

Roseneath School Board
Minutes
27 September 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	Property	Present
Airihi Mahuika	Member	Present
Andrew Thomson	Member	Present

Others in attendance:

None

Declarations of interest

AB, AC for in committee discussion.

2. Strategic discussion

2.1. Charter 2022

The Board discussed / noted:

- Community consultation was held last year.
- National Education Learning Priorities (“NELPs”) have been mapped to the Charter goals.
- No changes are proposed to the Charter. It continues to serve the School well.

Motion: That the Board approve the Charter for 2022.

Moved: KH / LD. Carried.

2.2. Enrolments

The Board discussed / noted:

- A Staffing Entitlement Notice for 2022 from the Ministry of Education.
- The Provisional Roll review process, and Surplus Staffing processes.

- Current enrolments do not support the current six classroom structure. A roll of c.122 students is forecast for 2022, including new entrants but excluding possible 'walk-ins' of new students in other year groups.
- An opportunity to increase out of zone enrolments from the Central City area, and to promote the school around ECEs.
- New advertising postcards have arrived. These will be used to promote the School in early learning centres, after school activities (incl., sports and ballet).
- Placement of A2 posters advertising the School in Chaffers New World, and the Yacht Club.
- Possible use of Facebook / Social media to promote the School.
- Interest in the School remains strong. New entrant enrolments remain steady with up to 20 new students enrolling annually in recent years.
- Options to retain a six classroom structure pending an increase in enrolments; and possible timeframes for additional Board funding.

Motion: That the Board open the ballot for out of zone enrolments for new entrants through to Year 6.

Moved: AM / AT. Carried.

Motion: That the Board postpones any a request for a provisional roll review until mid-November, and agrees, in principle, to fund 1 FTTE until end-Term 2:2022.

Moved: AB / AM. Carried.

2.3. ERO: Self-Review Checklist, progress update

The Board discussed / noted:

- A draft self-review checklist, and proposed evaluation.
- Proposed timeframes for the evaluation, and a willingness of Staff to progress the evaluation following a workshop with our Evaluation Partner.
- A meeting with our Evaluation Partner on 20 October to work through the checklist.
- Prevention of Bullying: Anti-bullying is managed using PB4L; "the Roseneath Way"; and the Health and Sexuality Curriculum (i.e., embracing different identities, and teaching Upstander v, Bystander behaviours).
- Policies and procedures relating to internet safety/security including cyber bullying: Digital Citizenship Agreements that are signed by parents reference expectations around internet usage. Bullying outside of school hours on devices presents a challenge through its impact on behaviour in the classroom. Confiscation of devices is difficult: when confiscated, property becomes the responsibility of Staff/School. Proliferation of wearables (e.g., Apple watch, fitbit) is also an issue as these devices can be used to message / text.
- Child Protection Policy. Staff record date, time and location in addition to visual signs of abuse for reporting to Oranga Tamariki. Concerns are discussed at staff meetings.
- Inclusion Special Needs: The Board receives reports setting out progress and achievement of target students. Progress is tracked and reviewed by classroom teachers, and peer reviewed to support these students. Teacher Aides attend professional development.

- Emergencies and Accidents: First Aid is recorded for both students and staff. A pandemic plan specifically for COVID-19 has been developed and implemented.
- Health and Safety prompts are visible in the Office; and provided to visitors. Visitors wear a Visitor Lanyard and contractors are not allowed to work onsite around students without supervision unless vetted by police prior to their work.
- No complaints have been received by the Board in recent years. Complaints and concern processes follow NZSTA best practice and are set out in the School Governance policy.
- Personnel: the School Child Protection Policy requires a Police vet to be conducted on staff prior to their start at school. Additional guidance around the vetting of parent helpers for school camps may be helpful. Relievers are also subject to vetting.
- Mandatory Reporting to the Teaching Council. Processes are in place, but have not yet been tested.

Action: AM to draft up an Internet Safety Policy.

Action: DC to create a Complaints Register.

Motion: That the Board accept the proposed evaluation and agree the checklist.

Moved: PG / KH. Carried.

2.4. [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: ML / PG. Carried.

Meeting closed to members of the public at 20:04.

The Board discussed matters related to employment.

Meeting re-opened to members of the public at 20:15

3. [Monitoring & review](#)

3.1. [Principal's report](#)

The Board discussed / noted:

- A report from the Principal.
- Attendance data, behaviour and health & safety incidents.
- Proposed start and end dates for the 2022 school year.

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

Moved: AM / LD. Carried.

Motion: That the Board agrees to a start date of 3 February and an end date of 14 December for the 2022 School Year.

Moved: AT / KH. Carried.

3.2. Finance

The Board discussed / noted:

- ESL report for August 2021.
- Annual capital expenditure (Asset) budget and its purpose.
- Significant operating surplus in 2020; and increase in available funds.
- The aim that operational spending is there to benefit current students of Roseneath School (and not future students by way of reserves). Additional spending on IT assets achieves this aim.
- Additional Chromebooks would be of the most benefit to students to support home learning, should Alert Levels increase again.
- Supply issues with IT equipment.
- A proposal to increase capital expenditure to bring forward the purchase of Chromebooks, Screens and iPads.

