

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Staffroom 12 August 2019
at 7.00pm**

1. Administration

Welcome At 7.00pm, F Adam opened the meeting and asked R Hedges to lead the Board in a Karakia welcoming all members to the official start of the meeting.

Present

F Adam (Chair), R Hayter, D Weaver, T Pheasant, J Sutton, A Douglas, R Hedges and S Cotcher as Minute Secretary

Apologies

Nil

Declaration of Interests

None.

Confirmation of Minutes

The minutes of the meeting held 17 June 2019 were circulated.

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

-carried 7/0

Board Hours

A google sheet for calculating Board hours has been added to 'BOT Shared' folder in google drive. Members have been asked to regularly review this document prior to coming to meetings and to enter any hours up to and including the current meeting held, 12 August 2019. A reminder to board members to complete this will be provided prior to each meeting.

1.1 Correspondence

In - Nil

Out - Nil

2. Principal's Report

Tabled and read.

2.1 Assurance

- EOTC Approvals. Safety Action Plans have been received and approved for Netball Cluster 15 August and Young Leaders Day 21/8
- Nag 5: Health, Safety and Welfare.
Safety Management System Chelsea currently has an up to date register to record any risks. This is checked daily. It was recommended that a health and safety audit be budgeted for and carried out in 2020.

Surrender and Retention of Property and Searches The school has clear guidelines about what items can be brought to school and processes followed.

Swimming Pool Guidelines for pool usage will be updated prior to the start of the swimming season.

- Nag 6: Legislation and Administration

International Students The Board were advised that we are compliant in all areas of the Code of Practice relating to the pastoral care of International Students. As we are a signatory of the code, we are required to carry out an annual review and submit a self-review attestation form to NZQA annually. Our October 2018 to October 2019 was submitted and we are currently streamlining our policies and contracts in line with Sieba's recommendations.

2.2 Health and Safety

- Repair/replacement of damaged skylights. As any repair or replacement falls outside of our 5YA projects, it was suggested that the Ministry may be able to approve extra funds to make spaces below the skylights watertight.

2.3 Property Update

Block 7 toilet refurbishment A complete refurbishment of the block 7 toilets has been completed. An update to block 7 will be discussed in Committee

Action: A Douglas will provide all Board Members with a map of the school blocks as well as placing it in the 'BOT Shared' folder in google drive.

10 Year Plan Update D Weaver and A Douglas will meet with The Greenstone Group to discuss project planning and timelines that they are currently working on. Any new developments will be shared at the next Board meeting.

3. Decisions

3.1 Policy Review

Board Members who attended the recent NZSTA governance workshop noted they had been made aware that some schools did not include their governance policies within their main policies and procedure document.

Action: A Douglas to check with SchoolDocs to see if the board governance policies are included in SchoolDocs

Action: S Cotcher to check the 2018 Board Minutes to see if the Governance Policies have previously been included and/or discussed at any 2018 meeting

The Chelsea Primary School Trustees' Code of Behaviour Policy had previously been circulated, via email, to all Board Members so as they had an opportunity to read and understand the Code and Behaviour Policy and agree to follow and abide by it to the best of their ability. The policy was tabled at the meeting after each Board member had signed.

The following two policies were due to be discussed at the May Board meeting but were deferred to a later date. They were included in this meeting with the following decisions noted.

Changes to Swimming Pool Ratio

The Board agreed there was no need to change this policy but will ensure Senior Leaders reiterate the process about 'buddying' up and safety at the pool to new staff.

Alcohol/Drugs and Other Harmful Substances

Decision pending re alcohol consumption at school events. It was agreed this will be discussed further at staff meeting and the results will be reported back to the next Board Meeting

At 7.17pm the Board moved into committee to discuss an update on Block 7 - Information only.

Normal meeting was resumed at 7.21pm.

Moved R Hedges, **seconded** R Hayter that the Principal's report be adopted.

-carried 7/0

4. Reports/Discussions

4.1 Mid Year Achievement Data prepared by Sven Cropp and Janine Cross

Tabled and discussed.

Board Members felt this report was very comprehensive and informative.

Moved D Weaver, **seconded** A Douglas that this report be accepted.

-carried 7/0

4.2 Finance Paper - Mid Year Update prepared by Dean Weaver

Tabled and discussed.

D Weaver spoke to the Board about the 2019 forecast, explaining this is a prediction based on what our full year final position will be based on the best information to hand. Further explanation was given around variances in some line items and what this may look like at the end of the financial year.

2019 Budgeted Cash Flow and Balance Sheet

The 2019 Budgeted Cash Flow and Balance Sheet were brought to the meeting where all Board Members agreed for it to be tabled.

Action: A Douglas to check with the school accountant as to the reason the balance sheet is not approved until 6 months after creating the budget.

Edtech Proposal

Board members were advised that the school has received a proposal from Edtech for financial service support and conversion of the school accounting software to Xero. A Douglas will inform the Board when a decision has been made regarding this.

Moved T Pheasant, **seconded** J Sutton that the financial paper prepared by D Weaver, be adopted.

-carried 7/0

5. Monitoring

5.1 Strategic Aim 1 - Review

Tabled.

The Board discussed progress towards strategic goals.

Board Members thanked Jennie LeSueur on her work in keeping the school website content attractive and up to date.

5.2 Finance

June 2019 Accounts

Tabled.

Moved R Hedges, **seconded** A Douglas that the June accounts be accepted.

-carried 7/0

7. In Committee

At 8.30pm the Board, moved into In Committee for confirmation of the last In Committee Minutes held 17 June 2019 along with discussion and information on the following.

- **Report on Maori and Pasifika Learners**
- **Staffing Updates**
- **Disciplinary Process**

Normal meeting was resumed at 8.43pm.

8. Agenda Items for Next Meeting

Assurance

- EOTC Approvals
- Issues, Concerns and Complaints (ICC)
- Appraisal of the Principal
- Physical Restraint

Policy Review Feedback and Recommendations

- Curriculum and Student Achievement
- Emergency Planning and Procedures

Student Progress and Achievement

- New Entrants Report

Strategic Planning

- Community Survey
- 2020 Strategic Plan Development

2019 Meeting Dates

- Monday 09 September
- Tuesday 29 October
- Monday 02 December

There being no further business the meeting closed at 8.43pm.

Signed _____

A handwritten signature in blue ink, appearing to be 'Y. B. M.', written over a horizontal line.

Date _____

9/9/19