences will focus on student wellbeing, rather than being curriculum-led reporting.
- Revisions to the end-of-year reports are almost complete. The revisions meet the Board's obligations under NAG2(c).

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

Moved: LD / PG. Carried.

3.2. Finance, audit report, asset register

The Board discussed / noted:

- A summary finance report from ESL for May 2020.
- Slight overuse of Banking Staffing.
- Additional COVID-19 related spending, and Ministry guidelines for the reimbursement of some of this spending (as it relates to security and teacher release).
- Purchase of classroom furniture.
- The asset register and processes and procedures to maintain the register.

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

Moved: PG / KH. Carried.

Motion: That the Board cancel the photocopier contract with Konica Minolta and agree a revised contract with Fuji-Xerox.

Moved: PG / AB. Carried.

Motion: That the Board approve an increase in IT equipment spending for Quote SQWL014488 from PB Tech.

Moved: PG / LD. Carried.

3.3. Property

The Board discussed / noted:

- A report from AT.
- Meetings with Catalyst Consultants and a contractor to progress the fencing project, and the rebuild of the PE Shed.
- A meeting with Gaze Commercial and contractors to review delivery of the PE shed rebuild, and other projects under the 5YA programme. A quote for the PE shed works is to be presented this week.
- Documentation provided in support of the fencing project; and the absence of tender documents (provided to contractors) and clear plans showing the placement and design of fencing.

Motion: That the Board accept the property report.

Moved: AT / LD. Carried.

Motion: That the Board approve the Special Needs Modifications (Fencing & Gates) project proposal from Catalyst; and provide delegated financial authority to the Principal to sign the agreement.

Moved: AT / LD. Carried.

Motion: That the Board approve the Procurement Recommendation Report for submission to the Ministry of Education; and authorise AB and AT to sign the agreement.

Moved: AT / KH. Carried.

Motion: That the Board hold the approval of the Special Needs Modifications (Fencing & Gates) project pending receipt of complete documentation. The deadline for this documentation is 5pm, Friday 12 June.

Moved: AT / KH. Carried.

4. [Discussions](#)

4.1. [ERO: Actions & Progress since the last review](#)

The Board discussed / noted:

Action: All to review and update actions and progress since the last review for ERO.

4.2. [Kāhui Ako update](#)

The Board discussed / noted:

- An update from the Principals' Management Group.
- The possible recruitment of a shared Counsellor for the Kāhui Ako.
- Engagement with the Worsler Bay Yacht Club; and a sailing programme that could be offered for senior students.

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

The Board discussed / noted:

- Mid-year student achievement, target students
- Local curriculum
- Mid-year budget review
- Half-year Principal Appraisal
- Succession planning

6. [Administration](#)

6.1. [Minutes of previous meeting \(12 May 2020\)](#)

Motion that the Board accept the minutes of the meeting held 12 May as a true and accurate record of that meeting.

Moved: LD / AT. Carried.

6.2. Correspondence

6.2.1 Inward

Date	Sender	Content	Action
26/05	BDO	Audit letter, draft audited financial accounts	AB, PG
29/05	BDO	Finalised (signed) annual accounts and audit opinion	AB

6.2.2 Outward

Date	Reference	Addressee	Content
29/05	26/05	BDO Geoff Potter	Letter of representation

6.3. Actions

Review of actions from 12 May 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
All	Review (and comment) on actions / opportunities / results from last ERO visit.	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, 21 July 2020 at 6.30pm

Agenda items due: Tuesday, 14 July 2020

Papers are due: Friday, 17 July 2020

Term 3: Tuesday, 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: 21:00

Minutes **approved**

Chair:



Date: 21/07/2020