

**Roseneath School Board  
Minutes  
29 August 2022, 18.30 – 21:32**

The meeting opened at: 18:30

1. Administration

Attendance

Name	Role	Present/Apologies
Airihi Mahuika	Presiding Member (Chair)	Present
Adelle Broadmore	Principal	Present
Anne Crewdson	Member (Staff)	Present
Matt Langworthy	Treasurer/Property	Present
Kate Prickett	Member	Present
Nikos Skepetaris	Member	Present
Sarah Roan	Member	Present

Others in attendance:

David Cooling (co-opted for this meeting).

**Motion:** that the Board co-opt David Cooling for this meeting for the purposes of ensuring a smooth transition.

**Moved:** ML / AC. Carried.

Declarations of interest

AB for in-committee discussion.

Election of presiding member

Nominations for presiding member were: Airihi Mahuika

Result was the election of: Airihi Mahuika (elected unopposed).

**Moved:** ML / AC. Carried.

1.4 Governance Policy

The Board discussed:

- The Board register was updated with the addition of new members and removal of former members.

- Minor changes were made for consistency of defined terms in line with other policies. This includes adding Te Reo Māori for 'Board' (Poari), 'School' (Kura), and 'Students' (Ākonga).
- Removing note that the Board Agenda will be posted on the noticeboard as this is already accessible on the website.

**Action:** AM: Update Anne's term expiry in the Board register to August 2025.

**Motion:** that the Board approve the changes to the Governance Policy as noted in item 1.4 and delegate to the Chair and Principal to review and amend:

- the Board workplan to capture additional items in the Governance Policy
- the agenda template in the Governance Policy to align with current practice.

**Moved:** SR / ML. Carried.

The Board also noted:

- Completion of Appendix 2 as part of the STA onboarding process needed to be carried out by all new members.

## 2 Strategic Discussion

### 2.1 Strategic Aim 3

The Board discussed / noted item 2.1:

- The School is fulfilling its aim of active engagement with all families despite the ongoing impacts of Covid-19. Methods of this include teachers' updates to parents, the newsletter, daily staff-parent interactions, and the upcoming end-of-term 'Showcase.'

#### 2.1a Health and Education

The Board discussed / noted item 2.1a:

- Surveying parents is the ideal method of consultation for the health and sexuality education curriculum.
  - Providing anonymous options for survey and further options for engagement, such as the option to discuss further with AB or classroom teachers.
  - Including a consent section on the survey to clarify the survey's purpose to the respondents and ensure respondents consent to any relevant use of information if it contains or gathers personal information.

**Action: AB & KP:** Develop and refine a survey as part of the Health and Sexuality Education Curriculum consultation.

**Motion:** that the Board noted items 2.1 and 2.1a and decided to conduct a survey for the health and sexuality education curriculum.

**Moved:** NS / SR. Carried.

### 2.2 Target Groups

The Board discussed / noted item 2.2:

- The number of target students remains steady. Within this group, there has been a decrease in the number of students achieving below the expected level in reading and writing and are now performing 'at' the expected level, however they remain a target student to focus on further improvement.
- A number of targeted intervention programmes are used to improve students' academic achievement in key curriculum areas.

**Motion:** that the Board approve item 2.2 - the Target Groups report.

**Moved:** DC / KP. 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 / ML. Carried.

*Meeting closed to members of the public at 19:30.*

*The Board discussed employment matters and the in-committee minutes of its previous meeting.*

*Meeting reopened to the public at 19:57.*

## 3 Monitoring & review

### 3.1 Principal's report

The Board discussed / noted item 3.1:

- No significant changes to the school roll.
- Attendance rates have improved in comparison to July however Covid-19, winter illnesses, and family holidays continue to affect attendance.
- Relievers have been pre-booked to cover staff absences, or to allow teachers to receive their release entitlements.
- Teachers have been enrolled in professional development opportunities including: active learning; the new Aotearoa New Zealand History curriculum; and first aid, among others.
- There has been a decline in behavioural issues since July.
- Evacuation processes have been practiced this term and subsequently reviewed at staff meetings, including the process of informing relief teachers.
- The Ministry of Education is no longer providing RAT tests to schools, however Roseneath maintains a supply for staff and for some families where there is a low but steady demand for RATs.
- Upcoming events include Onesie Day, school photo day, and the end of term 'Showcase.'
- The 2023 school dates are currently being planned. This decision has been delegated to the Principal.

**Action:** AB: Monitor RAT test use among staff and advise the Board if purchase is necessary.

**Motion:** that the Board accept the Principal's report and delegate the decision of 2023 school dates to the Principal.

**Moved:** ML / SR. Carried.

### 3.2 Finance

The Board discussed financial reporting.

- Mubina Merchant from ESL is attending the next BOT meeting to run through the finance report with the Board.
- The July ESL report will need to be uploaded to the Drive.
- The August ESL report will be covered in the next BOT meeting.

**Action: ML:** Follow up on the July ESL finance report.

### 3.3 Property

The Board discussed the Property Report:

- Some smaller 5YA projects have been deemed as a priority. Once these are addressed, other projects will commence including refurbishment of the upstairs classroom space, and the autex project.
- Stair treads for wooden steps are currently being considered.
- A lockable cupboard is to be installed in the Principal's office.
- The main signage by the monument is to be cleaned up.
- Basketball hoops have now been installed.

