

Roseneath School Board
Minutes
11 May 2021, 18.30 – 21:00

The meeting opened at: 18:30

1. Administration

Attendance

Name	Role	Present/Apologies
David Cooling	Presiding Member (Chair)	Present
Adelle Broadmore	Principal	Present
Anne Crewdson	Member (Staff)	Present
Lizzy Dixon	Member	Absent
Pat Gilligan	Treasurer	Present
Kate Harrison	Member	Present
Matt Langworthy	Member	Present
Airihi Mahuika	Member	Present
Andrew Thomson	Property	Present

Others in attendance:

None

Declarations of interest

AB for employment matters (In committee)

Membership

2. Strategic discussion

2.1. PAT / STAR results

The Board discussed / noted:

- PAT results, taken by students from Year 3 and upwards.
- Student PAT results will be included as part of the overall teacher judgements on curriculum level achievement, as reported in the Mid Year Progress reports. Where there is significant discrepancy, this might be referred to specifically.
- Where teachers identify particularly variable results across PAT assessments- especially between Listening Comprehension and Reading Comprehension, this is used as a signal for potential learning and processing difficulties and further referral or intervention is considered.
- For students who sit below the average results, their academic improvement will be a focus - particularly for Māori students.
- Target students will be helped through learning intervention opportunities, leadership in Kapa Haka (to increase mana and confidence) and finding areas of expertise to boost their academic results.

Motion: that the Board thank Jenny for her work and accept the report.

Moved: KH / AM. Carried.

2.2. Phonics progress

The Board discussed / noted:

- Strategic Plan and achievement goals to lift academic progress.
- Real academic programmes begin in Week 3 - exciting progress already seen from testing. Spelling age was tested end of last year and end of Term 1.
- Students who already had strong marks in spelling also improved. Overall results from Roseneath School are great and promising.
- For students of concern and close to their chronological age of spelling, few tweaks will be made to aid their progress.
- Toe by Toe is specifically written for students with dyslexic-type tendencies, and is dyslexic friendly.
- Gender differences in spelling abilities are not noticeable, to be expanded on in the next meeting.

Action: AB to report on gender difference for spelling results. DC to update the work plan for a further progress report in Term 3.

Motion: that the Board accept the report.

Moved: ML / PG. Carried.

2.3. 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: AM / AT. Carried.

Meeting closed to members of the public at 19:02

The Board discussed employment matters, and the in committee minutes from its meeting on 12 April 2021.

Meeting re-opened to members of the public at 19:16

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- Enrolment numbers and attendance data (including a report from the Ministry of Education).
- Three students have attendance being monitored on an ongoing basis. Attendance sometimes lifts after meetings with different agencies occur.
- Lateness, sickness and absence from long weekends can have a negative effect on student learning progress.

- The involvement of the public health nurse brought some success, however due to COVID their support is only available in emergency situations and generally not available to Decile 10 schools.
- If there is a pattern of absence AB will do a face-to-face meeting or a phone call before drafting a letter to parents/caregivers.
- Absences due to family circumstances are of significant concern. In the past AB has worked with parents/caregivers to arrange transport.
- Our roll is greater than projected at this time of the year (by two children). The School will be eligible for additional banking staffing if one further student enrolls, however our yearly projection hasn't changed
- A roll of 126 provides for 6FTTE and 125 equals 5FTTE.
- Teacher workshop for unpacking Aotearoa NZ Histories curriculum. Submissions on the curriculum are being accepted till the end of May.
- Jemima Hales has received full teaching certification.
- Behaviour and health and safety incidents.
- Upcoming Paid Union Meetings teachers and principals.

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

Moved: AM / PG. Carried.

3.2. Finance, Audit delegations

The Board discussed / noted:

- ESL report for April 2021: charts are on track, available funds are close to what was budgeted and within a few \$100.
- The budget will be reviewed in July; and adjustments made for leadership release and Kāhui Ako-related funding.
- BDO have asked a couple of follow-up questions in connection with the Audit.
- The Audit is to be finalised by end-May. Delegations to the finance committee are sought to enable the Audit to be completed on time.

