

Roseneath School Board
Minutes
9 February 2021, 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.

Appointment of Board Chair

Motion: that David Cooling be appointed as Board Chair.

Moved: AB / LD. Carried.

Board Member Code of Conduct

Members discussed and signed the Code of Conduct.

Declarations of interest

AB for in committee discussion.

2. Strategic discussion

2.1. Annual plan, 2021

The Board discussed / noted:

- A proposed three year strategic plan for 2021-2023.
- Incorporation of Tikanga Māori as a strategic goal; and the wording of this goal.
- Proposed actions under each of the four strategic goals; and progression of these from emerging to developing and then to embedding.
- A proposal to offer parent education seminars following requests from parents / caregivers for more information on how to support their child's learning which links to strategic goal three (empower ākongā, whānau, teachers and the wider community to participate in collaborative partnerships for learning).

Motion: that the Board adopt the Strategic Plan 2021-2023, and annual improvement plan.

Moved: KH / LD . Carried.

2.2. Analysis of variance

The Board discussed / noted:

- Draft Analysis of Variance reporting.
- Learner progress against targets; the impact of COVID-19 against outcomes; and next steps for our learners.
- A small improvement in those students at or above expectations in writing.
- Next steps, including: further inquiry into teaching practices (spelling and phonological awareness); continued use of collaborative practice and intervention programmes.

Motion: that the Board approve the Analysis of Variance reporting and approve its submission to the Ministry.

Moved: PG / AT. Carried.

2.3. Inquiry/play-based inquiry, 2020 Achievement data

The Board discussed / noted:

- A summary of 2021 Inquiry/Play based learning focus: The four elements (Water, Fire, Air and Earth).
- School Achievement data for 2020.
- Positive learner outcomes despite the disruptions from COVID-19.
- Comparison of outcomes between boys and girls. A disparity in writing achievement remains: more girls write at or above the expected level for their age in comparison to boys.
- Cohort data that tracks learning progression over three years.
- Maori and-Pasifika achievement data.

Motion: that the Board approve the 2020 achievement data and the inquiry/play-based learning report.

Moved: PG / KH. Carried.

2.4. Local curriculum update

The Board discussed / noted:

- A verbal update on progress.
- Focus on phonics and spelling following recent PLD. Targets to improve spelling have been set and more frequent assessments for spelling will be taken to monitor this.
- Incorporation of the Kura Ahurea programme which allows for incorporation of a Te Ātiawa ki Te Whanganui a Tara/Taranaki Whānui perspective on local historical narratives, tikanga and kawa.

2.5. 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: AB / LD. Carried.

Meeting closed to members of the public at 19:34.

The Board discussed employment matters, and the in committee minutes from its meeting on 14 December 2020.

Meeting re-opened to members of the public at 19:40.

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- Enrolment numbers and attendance data.
- Two new teacher aides have been appointed. Both teacher aides have degrees in Psychology and have previously worked with primary school children (one as a teacher aide and one through an after school/holiday programme).
- Staff completed a number of professional development sessions during the holidays, including: PB4L, staff culture and collaborative decision making, inquiry/play-based learning, and phonics/spelling.
- Teacher certification/attestation requirements have changed with the new model being referred to as a Professional Growth Cycle, rather than an appraisal. Most processes and practices will remain the same under the new model.

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

Moved: KH / LD. Carried.

3.2. Finance, Budget

The Board discussed / noted:

- ESL report for December 2020.
- Income in 2020 was higher than budgeted for, partially due to Ministry of Education COVID-19 related payments (cleaning subsidies, and extra staffing payments) and additional funding for Support Staff pay equity claims.
- Capital purchases appear below budget in 2020. The purchase of two new screens is not yet reflected in the full-year report.
- Underuse of EOTC donations in 2021.
- Audit Plan from BDO for the year ended 31 December 2020.

Action: PG to review and decide whether the January ESL report requires circulation before the March Board meeting.

Action: Finance Committee to discuss EOTC donations, and options for the surplus from 2020.

Motion: that the Board accept the Finance Report for December 2020.

Moved: PG / LD. Carried.

