

Roseneath School Board
Minutes
15 June 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	Present
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

None

2. Strategic discussion

2.1. Strategic Aim 2: Strengthen the systems, practices and environments that promote positive behaviour for learning

The Board discussed / noted:

- A student's letter to the Principal.
- PB4L learning structure to be embedded in all school contexts. School values provide an anchor for positive behaviour.
- Students do not stay in intervention programmes, different strategies are used along the way for their benefit and growth.
- Outcomes from a Teacher Only Day: PLD included understanding behaviour and responding safely (de-escalation plans). Teachers worked in pairs to model / identify behaviours when a student is ready to learn, and when behaviours are not suitable for learning.
- Alternative classroom activities to manage behaviours (e.g., outdoor games when a student needs space).
- Behaviour support levels: lessons about behaviour are taught to all students, and participation of students with sensory needs well supported.

- Emotional literacy taught to students through coloured zones, to help students understand their emotions and readiness to learn.
- Challenges of recording behaviour incidents in eTAP; and discussion of behaviour incidents at Staff meetings. Serious student behaviour is reported to the Board in the Principal's report.
- PLD for staff, including: RTLB funding to develop PB4L strategies; and a Kāhui Ako workshop.
- Collaboration with parents to reinforce positive behaviours.

Motion that the Board thank staff and accept the report.

Moved: PG / AM. Carried.

2.2. Curriculum: The Arts

The Board discussed / noted:

- The Arts are a core part of learning at Roseneath School.
- Accessibility of local resources (facilities, exhibitions and performances) including: NZSO, RNZB and Te Papa.
- Connections between Arts programme and Inquiry Topic. Classroom displays are broad and staff come to a consensus on what type of classroom displays are used, with students' needs and sensory issues taken into consideration.
- Staff challenges for staff related to the Arts including: students' identity in class; Te Ao Māori; and the Inquiry Topic.

Motion that the Board accept the report.

Moved: AT / KH. 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: LD / ML. Carried.

Meeting closed to members of the public at 19:17.

The Board discussed employment matters, and the in committee minutes from its meeting on 11 May 2021.

Meeting re-opened to members of the public at 19:27.

3. Monitoring & review

3.1. Principal's report

The Board discussed / noted:

- Enrolment numbers and attendance data.
- The Ministry of Education's focus on student attendance. Our attendance data is good.
- Roll projections are unchanged. To maintain current staffing entitlements a further three enrolments are required by September.

- Two teachers attended the second workshop for Kura Ahurea, working on pronouncing Māori town names correctly.
- Paid Union meetings are underway as negotiation start on the Collective Agreement. Staff are attending these in pairs / individually so the school will not need to close for these.
- Minor health and safety incidents, and prevention strategies.
- A change in energy suppliers: Meridian for electricity, Genesis for gas.

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

Moved: PG / LD. Carried.

3.2. Finance

The Board discussed / noted:

- ESL report for April 2021.
- Approval of the annual accounts under delegation, and submission to the Ministry ahead of the 31 May deadline.
- A strong financial position. Costs are close to budget. Income is ahead of budget, reflecting an increase in parent donations.
- Consumables and equipment: classrooms kitted with stationery, and teachers provided with whiteboard markers and a set budget for classroom spending.
- Special Ed resources: clinical assessment done for a student who needed these resources.
- Banking Staffing is underused. The surplus will be used to pay for relievers.
- Reserves remain close to target; and provide flexibility should there be a change in staffing entitlement.

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

Moved: PG / AC. Carried.

3.3. Property

The Board discussed / noted:

- A report from AT.
- Proposed scope of work, and addition fee (\$1,700) from Precinct Architecture to remove asbestos and re-clad the PE Shed.
- Progress with 5YA projects. Special needs funding is to be sought for additional fencing, and to carpet Upper Bridge (following the modernisation project).

Motion: That the Board accept the property report.

Moved: AT / AB. Carried.

3.4. Policy Review: Health & Safety, Child Protection, EOTC

The Board discussed / noted:

- Proposed revisions to the Health & Safety Metapolicy to update for changes in legislation, and government agencies.

- EOTC section of the Roseneath School Curriculum and Student Achievement Policy; and a request to improve clarity around decision-making in the context of the risk matrices.
- Circumstances where EOTC activities should require Board approval; and those delegated to the Principal.

Action: DC provide a schedule of policy reviews to AM.

Action: AM / AC to review the EOTC policy to reflect the Board's discussion.

Motion: that the Board approve the amendments to the Health and Safety metapolicy.

Moved: KH / ML. Carried.

4. [Discussions](#)

4.1. [ERO: Progress Update](#)

The Board discussed / noted:

- Meetings with our Evaluation Partner; Ruth Nicholas.
- Differences in ERO's evaluation approach; next steps for our evaluation; and proposed timeframes for the evaluation.

Action: DC to provide a draft ERO Compliance Checklist to the next meeting.

4.2. [Domain 2: Leadership of conditions for equity and excellence](#)

The Board discussed / noted:

- A checklist against the Domain 2 criteria outlining how equity and excellence is reflected in teaching practice at Roseneath School.

4.3. [Kāhui Ako update](#)

The Board discussed / noted:

- A forthcoming Stewardship Group meeting on 23 June.
- A Ministry-led leadership ('Incubator') workshop held on 15 June; Principals' meeting on 16 June; the Kapa Haka celebration; an All-staff Teacher Only Day on 3 September.
- Across School Lead Teachers: possible extension for one ASL and recruitment of a new ASL to start Term 1: 2022.

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

The Board discussed / noted:

- Mid-year Student Achievement
- Target Groups
- Budget review, asset register
- Tūkaha: After School Programme, Term 2 Report
- EOTC policy update for approval
- ERO compliance checklist
- Principal, half-year review

6. Administration

6.1. Minutes of previous meeting (11 May 2021)

Motion that the Board accept the minutes of the meeting held 11 May 2021 as a true and accurate record of that meeting.

Moved: PG / AT. Carried.

6.2. Correspondence

6.2.1 Inward

None.

6.2.2 Outward

None.

6.3. Actions

Review of actions from 11 May meeting.

Owner	Action	Status
AB / JF	Develop a local curriculum	In progress
AB	Circulate the audit representations sought by the Auditors	In progress
AB	Phonics progress: Report on gender difference for spelling results. DC to update the work plan for a further progress report in Term 3.	Complete
DC	Phonics progress: Update the work plan for a further progress report in Term 3.	Complete
KH	Liaise with Tūkaha about marketing in the newsletter, and to discuss underwriting the teacher only day.	Complete
AM	Review and mark up the Health and Safety policy, which will be brought back for approval by the Board.	Complete

The Board discussed / noted:

- A supplementary report to the Board: Stepsweb spelling progress and achievement by gender.
- Tūkaha were two students short of 'break-even' for the teacher only day; and will invoice the Board.

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, 2 August 2021 at 6.30pm

Agenda items due: Tuesday, 26 July 2021

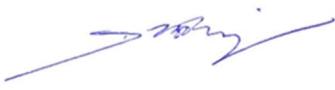
Papers are due: Friday, 30 July 2021

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:	02/08/2021