Motion: That the Board accept the finance report for April 2021.

Moved: PG / AB. Carried.

Motion: That the Board delegate the finance committee to sign the annual accounts.

Moved: ML / KH. Carried.

3.3. Property

The Board discussed / noted:

- A report from AT.
- Confirmation from the School Property Adviser that no additional funding is available to replace the PE Shed as proposed.
- A proposal from Gaze to re-clad the existing shed, within the remaining budget of \$62,000.

- ILE projects; it is clear that the Ministry will not fund cost over runs for these projects. This likely means that a decision will need to be made between the two projects in our 5YA.

Motion: That the Board accept the property report.

Moved: AT / KH. Carried.

Motion: That the Board move forward with the recladding of the PE shed, provided the cost falls below \$62,000.

Moved: AT / AB . Carried.

3.4. Tūkaha After School Programme, Term 1 report

The Board discussed / noted:

- A report from the Licensee.
- An opportunity to publicise the service more widely.
- Processes and procedures for reporting health and safety incidents, and monitoring by the Licensee.
- A programme will be offered for the June teacher only day.

Action: KH liaise with Tūkaha about marketing in the newsletter, and to discuss underwriting the teacher only day.

Motion: That the Board agrees to subsidise any shortfall of up to ten children to ensure that the programme is available during the June teacher only day.

Moved: PG / AB . Carried.

Motion: That the Board accept the quarterly report from Tūkaha.

Moved: KH / PG . Carried.

3.5. Policy Review: Health & Safety, Child Protection

The Board discussed / noted:

- Word and name/organisation changes.
- Vaping stickers to be placed at school entry points.
- Signage must be updated, and no smoking signs have faded around the School.

Action: AM to read and mark up the Health and Safety policy, which will be brought back for approval by the Board.

3.6. HR Audit Checklist 1

The Board discussed / noted:

- The use of fix term contracts for teaching and support staff.

- NZSTA advice that fixed-term employees only be used for fixed periods of employment (e.g. maternity leave).
- A misalignment between Ministry funding for support staff (variable) and employment law requirements, which means additional financial and employment risk for Boards.

Motion: That the Board accept HR Checklist 1.

Moved: ML / KH . Carried.

4. [Discussions](#)

4.1. [ERO: Progress Update](#)

The Board discussed / noted:

- A forthcoming meeting with our Evaluation Partner.
- Possible areas for evaluation in partnership with ERO.

4.2. [Kāhui Ako update](#)

The Board discussed / noted:

- The forthcoming Kapa Haka festival to be held at the ASB Stadium.
- Primary schools have five minutes each.
- Professional Development opportunities for staff.

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

The Board discussed / noted:

- EOTC policy
- Strategic Aim 2
- Curriculum: the Arts
- Domain 2: Leadership of conditions for equity and excellence

6. [Administration](#)

6.1. [Minutes of previous meeting \(12 April 2021\)](#)

Motion that the Board accept the minutes of the meeting held 12 April 2021 as a true and accurate record of that meeting.

Moved: AB / AM. Carried.

6.2. [Correspondence](#)

6.2.1 [Inward](#)

None.

6.2.2 [Outward](#)

None.

6.3. Actions

Review of actions from 8 March meeting.

Owner	Action	Status
AB / JF	Develop a local curriculum	In progress
AB	Circulate the audit representations sought by the Auditors	In progress
ML / AM	Complete Appendix 2 from the New Zealand School Trustees Association	Complete
DC	Review the EOTC policy. Add to Board workplan.	Complete
ML	Request the information held by the Wellington City Council confirming that the building is not earthquake prone	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, 15 June 2021 at 6.30pm

Agenda items due: Tuesday, 8 June 2021

Papers are due: Friday, 11 June 2021

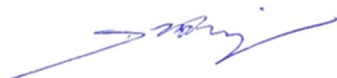
7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

The meeting closed at: 20:55

Minutes **approved**

Chair:



Date: 15/06/2021