Action: PG to organise a Finance Committee meeting.

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

Moved: PG / KH.

Motion: That the Board approve the purchase of the three digital screens and the lease of 14 Chromebooks and 6 iPads.

Moved: PG / ML. Carried.

Motion: That the Board approve the proposal from BDO to complete the Audits for the 2021, 2022, and 2023 financial years.

Moved: PG / AM. Carried.

3.3. Property

The Board discussed / noted:

- A report from ML.
- A proposal to move the taller basketball hoop to the chain link fence between the Hall and the Long Boat.
- An application for funding to the Lion Foundation to help with the purchase of reversible basketball hoops for the Top Court.
- Placement of the memorial seats.
- Timing of a working Working Bee, and a suggestion that this be moved to 2022 given busy schedules and inclement weather in Term 4.
- An opportunity to upgrade the interior lighting to LEDs as part of an interest-free loan scheme.
- School signage options; and a need to remediate the iron fence around the War Memorial at the entrance to the School.

Action: ML / AT to relocate the high-basketball hoop to the chain fence between the Hall and the Long Boat.

Motion: That the Board accept the property report.

Moved: ML / --. Carried.

Motion: That the tall basketball hoop be relocated to the tall chain link fence outside the Hall.

Moved: ML / AT. Carried.

Motion: That Tristan Fluerty, on behalf of Roseneath School, makes an application to the Lion Foundation for a grant for reversible basketball / netball hoops for the Top Court.

Moved: ML / PG. Carried.

Motion: That the Board delegate approval of a procurement recommendation for the Upper Bridge ILE project to the Property Committee provided that the recommendation is within the agreed budget and scope for the project.

Moved: ML / KH. Carried.

Motion: That the two displaced benches be relocated to the Top Court.

Moved: ML / LD. Carried.

Motion: That more detailed information be gathered to progress an interior LED Lighting Upgrade by Direct Energy Solutions, noting any hidden issues (e.g. faulty wiring) would fall outside the scheme and need to be paid for by the school at the time they are discovered.

Moved: ML / AT. Carried.

Motion: That a new interim school sign be designed to be attached to the fence perpendicular to Maida Vale Rd; and that a quote be sought for the repair or replacement of the iron fence.

Moved: ML / LD. Carried.

3.4. [Employment Policy Review, HR Checklist 2](#)

Motion: that the Board defers discussion of the Employment Policy and HR Checklist 2, to its next meeting.

Moved: DC / AB. Carried.

4. [Discussions](#)

4.1. [Domain 3: Educationally powerful connections and relationships](#)

Motion: that the Board defers discussion of the Employment Policy and HR Checklist 2, to its next meeting.

Moved: AB / KH.

4.2. [Kāhui Ako update](#)

The Board discussed / noted:

- Report from the Lead Principal to the Stewardship Group.

- A request to budget \$2,000 for Kāhui Ako expenses in 2022; being the contribution funded through our Operational Grant.
- Roseneath School is the 'account holder' for our Kāhui Ako. Payments for Kāhui Ako-wide events are made through our accounts; and expenses invoiced to member schools.

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

The Board discussed / noted:

- Employment Policy Review, HR Checklist 2
- Review Strategic Plan
- Student Achievement: Phonics progress
- Draft Budget 2022
- Tūkaha After School Programme: Term 3 report
- Succession planning

6. [Administration](#)

6.1. [Minutes of previous meeting \(30 August 2021\)](#)

Motion that the Board accept the minutes of the meeting held 30 August 2021 as a true and accurate record of that meeting.

Moved: LD / AB. Carried.

6.2. [Correspondence](#)

6.2.1 [Inward](#)

Date	Sender	Content	Action
27/09	Roy Sye	Provisional Staffing 2022	AB / DC

6.2.2 [Outward](#)

None.

6.3. [Actions](#)

Review of actions from 30 August meeting.

Owner	Action	Status
AB / JF	Develop a local curriculum	In progress
AB / AC	Consider survey questions for Health Curriculum consultation.	Complete
AB	AB to sound out other schools in our Kāhui Ako to participate in a Parent Information Evening on digital safety	In progress
KH / LD / ML	Form a working group progress additional marketing.	In progress
AB / AC	Seek a Staff preference on start / end dates for the 2022 school year	Complete
PG	Query the increase in Audit fees with BDO.	Complete
AM / PG	Follow up reference to illegal fundraising contracts.	Complete
AB / ML	Co-ordinate dates for a working bee.	Complete
ML	Consider options for relocating the memorial seats.	Complete
ML	Consider signage / fence options for the entranceway	In progress

Motion: that the Board agree survey questions and approach to the Health Curriculum Consultation and possible hui.

Moved: AC / AM. Carried.

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, 26 October 2021 at 6.30pm

Agenda items due: Tuesday, 19 October 2021

Papers are due: Friday, 22 October 2021

7.2. Summary of meeting outcomes

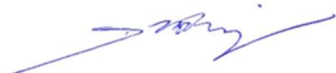
The Minutes Secretary read back the Board's resolutions.

7.3. Meeting review

The meeting closed at: 21:25

Minutes **approved**

Chair:



Date: 26/10/2021