

**Roseneath School Board**  
**Minutes**  
**29 July 2024, 18:35 – 21.00**

The meeting opened at: 18:35.

**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           |
| Kate Prickett    | Member                   | Present           |
| Nikos Skepetaris | Treasurer                | Apologies         |
| Sarah Roan       | Member                   | Present           |

Leave from meeting

Nikos previously advised that he would not be able to make this meeting.

**Motion:** that the Board approve leave from the meeting for Nikos was agreed.

Others in attendance

None.

1.2 Declarations of interest

None.

**2 Strategic documents due 31 May**

2.1 Progress on strategic aim 3

The Board discussed:

- strategic aim 3 – provide akōnga with a robust, relevant, exciting and refreshed local curriculum based on Te Maataiaho and our community. Staff are working through the changes to the curriculum and assessments.
- that staff have new PLD (30 hours) for engaging literacy and maths through science, which will assist our science curriculum too.

- funding for level 4 cultural responsiveness (Kura Ahurea) has been removed for next year. We will have completed level 3, which has given us access to our local stories. The cost of continuing with level 4 is unclear at this stage.

### **3 Monitoring & review**

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

The Board discussed the Principal's report, including:

- attendance levels
- new students starting at school
- the opportunity for free advertising for the school.

The Board also discussed the mid-year Curriculum and Achievement Report. Overall achievement is high and we are exceeding or on track to meet targets (a 95% target for reading and a 90% target for both writing and maths by the end of the year). Currently achievement data already exceeds the reading target at 96% and for maths at 95%, with currently 88% for writing. We are well above the national expectation of 80%.

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

**ACTION:** Consider if we need the MindPlus course or could develop our own enrichment programme.

**ACTION:** Ask Friends regarding payment of funding to school and fundraising.

#### **3.2 [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 19:33 pm.*

*Meeting re-opened to members of the public at 19:55 pm.*

#### **3.3 [Finance](#)**

##### **3.3.1 Finance monthly report**

The Board discussed:

- the monthly report for June, which is still tracking well against the budget for this time of the year.
- reminding families regarding donations payments.
- the audit report findings and agreed the actions below.

**ACTION:** to review the fixed asset register.

**ACTION:** to create a template time sheet and use it for relievers and part-time staff.

##### **3.3.2 Budget mid year review**

The Board discussed preparing the budget mid-year review for the next Board meeting.

### 3.4 Property

#### **3.4.1 Monthly Report**

The Board discussed the monthly report, including:

- meeting with the designer on the two water tightness projects upstairs, although there has not been formal Ministry confirmation yet.
- an update on the new 10yPP and cyclical maintenance plan – the 10YPP is with the Ministry for sign-off and once that happens the school will be provided with an updated cyclical maintenance plan.
- the large combined summer construction project.
- the P1 drainage project, which was completed in the school holidays.

**Motion:** The Board approved the following motions:

- approving the property report; and
- delegating authority to Matt and the Principal for approving and executing any tender/procurement documents, including contractor approval and design approval, provided it is within our current budget estimates related to the combined summer construction project(s).

### 3.5 After School Programme

The Board discussed and confirmed that the LTO had been signed.

## **4 Policy Review**

### 4.1 School Management Policy

The Board discussed the School Management Policy, including:

- a key change was the removal of the school zone in the policy and appendix (map).
- the changes related to physical restraint were updated last year to reflect legislative changes.
- That the policy is subject to the Mobile Policy.
- making times consistent throughout the policy – by 9.30am.

**Motion:** The Board delegated authority to the Chair to finalise the School Management Policy, taking on board feedback from the Board.

### 4.2 Curriculum policy update

The Board discussed the curriculum policy, which is still being working on.

## **5 Discussions**

### 5.1 Kahui Ako Update

The Board discussed an update on Kahui Ako.

## **6 Identify agenda items for next meeting**

- Principal Performance Conversation
- Mid-year budget review

## **7 Any other business**

Attendance levels reported by the Ministry don't seem to align with the school's numbers. The Ministry's numbers appear lower. Kate to consider if we can understand what is driving the difference.

## 8 Administration

### 8.1 Minutes of previous meeting

**Motion:** The Board approved the minutes of the Board meeting of 17 June 2024 as a true and correct record.

### 8.2 Correspondence

| Date | Sender | Content                   | Action                   |
|------|--------|---------------------------|--------------------------|
| June | STA    | <b>Monthly newsletter</b> | Log in details to review |

### 8.3 Actions

Review of actions from last meeting.

| 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        | Notify in newspaper removal of enrolment scheme/zoning and notify Ministry – newspaper week.   | closed      |
| JF        | Action to confirm there are no issues to be raised with the report provided by Enjoy to the School.  | closed      |
| 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    | Consider if we need the MindPlus courses or could develop our own enrichment programme  | In progress |
| JF/AC | Ask Friends regarding payment of funding to school and fundraising                      | In progress |
| 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 |
| JF/NS | To confirm if we get additional property funding given the school zone has been removed | In progress |

## 9 Meeting Closure

### 9.1 [Date for next meeting](#)

The Board confirmed its next meeting for: Monday 26 August 2024 at 6.30pm.

Agenda items due: Tuesday, 20 August 2024.

Papers are due: Friday, 23 August 2024.

## KARAKIA WHAKAMŪTUNGA

The meeting closed at 21.00

Minutes **approved**.

Chair:

Signature:



Date:

26 August 2024