

Roseneath School Board
Minutes
2 August 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

AB for item 2.3.

2. Strategic discussion

2.1. Mid-year Student Achievement

The Board discussed / noted:

- A report from staff and the Principal summarising mid-year achievement.
- Reported data is based on Overall Teacher Judgments (OTJs) of achievement derived from formal testing of students, and observations.
- Achievement levels have slipped in comparison to end-of-year data, but are similar to mid-year 2020.
- Staff have unpacked the data using internal evaluation. The process has highlighted a number of areas for further review including: available metrics/data points for each child; a widening gap between reading/writing; teacher conservatism in OTJs; moderation of OTJs in school (and across our Kāhui Ako); and delayed effects from COVID-19 (lockdown, and continued uncertainty).
- Differences in OTJs for individual students and parent reporting.
- Next steps, including reporting of the internal evaluation to the Board and a proposal to present an updated (out of cycle) report of student achievement at the start of Term 4.

- Staff workload and well-being (including systems to collect and aggregate data).

Action: AB to report on progress and findings from the internal evaluation at the next Board meeting.

Motion that the Board thank staff and accept the report.

Moved: LD / PG. Carried

2.2. Target Groups

The Board discussed / noted:

- Identification of target students, and collaborative approach by Teachers to share students' learning behaviours and styles, and devise teaching strategies.
- Two students are having extra intervention to support Mathematics achievement; both are making accelerated progress.
- One student has had ESOL interventions and is now at the reading standard.
- Toe by Toe supports students showing signs of dyslexia.
- Proper assessments / diagnoses of dyslexia are challenging (an 18month waitlist. And no public-funded assessments). Increasingly there is a question around "barrier free access to education" for these students.
- Resource Teachers of Learning and Behaviour (RTLB) provides some support. Additional support is available at High school.
- Its support for Teacher / the Principal to communicate clearly and unambiguously with parents.

Motion that the Board accept the report.

Moved: ML / 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: AT / LD. Carried.

Meeting closed to members of the public at 19:22.

The Board discussed employment matters, and the in committee minutes from its meeting on 15 June 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, including a strong improvement in attendance for one student.
- Current numbers do not support present Teacher numbers.
- Options to promote the School outside of our Kāhui Ako including: social media, newspaper, flyers at kindergartens. Social media strategies (Facebook) can be very targeted.
- Growth in primary numbers in central Wellington; and changes in the Roseneath population. Schools across our Kāhui Ako are recording lower enrolments.
- Surplus staffing process.
- Graffiti during the holidays.
- Hosting the PB4L cluster later this week.

Action: ML to consider options to improve signage around the School entrance.

Action: KH to redraft / print the advertising card.

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

Moved: AM / PG. Carried.

3.2. Finance

The Board discussed / noted:

- ESL report for June 2021, and half-year Budget Analysis.
- Budget analysis shows healthy reserves for the size of the school, providing some flexibility in the context of current staff numbers.
- Inclusion of teacher aides in PLD opportunities. Other schools have been unable to do this because of the cost of the additional hours.
- Additional funding is to be allocated to property repair and maintenance due to the vulnerability of the school site to inclement weather.
- Separation of Learning Support funding / expenditure into its own account to provide greater visibility of the costs to the operational budget.
- Structure of expenditure is exactly where it should be: Learning Resources dominate operational expenditure.
- ESL July finance report will come to the next meeting.

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

Moved: PG / AC. Carried.

Motion: That the Board accept the half year Budget Analysis prepared by Education Services Limited.

Moved: PG / LD. Carried.

Motion: That the Board approve the half year changes to the Budget as submitted by the Finance Committee.

Moved: PG / KH. Carried.

