

Roseneath School Board
Minutes
23 September 2024, 18:30 – 21.00

The meeting opened at: 18:30.

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	Resigned effective today
Nikos Skepetaris	Treasurer	Present
Sarah Roan	Member	Present

Note Kate Prickett resigned from the Board effective from 23 September 2024.

Others in attendance

None.

1.2 Declarations of interest

None.

2 Strategic discussion

2.1 Succession planning

The Board discussed:

- We have a parent interested in joining the Board and only person that has expressed interest currently.
- We need new members as the Board needs a succession plan for the new Board from next year's election.
- We could change the Board constitution to 4 parent Board members instead of 5. If we did so there is still an option to co-opt up to 3 members.
- Alternatively, we could following Kate's resignation replace the casual vacancy via the selection process or a by-election – as set out in the Board paper.
- **Motion:** The Board:
- Agreed to use the selection process to fill the casual vacancy left by Kate's resignation.

- Delegated to the Principal to send out the notice via email of the Board's intention to use the selection method to fill the Board vacancy (notice).
- Agreed not to name a candidate in the notice.
- Agreed to have a virtual meeting on Wednesday 23 October at 8pm to consider the results of the response to the notice and make a decision
- Agreed to ask in the notice if any other person was interested in joining the Board.
- Agreed to invite Chris to attend the next Board meeting.
- Agreed to reconsider which members hold the various portfolios once we have a new member.

3 Monitoring & review

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

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

- Need to refresh the strategic plan and decide how we prioritise given the work required to deliver the new curriculum. The purakau 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.
- Teacher only day will work on curriculum – focus on English curriculum – noting we also need to bring in the maths curriculum in next year – pace of change is significant. We will consider the impact of delivery of the new curriculum requirements.
- We would like to keep Kura Ahurea level 4 but need funding.
- Noted the roll audit of the 1 July and results.
- Noted BDO to start the audit process on 6 November.

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 7.31pm.

Agenda:

- People
- Principal development funding

Meeting re-opened to members of the public at 20:26 pm.

3.3 [Finance](#)

3.3.1 Finance monthly report

The Board discussed the financial report for August.

3.3.2 Budget planning, including staff funding

The Board discussed the budget review results. The financial position is better than planned. Nikos was going to review the updated report from ESL and had a couple of questions to test with ESL.

3.3.3 Appointment of auditor

- The Board discussed appointment of an auditor, including investigating if there is another approved auditor that may be more cost effective before appointing BDO.

Motion: The Board agreed to delegate approval of the auditor for the next FY to Jenny and Nikos.

3.4 Property

3.4.1 Monthly Report

The Board discussed the property portfolio:

- The meeting on the cross walk is on 25 September.
- Expansion of scope of the water tightness/summer project, which has a tight window to complete this side of Christmas. Once we get a copy of the design we would need to check it.
- 10YPP is still with the Ministry for approval. In the meantime no progress on the 5YA – none of the items are time critical and would be covered by the summer project if it goes ahead anyway.
- Jenny contacted someone about the flickering lights – we have a 5 year warranty on them.

3.5 After School Programme

No particular update.

4 Policy Review

4.1 No Policy Review this month

No item for discussion this month.

5 Discussions

5.1 Kahui Ako Update

- Currently seeking 3 cross-leads.

6 Identify agenda items for next meeting

- Health Curriculum – as the consultation every 2 years.

7 Any other business

None.

8 Administration

8.1 Minutes of previous meeting

Motion: The Board approved the minutes of the Board meeting of 26 August 2024 as a true and correct record.

8.2 Correspondence

Date	Sender	Content	Action
July	SBA/Te Whakarōputanga	Monthly newsletter	Log in details to review
August	Ministry	Monthly bulletin - Issues 179 and 180	https://preview.education.govt.nz/bulletins
22 September 2024	Kate Prickett	Resignation letter from the Board	Need to start process to fill casual vacancy

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	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	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
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

9 Meeting Closure

9.1 Date for next meeting

The Board confirmed its next meeting for: Monday 21 October 2024 at 6.30pm.

Agenda items due: Tuesday, 15 October 2024.

Papers are due: Friday, 18 October 2024.


KARAKIA WHAKAMŪTUNGA

The meeting closed at 21.00

Minutes **approved.**

Chair:

Signature:

A handwritten signature in black ink, appearing to read "Aislinn Mahon". The signature is written in a cursive style with a horizontal line extending to the right.

Date:

21 October 2024