Motion: that the Board delegate the Finance Committee to approve the 2021 budget.

Moved: PG / KH. Carried.

3.3. [Property](#)

The Board discussed / noted:

- A report from AT.
- Wire netting fencing has been replaced by the Hall and Long Boat.
- Plans for the Upper Bridge upgrade are currently awaiting approval from the Ministry of Education. The flooring in Upper Bridge may also be replaced in the upgrade.

Motion: that the Board accept the Property Report.

Moved: AT / PG. Carried.

3.4. [Policy review: School Management, Enrolment, Tukaha Out of School Programme](#)

The Board discussed / noted:

- The operation of the enrolment scheme.
- A letter from the Ministry of Education that sets out enrolment data across our region; and a range of options for consideration.
- Tūkāha: Out of School Programme Policies and Procedures, and the alignment of these with Board policies.
- The Operator is keen to offer a before school programme in addition to after school care. The service was trialled last year, but enrolments were low.

Motion: that the Board responds to the Ministry of Education's letter with option A: *"The school has an ongoing need for an enrolment scheme to prevent overcrowding or the likelihood of overcrowding at the school. The Board believes that the home zone in the present scheme should be retained without amendment."*

Moved: LD / AT. Carried.

Motion: that the Board approve the Tūkāha Policies and Procedures.

Moved: LD / AT. Carried.

Motion: that the Board approve the Licence agreement for the Tūkāha: Out of School programme.

Moved: LD / AT. Carried.

4. [Discussions](#)

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

The Board discussed / noted:

- A presentation/teleconference with ERO setting out a new “partnership evaluation model” for schools.
- ERO is continuing to develop its model. A pilot was run with a limited number of schools last year. Timeframes are open-ended. Evaluation Partners may work with schools from six months to three years.
- No decisions have been taken around reporting to schools / communities.
- Ruth Nicholas has been assigned as our Evaluation Partner. She is to make contact with AB later this week to discuss timeframes for the review.

4.2. [Kahui Ako update](#)

The Board discussed / noted:

- Appointment process, and progress with recruitment of Across School Lead Teachers.
- Proposed process for appointment of a Lead Principal.

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

The Board discussed / noted:

- Hautu (review) / Ka Hikitia
- Learning Support needs
- Policy review: Governance
- Principal Performance Agreement
- Property: Maintenance
- Budget
- EOTC

6. [Administration](#)

6.1. [Minutes of previous meeting \(14 December 2020\)](#)

Motion: that the Board accept the minutes of the meeting held 14 December 2020 as a true and accurate record of that meeting.

Moved: KH / AB. Carried.

6.2. [Correspondence](#)

6.2.1 [Inward](#)

Date	Sender	Content	Action
01/02	Lorraine Kerr, NZSTA	NZSTA AGM: Learning Support Remit	DC
23/12	Geoff Potter, BDO	Audit Plan	AB / PG

6.2.2 [Outward](#)

Date	Reference	Addressee	Content
06/02		feedback@nzsta.org.nz	NZSTA AGM: Learning Support Remit
28/01		Lorraine Kerr, NZSTA	NZSTA AGM: Learning Support Remit

6.3. Actions

Review of actions from 14 December meeting.

Owner	Action	Status
AB / JF	Develop a local curriculum	Complete
AT	Organise a meeting of our Whānau Rōpu	Complete
All	Review (and comment) on actions / opportunities / results from last ERO visit.	Complete
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	Bring annual plan for approval at the February meeting.	Complete
AB / PG	Confirm 2021 budget for Approval in February.	Complete
KH /LD	Follow up on the breakfast club and issues raised by the Tukaha operator.	Complete
DC	Follow-up possible remit with NZSTA.	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: Monday 8, March 2021 at 6.30pm

Agenda items due: Tuesday, 2 March 2021

Papers are due: Friday, 5 March 2021

Term 1: 12 April

Term 2: 11 May, 15 June

Term 3: 3 August, 31 August, 28 September

Term 4: 26 October, 29 November

Action: DC to add appointments for the Board meetings into calendars.

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: 08/03/2021