**Action: ML:** Upload property report to the Google Drive folder.

**Action AB and ML:** Review the options for the stair treads.

**Motion:** that the Board accept the Property Report for August.

**Moved:** ML / NS. Carried.

**Motion:** that the Board agree to delegate the review of stair tread options to the Principal and Matt.

**Moved:** AM / NS. Carried.

**Motion:** that the Board agree to fund Student Job Search students to assist teachers to clear classroom walls for autex replacements.

**Moved:** DC / AC. Carried.

**Motion:** that the Board agree to fund a lockable cupboard for the Principal's office.

**Moved:** SR / AM. Carried.

### 3.4 Tūkaha After School Programme, Update Term 2 Report

The Board discussed item 3.4: the Tūkaha Report for Term 2:

- Tūkaha is currently being impacted by staff resourcing issues and low attendance numbers which may affect the long-term viability of the programme.
- The licensee has made early indications of not renewing the license beyond the 2022 school year.
- A Board sub-committee for Tūkaha is to be re-established and is to consist of the Principal, Kate Prickett, and Sarah Roan.
- Importantly, the Term 2 report does not include any recent concerns or details of the Tūkaha programme over the course of the term.

**Action: AM:** Summarise the terms of Tūkaha licence.

**Motion:** that the Board form a Tūkaha sub-committee and delegate the handling of Tūkaha to the sub-committee.

**Moved:** AM / NS. Carried.

**Motion:** that the Board note the Tūkaha Report for Term 2 and the assurances provided to the Principal by the operator.

**Moved:** ML / NS. Carried.

#### 4 Discussions

##### 4.1 [Kāhui Ako update · NZSTA](#)

The Board discussed item 4.1 (the Kāhui Ako update).

- An upcoming staff hui is to be held on 5 September. Approximately 300 teachers are expected to attend.
- There is currently high turnover within the stewardship group due to the recent BOT elections and the changing members on school boards.

##### 4.2 [Professional development](#)

The Board discussed item 4.2.

- NZSTA modules are available for new board members. This includes the NZSTA 'Welcome on Board' module.
- The 2022 NZSTA Conference is to be held in Christchurch in October.

#### 5 Identify agenda items for next meeting

Meeting dates for the rest of this year:

- 26 September Monday
- 25 October - Tuesday
- 28 November – Monday

Future agenda items

- Charter (annual review)
- Strategic Aim 4
- Policy Review: Employment
- HR audit checklist 2

- Discussion - Domain 6 - Evaluation, inquiry and knowledge building for improvement and innovation
- Community consultation, health curriculum
- Finance Discussion

## 6 Administration

### 6.1 Confirmation of minutes of previous meeting

**Motion:** that the Board accept the minutes of the meeting held 1 August 2022 as a true and accurate record of that meeting.

**Moved:** AB / AC. Carried.

### 6.2 Correspondence

The Board discussed the upcoming NZSTA Special General Meeting to be held in Christchurch on 8 October asking if we would be attending and to update the School's delegate form for the SGM, which must be returned by 5pm on 30 September.

**Motion:** that the Board delegate our proxy vote to David Cooling as Wellington/Wairarapa NZSTA Regional Co-Chair as no one from the School is currently attending.

**Moved:** AM / AB. Carried.

**Action: All:** Complete statements for the newsletter's 'Welcome to the Board' section.

### 6.3 Actions

- Review of actions from previous meetings.

Owner	Action	Status
AB/JF	Develop a local curriculum	In progress
AB	AB to sound out other schools in our Kāhui Ako to participate in a Parent Information Evening on digital safety	In progress
ML/AT	Relocate the high-basketball hoop to the chain fence between the Hall and the Long Boat	In progress
AB	Consult students on possibilities for the lower playground area	In progress
ML/KH	Seek quotes or cost estimates for the lower playground area	In progress
AM	Add additional discretionary leave for teachers to attend te reo Māori / Tikanga PLD into the School Employment Policy	In progress
DC/AM	Update the policies available on the website	In progress
AB	Consider the Principal's discretions to approve leave without pay under the Employment Policy	In progress
AB	To provide notification of elections in the School Newsletter	Complete

All	To complete nominations and background note by Wednesday, 3 August (nomination forms to be sent out 15 July)	Complete
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The Minutes Secretary read back actions recorded from the meeting.

#### 7 Meeting closure

##### 7.1 Date for next meeting

- The Board confirmed its next meeting for: Monday 26 September 6.30-9pm
- Agenda items due: Tuesday, 20 September
- Papers are due: Friday, 23 September

##### 7.2 Summary of meeting outcomes:

The Minutes Secretary read back the Board's resolutions.

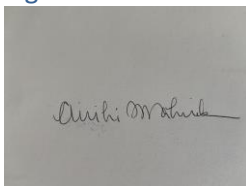
##### Meeting review

The meeting closed at: 21:32.

Minutes **approved**

Chair: Airihi Mahuika

Signature:



Date: 27 September 2022