3.3. Property

The Board discussed / noted:

- A report from ML.
- No updates on the 5YA.
- A significant plan to change the waste water system from neighbouring properties. The Roseneath system was fixed with a PVC sleeve in 2020. Occasional toilet paper issues from students.
- Professional garden services come to Roseneath every 3-4 weeks, doing weeding and leaf collecting (mostly leaf blowing).
- Tūkaha have taken over the gardens at the back of the Hall.
- Reinstatement of the memorial seats for former teachers.

Action: ML to consider options for a Working Bee in Spring.

Motion: That the Board thank AT for his Stewardship of the Property Role.

Moved: ML / AM. Carried.

Motion: That the Board accept the property report.

Moved: ML / AT. Carried.

3.4. Tūkaha: After School Programme, Term 2 Report

The Board discussed / noted:

- A report from the Operator.
- Good numbers in the afternoon, with the morning attendance typically one student due to parents having alternative arrangements.
- Food is always provided, healthy foods such as fruit and crackers. Hot food is also available like pizza.
- Arts and Crafts, nice indoor activities always running and supervised outdoor activities occur as weather conditions permit.
- Challenges in sharing the school grounds / facilities with non-Tūkaha students. New supervisors can have difficulty in identifying enrolled students.
- Student safety, supervision capabilities and student enjoyment.

Action: that LD to meet with the managers to discuss issues raised and marketing of the before school programme.

Motion: That the Board accept the Term 2 report from the Operator.

Moved: LD / AB. Carried.

3.5. Policy Review: Finance, EOTC

The Board discussed / noted:

- Revisions to the EOTC chapter of the School Curriculum and Student Achievement Policy.
- Reference to “moderate consumption” of Alcohol on page 9 to be updated to “low risk consumption.”

Action: AM to review / update the finance policy and to update EOTC chapter of the School Curriculum and Student Achievement Policy.

Motion: That the Board approve the revised EOTC chapter of the School Curriculum and Student Achievement Policy.

Moved: AC / LD. Carried.

4. [Discussions](#)

4.1. [ERO: Progress Update, Self-Review checklist](#)

The Board discussed / noted:

- Progress with the Evaluation, and a further meeting with our evaluation partner on
- A self-review checklist provided by ERO for completion by the Board.

Action: DC to allocate sections of the self-review checklist to Board members to review.

4.2. [Kāhui Ako update](#)

The Board discussed / noted:

- Minutes from a meeting of the Stewardship Group held 23 June 2021 via Google Meet because of Alert Level 2, however still a great turnout.
- Increased engagement by Senior Leaders in our Kāhui Ako.
- Review of the strategic plan from 2017. Rongotai College and Wellington East Girls College are assisting with data analysis of students’ progress in mathematics and science.
- Planning for a Teacher Only Day on 3 September. Purpose of the day: *Together we will grow a shared understanding of the impacts of Te Tiriti and colonisation, and develop our knowledge of Te Ao Māori.*
- Key note speakers include: Dr Hana O’Regan and Tamati Cairns. Twenty workshops have been planned. Three hundred staff are expected to attend.
- Kapa Haka celebration to be held on 6 August (rescheduled from Term 2).

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

The Board discussed / noted:

- Internal Evaluation of Mid-Year Student Achievement
- Strategic Aim 3
- Student Achievement: Māori & Pasifika, Gifted and Talented
- Curriculum: Health & Physical Education
- Asset Register
- 10-Year Property Plan

6. Administration

6.1. Minutes of previous meeting (15 June 2021)

Motion that the Board accept the minutes of the meeting held 15 June 2021 as a true and accurate record of that meeting.

Moved: PG / 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
DC	Provide a schedule of policy reviews to AM.	In progress
AM / AC	Review the EOTC policy to reflect the Board's discussion	Complete
DC	Provide a draft ERO Compliance Checklist to the next meeting.	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: Monday, 30 August 2021 at 6.30pm

Agenda items due: Tuesday, 24 August 2021

Papers are due: Friday, 27 August 2021

7.2. Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:07

Minutes **approved**

Chair:



Date: 30/08/2021