

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Boardroom 27 May 2010
at 7.30pm**

Present A Alexander (Chair), M Carter, W Dellow, T Cradwick, G Buchanan,
M Parangi, S Mulcahy and S Cotcher as Minute Secretary

Apologies Nil

A Alexander welcomed the 3 new Board members and gave a brief outline on Board protocol.

Minutes The minutes of the meeting held 04 May 2010 were circulated.
Moved A Alexander, **seconded** S Mulcahy that the minutes be accepted as a true
and correct record.

-carried

Matters Arising:

Swimming Pool – M Carter has arranged for her contact to come and quote for the replacement of the swimming pool gate lock

5 Yr Plan – (a) Electrical upgrade due to start

(b) Still waiting for tenders for both the security and concrete pad upgrade

(c) 5 Yr Plan to be available at next meeting to be reviewed and to see where we are at

Blogs – The Board requested a written clear outline on how this will be administered, criteria for the framework, details of the time involved, what is to be achieved and overall management of the site.

Action S Mulcahy to contact J LeSueur and ask her to prepare a proposal to present to the Board for their next meeting.

The Board will review at the next meeting and if happy with the criteria will put it to the community for further discussion

Race Track – **Action** S Mulcahy to check where this is at

Correspondence:

In NZSTA - Invitation to Register for the Ministry of Social Development Payroll Giving System. The Board agreed with the concept but due to the ambiguous nature of the correspondence, decided to investigate further before making any decision

NZSTA – Start of Term 2 Update

Ministry of Education – Effective Governance for School Trustee webinar

The new members expressed an interest in participating in the online website training

Action S Mulcahy to forward details by email

Ministry of Education – Board Alert

Ministry of Education – Annual Reports for 2009

Ministry of Education – Consent to Make Permanent Appointments

Out Nil

Moved M Carter, **seconded** M Parangi that the inwards correspondence be accepted.

-carried

Treasurer's Report:

As circulated.

After School Care – Showing loss

Action M Carter to check figures with accountant to determine if this is an error
Locally Raised Funds – The Board noted that this is significantly lower from last year. M Carter advised that she did not have April 2009 figures to make an accurate comparison

Kiwi Sport Money – The Board asked if a dedicated chart of accounts could be kept of income and expenditure of this grant

Action M Carter to request accountant set up separate ledger

PTA Treasurer's Report – The Board requested the PTA Treasurer's Report be included in Board papers once a term

Action S Mulcahy to arrange

Moved W Dellow, **seconded** A Alexander that the Treasurer's Report be accepted as a true and correct record.

-carried

Principal's Report:

As circulated.

Policies – Board members to review and email S Mulcahy with any questions and/or feedback for further discussion at next Board meeting

Moved S Mulcahy, **seconded** W Dellow that her report be adopted.

-carried

General Business:

Hall Update – (a) Plans to be bought to next Board meeting for new members to view.

(b) A Hall Subcommittee to be set up at the next Board meeting when a decision on who will lead this and who will apply for all further grants will also be made

(c) The Board agreed to allow a period of one year for further grant applications before deciding if they wish to continue with this project

Strategic Plan – Date to be set in Term 3 for review of the Strategic Plan

Incident at the School Drop Off – A Board member reported an inappropriate incident that had occurred in front of children at the school "drop off" zone

Action S Mulcahy to write, on behalf of the Board, expressing their concern

G Buchanan addressed the Board and talked to a number of items she had requested be included on the agenda

- Introduction Brief description of her personal background

- Maori Curriculum and Whanau Requested update. Explanation was given by S Mulcahy as to where we are at with this. The Board agreed that G Buchanan would act as the liaison person between themselves and the Maori whanau
- Complaint Policies and Procedures G Buchanan asked what procedures the school had in place. S Mulcahy advised her of the strict procedure the school follows in these matters
- School Website G Buchanan advised the Board that the Annual Report currently on the school website is the 2007 report.
Action S Cotcher to update
- BOT Minutes G Buchanan queried lack of mention in the minutes of Maori curriculum discussion. A Alexander advised that all correspondence is noted in the minutes and that the discussions in question were included in the minutes distributed after the February 18th meeting
- Banning of School Activities G Buchanan enquired the reason for not taking part in a rugby tournament. S Mulcahy advised that this came under the umbrella of management and not governance and was therefore not a Board matter

At 9.35pm the Board moved into committee to discuss a matter involving school families.

Normal meeting was resumed at 9.45pm.

A Alexander announced to the Board that she is stepping down as Chair and resigning from the Chelsea School Board, effective immediately.

Nominations for Chairperson were called.

Chairperson M Carter: **Nominated** W Dellow, **seconded** M Parangi

-carried 7/0

M Carter suggested she present next months Treasurer 's Report at which stage the Board will fill this position.

-carried

The Board resolved unanimously to fill the vacancy on the Board by selection in accordance with Section 105(4)(b) of the Education Act 1989. The Board's decision to fill the vacancy by selection is to be advertised in the local newspaper as soon as possible. Subject to a further election being required under the circumstances set out in Section 105(7), the Board unanimously decided to select the next highest polling candidate, Ian Smith, to fill this vacancy.

Next Meeting: Thursday 29 July at 7.30pm in the Boardroom.

There being no further business the meeting closed at 10.20pm.

Signed _____

Date _____