

Roseneath School Board of Trustees
Minutes
8 August 2020, 18.30 – 21:10

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	Apologies
Lizzy Dixon	Trustee	Present
Pat Gilligan	Treasurer	Present
Kate Harrison	Trustee	Present
Andrew Thomson	Property	Present

Others in attendance:

Maria Malone

Motion: That the Board approves leave for Anne Crewdson from the Board Meeting.

Moved: AB / KH. Carried.

Motion: That the Board provide Maria Malone with speaking rights for Maria Malone for Item 2.3.

Moved: KH / LD. Carried.

Declarations of interest

AB for 2.4

2. Strategic discussion

2.1. Strategic Aim 3: Empower ākonga, whānau, teachers and the wider community to participate in collaborative partnerships for learning

The Board discussed / noted:

- A verbal update of progress against each of the actions set out for 2020.
- Forthcoming review of the charter, and development of a local curriculum.
- Participation in our Kāhui Ako and continuing to work towards goals in the achievement plan.
- Developing reporting processes that strengthen the collaborate partnership and improve staff wellbeing.

2.2. Māori & Pasifika Achievement

The Board discussed / noted:

- Individual (anonymised) Māori and Pasifika students' achievement.
- Intervention strategies to accelerate progress for those below or well below the expected levels.
- Identification of pastoral needs, and culturally responsive strategies to meet these.

Action: AB: Update the Maori & Pasifika achievement data to include pastoral interventions.

Motion: That the Board accept the Maori & Pasifika achievement report.

Moved: LD / PG. Carried.

2.3. Local curriculum: Te Reo Māori Progression

The Board discussed / noted:

- A report from Maria Malone: Developing Cultural Competency at Roseneath School / Te Wai Hirere.
- Deepening of cultural competency and capability. Practice for mihi whakatau allows students to develop leadership and confidence skills, and tuakana/teina relationships where younger students learn from older students.
- Staff are very committed to tikanga and learning Te Reo Māori.
- Students will have had 8 years of Te Reo they transition to secondary school; our strategic aim is for students to be confident in Levels 1 and 2 of the Curriculum Guidelines for teaching and learning in Te Reo Māori.
- Our focus for Te Reo Māori is: speaking and listening for year 1-4 students, and reading and writing for year 5-8 students.
- Increased use of Te Reo Māori (and tikanga) in classrooms and assembly.
- Contributions to this work made our Kapa Haka teacher (Henare).
- Work programme within our Kāhui Ako around cultural responsiveness.

Action: AT to write to Henare thanking him for his work in the School.

Motion: That the Board thank Maria Malone for her report and the work she has done to lead cultural responsiveness and Te Reo Māori Progression.

Moved: LD / 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: PG / AB. Carried.

Meeting closed to members of the public at 19:07.

The Board discussed matters related to employment.

Meeting re-opened to members of the public at 19:14.

3. [Monitoring & review](#)

3.1. [Principal's report](#)

The Board discussed / noted:

- Enrolment numbers and attendance data. The current roll sits at 127.
- All teaching staff have had their appraisal observations and meetings, and will be doing peer coaching this week.
- Dancing (Moving with Mark) is currently in progress and the dance showcase alongside the inaugural senior dance will be held on Friday 14 August.
- A teacher only day is scheduled for September 7 with a focus on cultural competency, digital technology progressions, and planning for Term 4 and 2021.
- There is increased stress levels within the community and high expectations remaining for children despite the profound impact Covid-19 and lockdown may have had on them.
- Mid-Year reports have been sent home and Mid-Year conferences with whānau have been completed.
- A Mihi Whakatau for new families has been rescheduled for September 11.
- A report showing PB4L problem behaviour data recorded in e-TAP.

Action: DC follow-up with NZSTA on inclusion of our local curriculum within the Board policy framework.

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

Moved: KH / AT. Carried.

3.2. [Finance, mid-year review](#)

The Board discussed / noted:

- ESL report for July 2020.
- Actual available funds are higher than the forecasted amount due to the savings made during lockdown.
- Expenditure in payroll is currently below budget but this will increase as higher wages for teacher aides will be introduced later in the year and will be back-paid from February.
- Learning resource and administration expenditure is below budgeted due to lockdown and the reduced time spent at the School. Learning resource expenditure will continue to track upwards due to increased spending in this area since the return to school.
- A further ESL report: Analysis 2016-2019 with 2020 Budget.
- Strengthening of the school's financial position of over the period; and reallocation of expenditure toward student learning (and strategic priorities).

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

Moved: PG / AT. Carried.

Motion: That the Board accept the finance analysis report.

Moved: PG / LD. Carried.

3.3. Property, 10YPP

The Board discussed / noted:

- A report from AT.
- AB has submitted an application to the MOE's Sustainability Contestable Fund to replace the current lights with LED lights to reduce energy usage.
- Repairs to the autex in the Long Boat are scheduled for the September school holidays.
- Paperwork for the fencing project has been signed off by Catalyst Consultants.
- Additional viewing holes and a mural are to be added onto the fence.
- Procurement recommendations from Gaze Commercial and Precinct Architecture in respect of the PE shed project.
- 5YA milestones and projected costs for each project; and cyclical maintenance provisions for the 10YP.

Motion: That the Board accept the property report.

Moved: AT / PG. Carried.

Motion: That the Board accept the provision for cyclical maintenance in the 10YP.

Moved: AT / AB. Carried.

Motion: That the procurement recommendation report for the replacement PE shed be accepted by the Board.

Moved: AT / PG. Carried.

3.4. Policy review: Health & Physical education

Deferred.

4. Discussions

4.1. Kahui Ako update

The Board discussed / noted:

- A verbal update from the Principal following a meeting of Principals in the Kāhui Ako on 7 August.
- A verbal update from the Stewardship Group meeting held on 7 August.
- Vacancies for two Across School Lead positions.
- A review of the Kāhui Ako initiative, and support across our Kāhui Ako for the continued development of collaborative work practices.
- Rescheduling of events planned for 2020 that have been postponed due to COVID-19.

5. Identify agenda items for next meeting

The Board discussed / noted:

- Charter review
- Policy review: Employment
- HR Checklist 2
- Succession planning

Action: AB / DC to draft process for Charter review (and key questions for the Community) to the next Board meeting.

6. Administration

6.1. Minutes of previous meeting (21 July 2020)

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

Moved: AT / KH. Carried.

6.2. Correspondence

6.2.1 Inward

Date	Sender	Content	Action
27/07	Ministry of Education	Learning support mods, fencing & gates	AB
29/07	David Hines	OIA request, Religious Changes in State Schools	AB
29/07	Ministry of Education	Contestable Sustainability Fund, Endorsement	AB / AT

Motion: That AB be delegated to respond to the OIA request on religious changes in state schools.

Moved: AT / DC. Carried.

6.2.2 Outward

Date	Reference	Addressee	Content
29/07	-	Ministry of Education	Contestable Sustainability Fund, Lighting
31/07	-	Catalyst Consultants	PE Shed project

6.3. Actions

Review of actions from 21 July meeting.

Owner	Action	Status
AB / JF	Develop a local curriculum	In progress
AT	Organise a meeting of our Whānau Rōpu	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, 8 September 2020 at 6.30pm

Agenda items due: Tuesday, 1 September 2020

Papers are due: Friday, 4 September 2020

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: 21:10

Minutes **approved**

Chair:



Date: 08/09/2020