

**Roseneath School Board**  
**Minutes**  
**14 December 2020, 17.30 – 19:18**

The meeting opened at: 17:30

1. Administration

Attendance

Name	Role	Present/Apologies
David Cooling	Chair	Present
Adelle Broadmore	Principal	Present
Anne Crewdson	Staff Trustee	Present
Lizzy Dixon	Trustee	Apologies
Pat Gilligan	Treasurer	Present
Kate Harrison	Trustee	Present
Andrew Thomson	Property	Present

**Motion:** That the Board approves leave for Lizzy Dixon from the Board meeting.

Moved: PG / AB. Carried.

Declarations of interest

AB for in committee discussion.

2. Strategic discussion

2.1. Draft annual plan, 2021

The Board discussed / noted:

- The 2021 Annual Plan will come to the Board for approval in February.
- National Education and Learning Priorities (“NELPs”).
- A focus on learners at the centre of education, barrier-free access, quality teaching and leadership, the future of learning and work, and world class inclusive public education

**Action:** AB: Bring annual plan for approval at the February meeting.

2.2. Progress against the curriculum

The Board discussed / noted:

- Exceptional achievement in 2020. The target of number students at or above the expected curriculum level in reading and writing has been exceeded, and is 1% short of the target in maths.
- Trend achievement data for the period 2018-2020.
- The Analysis of Variance provides a full breakdown of the curriculum data (including by year group, ethnicity, and gender) and will come to the Board in February.

- Reading, writing, and maths achievement at Roseneath are higher than the national average.
- Efforts continue to raise achievement in writing. Engagement in writing is a challenge for all schools. Our results are significantly better than the national average.

### 2.3. [Local curriculum update](#)

No update.

### 2.4. [In committee discussion: Student and 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: KH / AT. Carried.

*Meeting closed to members of the public at 17:47.*

The Board discussed student and staff matters, and the in committee minutes from the previous meeting.

*Meeting re-opened to members of the public at 18:09.*

## 3. [Monitoring & review](#)

### 3.1. [Principal's report](#)

The Board discussed / noted:

- Enrolment and attendance. Roll numbers are moving around a little, and later this year as families delay decisions for 2021.
- Overall attendance is on track. Two students have attendance concerns that are being followed up.
- Staff are looking forward to accessing learning resources and progressing their Te Reo skills through the Kura Ahurea programme.
- The Year 8 leavers' dinner was well attended by parents.
- Recon will be completing additional security patrols over the Christmas break. Additional lighting is also being considered, particularly on the drive, to ensure greater safety and security.
- Students have enjoyed their EOTC week despite poor weather.

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

Moved: AT / KH. Carried.

**Motion:** That the Board delegate the Principal to sign the service contract with Wharewaka O Poneke Enterprises Limited for the Kura Ahurea programme.

Moved: PG / KH. Carried.

### 3.2. [Finance: Draft Budget](#)

The Board discussed / noted:

- ESL report for November 2020.
- Income has been higher than budget due to government payments for teacher aide pay equity and Covid-related grants.
- Draft 2021 budget. A deficit of c.\$21k is budget to smooth out the surplus this year.
- The (revised) operations grant number for 2021 has yet to be confirmed by the Ministry.
- Board members attendance and honoraria.

**Action:** AB / PG confirm 2021 budget for Approval in February.

**Motion:** That the Board accept the finance report for November 2020.

Moved: PG / AC. Carried.

**Motion:** That the Board approves payment of members' honoraria for 2020.

Moved: PG / AT. Carried.

### 3.3. Property

The Board discussed / noted:

- A report from AT.
- Wellington City Council have yet to approve building consent for the PE Shed. Further documentation has been requested from the Architect.
- A possibility of completing demolition of the existing shed during the holidays (equipment from the PE shed is to be temporarily housed in a shipping container).
- Playground surfaces are under consideration.
- A procurement recommendation for the PE Shed will be required over the holidays, and will be approved via circular.

**Motion:** That the Board accept the property report.

Moved: AT / AB. Carried.

**Motion:** That the Board approve payment of the quote from S & J Property to replace the fencing.

Moved: PG / KH. Carried

### 3.4. Tukaha Out of School Programme

The Board discussed / noted:

- A report from KH / LD.
- Positive feedback from parents regarding the service.
- A request for clarity on supervision areas, and communicating behavioural issues with the School.
- A trial of a breakfast club in Term 1, 2021.

**Action:** KH / LD follow up on the breakfast club and issues raised by the Tukaha operator.

**Motion:** That the Board accept the Tukaha Out of School Programme report.

Moved: KH / AT. Carried.

### 3.5. Policy review: Role of the Chair

The Board discussed / noted:

- Minor revisions to the NZSTA Governance framework that are proposed to be incorporated into the governance framework.
- No additional delegations are proposed for the Chair.
- The Chair is the primary conduit between the Board, Board Members and the Principal. The Chair has no day-to-day (i.e., management) responsibilities within the School.

**Motion:** That the Board approve the amendments to the Governance framework.

Moved: PG / KH. Carried.

## 4. Discussions

### 4.1. ERO: Actions & Progress since the last review

The Board discussed / noted:

- Notification of an ERO school evaluation.
- A Zoom meeting to provide further information about the evaluation approach scheduled for 26 January.

### 4.2. Kahui Ako update

No update.

## 5. Identify agenda items for next meeting

The Board discussed / noted:

- Charter, Annual plan
- Analysis of variance
- Policy review: Enrolment Zone
- Board Professional Development
- Principal Performance Review

## 6. Administration

### 6.1. Minutes of previous meeting (10 November 2020)

**Motion** that the Board accept the minutes of the meeting held 10 November as a true and accurate record of that meeting.

Moved: PG / KH. Carried.

## 6.2. Correspondence

### 6.2.1 Inward

Date	Sender	Content	Action
13/11	Abigail Watts	Provisional Roll Review – Outcome	AB
19/11	Lorraine Kerr, NZSTA	Call for remits: NZSTA Annual General Meeting 2021	DC
11/12	Lesley Patterson	Notification of ERO visit	AB / DC

The Board discussed / noted:

- A possible remit related to the funding and provision of learning support in Schools.

**Action:** DC follow-up possible remit with NZSTA.

### 6.2.2 Outward

None.

## 6.3. Actions

Review of actions from 10 November 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
DC / AB	Draft a letter for the Ministry of Education to raise issues with access to Learning Support Funding.	In progress
AB	Incorporate wellbeing and cultural responsiveness and weave it into the strategic plan and annual plan	
DC	Discussion of Ka Hikitia for the next Board meeting	In progress
DC	Draft a note for the School Newsletter calling for interest	In progress
AB / PG	Draft Budget	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 February 2021 at 6.30pm

Agenda items due: Tuesday, 2 February 2021

Papers are due: Friday, 5 February 2021

### 7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

### 7.3. Meeting review

The meeting closed at: 19:18.

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Minutes **approved**

Chair:



Date: 09/02/2021