

**Roseneath School Board**  
**Minutes**  
**17 June 2024, 18:40 – 20.36**

The meeting opened at: 18:40.

**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	Present
Sarah Roan	Member	Present

Others in attendance:

None.

1.2 Declarations of interest

None.

**2 Strategic documents due 31 May**

2.1 Update on Annual report

The Board discussed submission of the annual report, including our financial statements with the auditor's report and statement of variance.

The Board noted that we have not been able to submit our annual report as we are awaiting the auditor's report. The delay was related to the cyclical maintenance issue, although they have now accepted our explanation of the position.

The Board noted that in the May meeting it delegated authority to the Chair and Principal to finalise and submit the documents and any ancillary documents, subject to any material issues being identified by the auditor being advised to the Board.

**3 Monitoring & review**

### 3.1 Principal's/Tumuaki's report

The Board discussed the Principal's report, including:

- whether "L" for late in ETAP was incorrectly treated as an absence.
- Our ERO evaluation and asking for an extension to the timeframe in the circumstances (beyond the end of this term).

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

### 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 18:58 pm.*

*Meeting re-opened to members of the public at 19:41 pm.*

### 3.3 Finance

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

The Board discussed the monthly report for May including:

- In the available funds report, personnel costs have increased given relievers due to cover for illness and bereavement leave.
- Any additional leave with pay needs to go through the Board.
- Otherwise the available funds report seems more favourable than we had budgeted at this stage.

The Board also noted that fundraising this year is going well.

**Motion:** The Board agreed to approve the Finance Monthly report for May.

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

The Board discussed the need to talk to ESL regarding the budget going forward, including the mid-year review.

### 3.4 Property

#### **3.4.1 Monthly Report**

The Board discussed the monthly report, including:

- The P1 drainage project.
- The summer construction project. The Ministry has agreed in principle to combine the two weathertightness and curved roof projects, treating them as one project and running that themselves. It is expected this summer and the scope is to include the leak at the bottom of Upper Bridge extension that impacts Lower Deck, incorporating the autex and outdoor learning area projects, and the new 5YA project to address the roof and render issues on the hall.
- Consultation on the crosswalk across Maida Vale Road

**Motion:** The Board approved the property report.

#### **3.4.2 Procurement Plan, 3.4.3 Procurement Recommendation Report, 3.4.4 Project Input Plan**

The Board discussed the P1 procurement plan for the drainage project, which is expected to be carried out in the July holidays. It is at no cost to the school but the procurement value is \$33,585.75. The Board noted in the procurement plan that any contractor personnel on the school grounds with unsupervised access to students needed police vetting.

**Motion:** The Board agreed to the procurement plan and for it to be signed off by Jenny and Matt.

### 3.5 After School Programme

The Board discussed Enjoy's report. The Board noted that there is always a supervisor on call but there may be only one staff member. Enjoy is also offering a holiday programme, which we will let parents know about.

## **4 Policy Review**

### 4.1 Mobile policy

No feedback was received on our Mobile Policy so it could be finalised.

### 4.2 Curriculum policy update

No feedback was received on our an Hour a Day of Reading, Writing and Mathematics Policy so it also could be finalised.

The Board discussed that the Curriculum policy will need to evolve as we understand Ministry expectations as they are firmed up.

## **5 Discussions**

### 5.1 Kahui Ako Update

Maria is our within School Lead Teacher and there are 3 meetings a term. There are Collabs with literacy or a numeracy focus. Maria is looking at why there maybe errors, for example, spelling and use of capitals (surface writing errors) in students' writing and whether it is impacted by social media.

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

The next meeting date is 27 July. From our Governance Policy work plan we have the following items for August:

- Strategic aim 3
- School Management Plan
- 

The Target Group focus on mid-year achievement would be considered in August.

## **7 Any other business**

NZSTA training on the Board's role in school suspensions was last week but there were were issues with sharing content.

