

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Staffroom 06 August 2018
at 7.00pm**

1. Administration

Welcome

Present

J Caldwell (Chair), R Hayter, S Raistrick, D Weaver, R Hedges, F Adam, A Douglas and S Cotcher as Minute Secretary.

Apologies

Nil

Declaration of Interests

A Douglas and R Hedges will not be part of the discussion regarding the 15 August, teachers and principals proposed strike action.

Confirmation of Minutes

The minutes of the meeting held 18 June 2018 were circulated.

Moved R Hayter, **seconded** D Weaver that the minutes be accepted as a true and correct record.

-carried 6

-abstain 1 (absent from June meeting)

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 06 August 2018.

1.5 Correspondence

In - School Audit Arrangements: 2018-2020 Financial Years

Once the proposal is received, The Board has 6 weeks to respond. Board members will agree at this next meeting whether our current auditors will roll over. If there is an increase of over 15%, a vote will be required.

Out - Nil

Moved R Hayter, **seconded** J Caldwell that the inwards correspondence be accepted.

-carried 7/0

2. Principal's Report

Tabled.

2.1 Health and Safety

Hall Air Testing - A Douglas reported on the recent air testing in the hall. The results are highly unlikely to result in any health concerns.

2.2 Work Plan Requirements

Roll Return - The July, 01 roll return has been submitted successfully to the Ministry of Education.

EOTC Approvals:

Safety Action Plans were approved for 3 trips for the group of short stay International Students as well as the Bachelor's trip to the Stardome in September.

2.3 Property Update

Building Project - Board members were updated on the current state of the school building projects. Contractors are hopeful that all work will be completed by the end of Term 3.

10YPP Progress - A Douglas spoke to the Board around progress on our 10 Year Property Plan. It was noted that there is a new \$200,000.00 allowance for Innovative Learning Environments. This will be included into our 10YPP and can include elements such as acoustics, break out spaces, lighting and removal of walls.

Hall Feasibility - The feasibility report will be brought back to the Board once we have received further clarification from Maynard Marks about some of the details. Unfortunately this means we may not have the information in time for the 'cut off' to apply for grants this year.

Security - The school security system has been checked over the last school holidays. Once the report is received, the board will need to make a decision moving forward regarding security options for the school. Board members discussed the recent administration break-in and the implications of the Principal 'walking in' while this was still in progress with no prior warning from the school's security monitoring service. The question around whether this would qualify as an Occupational Health and Safety issue was raised, and if so, would need to be logged on the register.

Action: A Douglas to 'log' this event in the school Health and Safety Registrar.

3. Decisions

3.1 Community Consultation Survey

The Chair spoke to the Board about the need to move forward with the community consultation survey. Members had been previously asked to submit, via email, their questions and recommendations. Any members who have not already done so, were reminded that these were required urgently.

The following points were noted:

- The Board agreed to form a Community Consultation subcommittee. One of their tasks will be establishing the questions that need to be asked by deciding what they hope to find out
- Previous surveys of the community have helped in planning the schools strategic aims and charter so it is important questions reflect the schools direction
- Results will be filtered and the BOT will then share relevant results with the community
- As a Board, there is a responsibility to qualify the results
- Making sure of participants anonymity
- Keeping the consultation consistent will help in the long term

4. Reports/Discussions

4.1 Mid Year Achievement Report - Prepared by Nicola Eka

Tabled.

4.2 ESOL Mid Year Report - Prepared by Kay Finley

Tabled.

4.3 Writing/Literacy Update - Prepared by Helen Lares

Tabled.

Board members were given the opportunity to comment or ask questions in regard to the three above mentioned reports. The Board felt these were informative and well written and asked that their thanks for the time and effort and how much they value the information and data presented, be passed on to the staff concerned. Moving forward, it was suggested that a template for reporting could be looked at once the Board were clear on what exactly they would like to see.

5. Monitoring

5.1 Strategic Aims 1 & 2:Progress Report

Tabled.

5.2 June 2018 Financial Report

Tabled.

A Douglas reminded the Board that some of the 'overspent' budgets are now complete and therefore will not be over at the end of the financial year.

Moved D Weaver, **seconded** F Adam that the June Financial Reports be accepted.

-carried 7/0

Budget Items - D Weaver advised the Board that there is now a document with all items that have not been budgeted for, listed. As well as this, there is now a spreadsheet which forecasts where we are financially. This will assist in planning for next year's budget and will be included in all future finance updates.

6. In Committee

At 8.55pm The Board moved into committee for confirmation of the last In committee minutes as well as staffing updates, discussion of priority learners and exit surveys.

Normal meeting was resumed at 9.14pm.

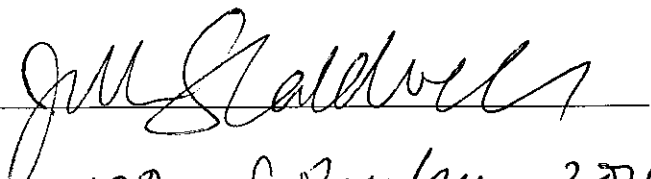
7. Identify Agenda Items for Next Meeting

- 7.1 Finance Paper**
- 7.2 Issues, Concerns & Complaints**
- 7.3 2019 Charter Development**
- 7.4 Strategic Aims Review**
- 7.5 Chelsea DNA Strategic Review**
- 7.6 Update about Community Consultation from the subcommittee**

2018 Meeting Dates

- Monday 10 September
- Monday 29 October
- Monday 03 December

There being no further business the meeting closed at 9.22pm.

Signed 
Date 10th September 2018