

Roseneath School Board
Minutes
13 February 2023, 18.30 – 21:30

The meeting opened at: 18:30

1 Administration

1.1 Attendance

Name	Role	Present/Apologies
Airihi Mahuika	Presiding Member (Chair)	Present
Jenny Foote	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:

None.

1.2 Declarations of interest

None.

1.3 Appointment of Presiding Member

The Board members discussed the election requirement for this year. AM was nominated and was uncontested. AM was elected Presiding Member.

1.4 Principal attestations/Delegations

The Board noted that each year we were expected to review and refresh our delegations. The plan is to bring the Finance Policy to the next Board meeting in March. If anyone has any suggested changes to the Finance Policy, in particular the delegations please signal them at the next meeting. If there are any annual attestations required, Chair should be delegated to make them on behalf of the Board.

Motion: that the Board approve the delegation to the Chair to sign any attestations required by the Ministry.

Moved: SR / NS Carried.

2 Strategic

2.1 Charter/Strategic Plan

The Board discussed the Charter/Strategic Plan, noting that we saw a draft at the November meeting last year.

No changes were suggested.

Motion: that the Board approve the Charter/Strategic Plan.

Moved: ML / AC Carried.

2.2 Draft annual financial statements

The Board discussed the obligation to approve the draft annual financial statements and to send them to the auditor by 31 March this year. Matt discussed with ESL and we should be on track to meet the timeframe.

2.3 Annual report and analysis of variance

The Board discussed the obligation to provide these documents to the Ministry by 31 May and that they need to be published on our website.

Motion: that the Board approve the analysis of variance report and note the requirement to provide the annual report to the Ministry by 31 May.

Moved: NS / SR Carried.

2.4 After School Programme

The Board discussed options for an after school programme from Term 2 given our current after school provider has given notice to stop after this term. The Board noted that:

- Kate provided an option paper.
- There were additional tweaks we could make eg. reduce to one person if a person was away, close the programme earlier.
- Nicola can help with casual enrolments.
- Continuity of carers would be important, improved consistency in care and comms.
- We sought NZSTA advice on our ability to provide an after school programme – noting we would have employment responsibilities for anyone employed by the school, anyone working in the programme would need to have child safety checks before starting, Health & Safety obligations, if it was not financially sustainable we would need to close it.
- We discussed comms for the newsletter next week to advise the school community.
- Parents have expressed that after school care is a big benefit.
- Stationery and other supplies can be donated.

Action: to do a survey to test feedback and interest.

Motion: that the Board agrees to take over after school care and comms to the School community that Tūkaha has given notice to stop providing service at the end of term 1 and the School will take over from then.

Moved: JF / NS Carried.

Action: KP to put together a survey to test community feedback and then define details after feedback.

2.5 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 / SR Carried.

Meeting closed to members of the public at 7:21 pm.

- *Employment matters*
- *In-committee minutes of meeting held 28 November 2022.*

Meeting re-opened to members of the public at 8:41 pm.

3 [Monitoring & review](#)

3.1 [Principal's report](#)

The Board discussed:

- Roll is lower than anticipated.
- The School's 125th anniversary. Note was included in the newsletter on it. What support does the Board need to provide? It would be great if we could use it to raise funds and the profile of the school.
- Discussion about gender-based expectations for students and how to overcome them.
- No major behaviour incidents this year.

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

Moved: NS / SR Carried.

3.2 [Finance. Budget 2023](#)

The Board discussed:

- Matt tested some of the budget items with ESL. We are in a deficit. Budgeted for less parent donations. But also budgeted for a consultant for recruitment and we will only likely use a portion.
- Mubina will send the relevant version of the annual report.

Motion: that the Board approve the budget for 2023 and accept the Nov and Dec 2022 monthly reports.

Moved: NS / AM Carried.

3.3 [Contract for Principal Support Services](#)

The Board discussed:

- We previously discussed additional support for Principal in term 1.
- We have a proposal and contract with Laura Snowden Ltd – for 3 x 1.5 hour sessions for \$1,000.

Motion: that the Board approve the contract for services with Laura Snowden Ltd and delegate to the Principal the authority to sign the contract on behalf of the Board.

Moved: NS / SR Carried.

3.4 [Property](#)

The Board noted the resolution to approve the fencing contract – item 3.4a, which was approved

The Board discussed:

- No issues but it had been a busy summer.
- Accessibility concern had been raised about Upper Bridge but we had a practical solution if needed – we would move student classrooms around.
- Establishment of permanent night lights.

- The fencing project is in progress.

Motion: that the Board note the property report.

Moved: ML / AM Carried.

4 Policy Review

4.1 Update Governance Policy Board Register

The Board discussed:

- The need to update the Board member register in the Governance Policy (remove Adelle and insert Jenny's details) and Jenny needs to complete the Schedule for NZSTA.

Motion: that the Board make changes to the Governance Policy to update the Board register.

Moved: NS / AM Carried.

4.2 Code of Conduct

The Board discussed the need to review and re-sign the Code of Conduct.

5 Discussions

5.1 Kahui Ako Update

None.

6 Identify agenda items for next meeting

- Annual report
- Finance Policy Review
- Principal Appointment Report/Recommendation

7 Administration

7.1 Correspondence

Date	Sender	Content	Action
7/02/23	NZSTA	Board checklist and education	Review and action as appropriate
10/02/23	Ministry	Special Bulletin – Emergency Preparation re Cyclone Gabrielle	Good reminder to think about our own preparedness

7.2 Actions

Review of actions from last meeting.

Owner	Action	Status
AB/JF	Develop a local curriculum	In progress
DC/AM	Update the policies available on the website	In progress

AL	Monitor RAT test use among staff and advise Board if purchase is necessary	In progress
AV/KP	Review the data from NZCER from term four	In progress
AM	To ask NZSTA for advice around appropriate child management and balancing health and safety of other staff and children	In progress
KP	Next year: help draft a request in newsletter looking for parent helpers to assist Jemima in sports events	In progress
JF/AM	Organise and hold a rōpū whānau meeting in Term 1	In progress
Board	Reconsult draft charter in November 2023	In progress
KP	Provide an options paper regarding the Tūkaha Licence	Complete
AB	Advertise for teacher aide/supervisor role at after school care in January	Complete
AB/KP	Discuss after school care plan with Stacey	Complete
AB	\$50 Moore Wilsons voucher for staff	Complete
AB	Delegate Jenny Foote signing authorities for the school bank accounts	Complete
All	Consider another Board member to pick up Finance portfolio	In progress
KP	Put together a survey to test community feedback regarding after school care and comms to the School community	In progress
NS	Consider option to improve the school website and identify areas where it can be improved.	In progress
AC	Send pōwhiri invitation to former Board members	Complete

8 Closing

8.1 Date for next meeting

The Board confirmed its next meeting for: Monday, 13 March 2023 at 6.30pm

Agenda items due: Tuesday, 7 March 2023

Papers are due: Friday, 10 March 2013

8.2 Summary of meeting outcomes

The Minutes Secretary read back the Board's resolutions and actions.

The meeting closed at: 21:30.

Minutes **approved**

Chair:

Signature:

A handwritten signature in black ink, appearing to be a stylized 'A' or similar character.

Date:

13
March
2023