## **8 Administration**

### 8.1 Minutes of previous meeting

**Motion:** The Board approved the minutes of the Board meeting of 13 May 2024 as a true and correct record.

## 8.2 Correspondence

Date	Sender	Content	Action
4 June 2024 and 21 May 2024	Ministry	Monthly – issues 176 and 177	FYI/Read <a href="https://bulletins.education.govt.nz/">https://bulletins.education.govt.nz/</a> <a href="https://bulletins.education.govt.nz/bulletin/he-pitopito-k%C5%8Drero/issue/issue-177/date/2024-06-04">https://bulletins.education.govt.nz/bulletin/he-pitopito-k%C5%8Drero/issue/issue-177/date/2024-06-04</a>  <a href="https://bulletins.education.govt.nz/bulletin/he-pitopito-korero/issue/issue-176/date/2024-05-21">https://bulletins.education.govt.nz/bulletin/he-pitopito-korero/issue/issue-176/date/2024-05-21</a>
7 May 2024	Ministry	Special Bulletin	<a href="https://bulletins.education.govt.nz/bulletin/he-pitopito-korero/issue/special-bulletin/date/2024-05-07">https://bulletins.education.govt.nz/bulletin/he-pitopito-korero/issue/special-bulletin/date/2024-05-07</a>  <ul style="list-style-type: none"> <li>- Daily attendance reporting</li> <li>- Mandatory data provision from Term 1 2025</li> <li>- Refreshed every day matters attendance report</li> </ul> <a href="#">Student attendance: Guide for schools and kura – Ministry of Education</a>  <ul style="list-style-type: none"> <li>- Term 1 2024 attendance data collection</li> </ul> <p>Associate Minister of Education David Seymour announced the release of a new daily attendance dashboard that has been published on Education Counts.</p> <p><a href="#">Daily school attendance data now available   Beehive.govt.nz</a></p> <p><a href="#">Daily attendance – Education Counts</a></p> <p>The interactive dashboard will be updated every Monday and will show a national average of how many students are at school on any given day. Visitors can filter by region or day to understand shifts in attendance over time.</p> <p>The purpose of the dashboard is to raise public awareness. It is not designed to provide information about students who are frequently missing school, which remains the purpose of the termly attendance reports.</p> <p>No further work is required by schools, but we encourage you to select the ‘automated weekly</p>

			<p>submission' option in your SMS to ensure your weekly data is submitted on time.</p> <p>You should remain focused on identifying students who have persistent and regular unjustified absences and providing support to these students, with a focus on lifting regular attendance levels. The Government has set a target of 80% regular attendance each term by 2030. To achieve this, we are advising schools that they need to aspire to reach an average daily attendance rate above 94%.</p>
	Government	<p><b>Daily attendance data required from term 1 2025</b></p> <p><a href="https://www.beehive.govt.nz/release/daily-school-attendance-data-now-available">https://www.beehive.govt.nz/release/daily-school-attendance-data-now-available</a></p> <p><a href="#">Education priorities focused on lifting achievement – Beehive.govt.nz</a></p> <p><a href="#">Transforming how our children learn to read – Beehive.govt.nz</a></p>	<p>The Minister has announced changes to attendance data regulations. From <b>Term 1 2025</b> all state and state-integrated schools (excluding distance schools) will be required to provide attendance data,</p> <p>Announcements on structured literacy</p>
31 May 2024	Ministry	<b>Special Bulletin</b>	Update on budget and education
2 May	STA	<b>Monthly newsletter</b>	Log in details

### 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.	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

## 9 Meeting Closure

### 9.1 Date for next meeting

The Board confirmed its next meeting for: Monday, 29 July 2024 at 6.30pm.

Agenda items due: Tuesday, 23 July 2024.

Papers are due: Friday, 26 July 2024.

## KARAKIA WHAKAMŪTUNGA

The meeting closed at 20.36

Minutes **approved**.

Chair:

Signature:



Date:

29 July 2024