

Roseneath School Board
Minutes
21 October 2024, 18:37 – 21.30

The meeting opened at 18:37.

Karakia tīmatanga

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	Property	Present
Nikos Skepetaris	Treasurer	Apologies
Sarah Roan	Member	Present

Others in attendance

Becky Prebble, Chris Hawksworth and Philip Trinh.

Motion: to grant Nikos leave from the meeting and to grant speaking rights to Becky, Chris and Philip was agreed by the Board.

1.2 Declarations of interest

None.

2 Strategic discussion

2.1 Succession planning

The Board members and others in attendance at the Board meeting introduced themselves.

The Board discussed:

- The notice sent via email of the Board's intention to use the selection method to fill the Board vacancy (notice) following Kate's resignation.
- We have a virtual meeting on Wednesday 23 October at 8pm to consider the results of the notice and to make a decision to fill the vacancy.
- In the notice we also asked if others interested in the Board to contact Board. We've had additional expressions of interest.
- Reconsidering Board portfolios once we have a new member/members.
- The 2025 Triennial elections date was set by the Ministry of Education recently, which will be held between 3 September and 19 September 2025.

3 Monitoring & review

3.1 [Principal's/Tumuaki's report](#)

The Board discussed the Principal's report, including the following items:

- The need to refresh the strategic plan and decide how we prioritise given the additional work required to deliver the new curriculum. The Board also discussed how the additional work on the new curriculum would affect our local curriculum. The Board noted as part of the local curriculum the pūrakau that children have learned and connectedness to the land. We will be able to keep the work we have done already on the local curriculum and weave that into our teaching going forward.
- The teacher only day on Friday would be to work on the new curriculum, with a focus on English curriculum, noting we also need to bring in the maths curriculum in next year. The pace of change is significant. We will consider the impact of delivery of the new curriculum requirements on our strategic objectives, although it may be difficult to measure.
- We would like to keep working with Kura Ahurea to complete level 4 but we would need funding.
- Noted the roll audit of 1 July and the results. The Principal is going to raise the eligibility of certain students with the Ministry.

Motion: that the Board approve and thank the Principal for her report was agreed.

3.2 [Finance](#)

3.2.1 Finance monthly report

The Board discussed the financial report for September and the results are more positive than expected against our budget.

3.2.2 Initial Annual Budget Recommendations

We need to prepare our draft budget for next year. Reducing the deficit down to \$12k-13k would be ideal.

The budget needs to reflect our priorities in accordance with our annual implementation plan. The budget applies from 1 January 2025 and needs to be finalised as soon as we receive our payroll end of year report and error schedules in Term 1.

3.2.3 Appointment of auditor Update

The Board noted BDO was to start the audit process on 6 November.

Motion: that BDO would be our auditors was agreed.

3.3 [Property](#)

3.3.1 Monthly Report

The Board discussed the property portfolio and the following matters:

- We received the designs for the summer programme. They are largely what we asked for and gone to the Ministry for approval. Following Ministry approval they will be costed. Board then needs to make decisions.
- The process for decisions for the summer programme may fall between Board meetings. Broadly there are two categories of decisions (1) procurement documentation and (2) other lower level decisions related to the scope of the project (ie what we don't include to ensure we remain within budget). It was important to make timely decisions.

- We have asked the Ministry for approval of 10YPP but we are still waiting, which impacts on the cyclical maintenance. We are regularly following up with the Ministry.

Motion: to delegate to the Chair, in consultation with the Property Board member and the Principal, for matters that would otherwise require Board sign-off for the summer programme was agreed.

3.4 After School Programme

The Board discussed the need to follow up with renewal of the agreement with Enjoy to provide after school care. We also need to follow up on the LTO.

Motion: to delegate to the Principal the renewal of the after school agreement with Enjoy on similar terms was agreed.

4 Health Curriculum Consultation

The Board discussed:

- How other schools carry out consultation on the health curriculum. Most schools do it by survey or meetings.
- We plan to defer the health curriculum to term 1 next year regarding sexuality. So we would need to consult this year.

Action: to see if we can re-use the survey we carried out last time.

5 Policy Review

5.1 Governance Policy Update

Need to update the Governance Policy to reflect changes to the Board member register – Kate’s resignation.

6 Discussions

6.1 Kahui Ako Update

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7 Identify agenda items for next meeting

- Curriculum update – assurance that we will be implementing the required curriculums and teaching approaches as required by Term 1.
- Review Strategic Plan, annual implementation plan and annual report
- Meeting dates for next year

Becky, Philip and Chris left the meeting at 8.38pm.

8 In committee discussion – People matters

8.1 In committee discussion - People matters

Motion: The Board agreed 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.

Meeting closed to members of the public at 8.48pm.

Agenda:

- People
- Principal

Meeting re-opened to members of the public at 21:29 pm.

9 Any other business

None.

10 Administration**10.1 Minutes of previous meeting**

Motion: The Board approved the minutes of the Board meeting of 23 September 2024 as a true and correct record.

10.2 Correspondence

Date	Sender	Content	Action
September	SBA/Te Whakarōputanga	Monthly newsletter	Log in details to review https://www.tewhakaroputanga.org.nz/assets/Uploads/STAnews-September-2024-final-v2.pdf?vid=4
September	Ministry	Monthly bulletin - Issues 179 and 180	https://preview.education.govt.nz/bulletins
11 October	Ministry	Roll Audit	Follow up re eligibility for roll

10.3 Actions

Review of actions from earlier meetings.

Owner	Action	Status
ML	Rather than seeking a change so the school is no longer a public access way the Board decided to add this as a risk to the risk register and that teachers should check and ask to be advised on visitors using the Long Haul.	In progress
JF/AM	Comms on donations/school finances/need to support after school care.	In progress
JF	Discuss with the Ministry using the vandalism fund to replace the stolen gates (June date)	In progress
JF	Consider if any behavioural incidents are being dealt with effectively under the school's policies.	In progress
JF	Principals required to make an annual declaration to the Board regarding the uptake and use of the wellbeing funding. The declaration needs to be made no later than the last day of Term 4 each year.	In progress

JF and NS	To follow up with ESL extra property money for removal of zoning for students and our Ministry adviser.	In progress
JF/AC	Ask Friends regarding payment of funding to school and fundraising	Complete
JF	To review the fixed asset register	In progress
JF	To create template time sheet and use it for relievers and part-time staff	In progress
NS	Consider maintenance budget for devices. Nikos to see if we can tap into PB Tech as part of the AOG for devices for families wishing to purchase a BYOD.	In progress
ML	LTO agreement for after school care	In progress
JF	Consider if we can re-use the survey we carried out last time on the health curriculum to consult with the school community	In progress
JF	Follow up with Ministry re school roll audit	In progress

11 Meeting Closure

11.1 [Date for next meeting](#)

The Board confirmed its next meeting for: Monday 25 November 2024 at 6.30pm.

Agenda items due: Tuesday, 18 November 2024.

Papers are due: Friday, 22 November 2024.

KARAKIA WHAKAMŪTUNGA

The meeting closed at 21.30

Minutes **approved**.

Chair: Matt Langworthy

Signature:



Date: 25 November 2024