

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Staffroom 29 October 2018
at 7.00pm**

1. Administration

Welcome

J Caldwell welcomed members to the meeting and advised them of an extra agenda item for the (3.2 Impending Strike Action)

Present

J Caldwell (Chair), R Hayter, D Weaver, R Hedges and S Cotcher as Minute Secretary.

Apologies

S Raistrick, F Adam and A Douglas

Declaration of Interests

R Hedges advised the Board that she would excuse herself from any discussion around the proposed one day strike action.

Confirmation of Minutes

The minutes of the meeting held 10 September 2018 were circulated.

Moved R Hayter, **seconded** R Hedges that the minutes be accepted as a true and correct record.
-carried 4/0

Board Hours

A paper copy of the spreadsheet for calculating Board hours was circulated amongst the Board. Members were asked to complete their hours up to and including 29 October 2018.

1.5 Correspondence

In - Nil

Out - Nil

2. Principal's Report

Tabled.

2.1 Health and Safety

Air Testing - Spaces 12 - 17 and Principals office. All testing is complete and has come back with acceptable levels.

Swimming Pool - An assessment has been completed as part of our 10 year property plan with some issues being identified. These will all need to be resolved prior to the start of this year's swimming season. The handrail will be replaced this year and the replacement of the filtration system has been included and budgeted for in the capital expenditure 5 year plan.

2.2 Work Plan Requirements

EOTC Approvals - Safety Action Plans have been received and approved for the following 5 trips this term: 3 trips to the Chelsea Sugar Works by the Masters syndicate (8th, 9th and 11th November), Athletics Zone Day (4th December) and Year 6 Trip to Rainbows End (7th December).

2018 Enrolments - There have currently been 91 enrolments during 2018.

2019 Enrolments - The Board were given the number of students due to start school next year. This figure is made up of current pre-enrolled students and out of zone students who are siblings of current students and have priority. The last spaces will be filled by the pre-agreed number of out of zone students remaining in the ballot.

Strategic Planning for 2019 - We will use the results from the recent community survey, student voice and staff vision to help form the direction of the 2019 Strategic Plan.

Māori Consultation - Last terms Whanau Hui was well attended with good discussion and input around the following questions:

- How would you like to be consulted about the future direction of our school
- What are your hopes and dreams for your child/ren
- What does Chelsea School mean to you
- What is going well for your kids here at school
- Which areas of Chelsea School can we strengthen

Consultation notes from the hui were tabled.

2.3 Property Update

Building Project - Building work is complete and replacement of carpet and lino will happen in the next few weeks.

10YPP Progress - Finalisation and approval of this plan should happen next month. D Weaver expressed his concern that there is a possibility that we may 'run out of time' to have things finalised and underway over the holidays as this will still need to be approved by both the Board and the Ministry.

Hall Feasibility - The property subcommittee has approved the Maynard Marks feasibility proposal.

Moved R Hayter, **seconded** D Weaver that the Principal's reports be adopted.

-carried 4/0

3. Decisions

3.1 Staff Xmas Party

The date for this years Staff/Board Xmas Party is Friday, 14 December. **Moved** J Caldwell, **seconded** D Weaver that the Board will pay for the combined Staff / Board Xmas function, including partners, for the quoted sum of \$40.95, up to a maximum of 80 people.

-carried 4/0

3.2 Impending strike action

R Hedges excused herself from taking part in this discussion.

Moved J Caldwell, **seconded** R Hayter that Chelsea School is closed in the event of the one day proposed strike on Monday, 12 November, subject to resourcing implications which are yet to be discussed with the Principal.

-carried 3/0

R Hedges rejoined the meeting.

4. Reports/Discussions

4.1 Community Survey Results

Tabled and discussed.

The following key points were noted:

- Homework
- Reporting
- Communication
- DNA
- Facilities
- Discussion as to the cadence of the survey -the board felt yearly

The process moving forward is for the analysis to be communicated to the community and for the Board to utilise the information to aid in informing the strategic plan.

Action: A Douglas to communicate to the community the results of the recent survey once the board had seen the proposed output.

4.2 International Student Code Review

Tabled.

Chelsea School is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016 and as such, is required to undertake a detailed annual self-review. Any areas that were identified as needing changes or further exploration have been identified in the October 2018 - October 2019 Action Plan which was included in the Board papers presented to the Board.

International student numbers for 2018 and 2019 were provided.

The Board would like to thank K Finlay for all her work with the self-review.

4.3 Conceptual Planning & Inquiry Update

Tabled.

5. Monitoring

5.1 September 2018 Financial Report

Tabled.

Moved R Hayter, **seconded** D Weaver that the September Financial Reports be accepted.
-carried 4/0

5.2 2018 Financial Forecast update from August/September actuals
Tabled.

6. In Committee

At 8.43pm The Board moved into committee for confirmation of the last In committee minutes.
Discussion around 2019 staffing is deferred until the next meeting due to the absence of the Principal,
Amanda Douglas.

Normal meeting was resumed at 8.45pm.

7. Identify Agenda Items for Next Meeting

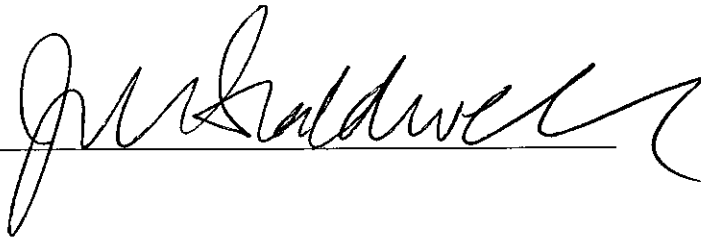
- 7.1 Draft Budget**
- 7.2 Strategic Planning**
- 7.3 Principal's Appraisal**
- 7.4 Student Attendance Report**
- 7.5 EOTC Approvals**
- 7.6 Writing Review**

2018 Meeting Dates

- Monday 03 December

There being no further business the meeting closed at 8.55 pm.

Signed _____



Date _____

3 Dec 2018