

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Staffroom 16 May 2017
at 7.00pm**

1. Administration

1.1 Present

I van Rijn, (Chair) R Hayter, J Caldwell, F Adams, S Raistrick, R Hedges, S Mulcahy and S Cotcher as Minute Secretary

1.2 Apologies

Nil

1.3 Declaration of Interests

Nil

2. Administration

The Board welcomed Rebecca Hedges as the elected staff representative to the Board.

2.1 Confirmation of Minutes

The minutes of the meeting held 28 March 2017 were circulated.

Moved I Van Rijn that the minutes be accepted as a true and correct record.

- carried 6/0

Matters Arising

- There is still some uncertainty around the November Board Meeting. Further discussion at the next meeting to confirm date.
- The Progression Report on Underachievers was unavailable.
Action: S Mulcahy to bring to the June meeting.

2.2 Correspondence

In NZSTA – AGM Delegate selection & voting for remits.

Moved I van Rijn that F Adam represent the Board at the NZSTA AGM. Board members were happy for her to participate in delegate selection and vote on remits once these have been circulated to the Board by the Chair for their consideration.

Out - Nil

Moved I van Rijn that the inwards correspondence be accepted.

- carried 7/0

2.3 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 May, 2017.

3. Decisions

3.1 Security Toggle Locks

The school property manager has identified an area of concern in securing some doors during a 'lockdown'. The doors in question are only able to be locked by a member of staff leaving the building and locking them from outside with a key, a practice unsafe for a staff member by being outside and children, inside on their own. An indicative cost of \$6,000.00 from All Safe Security to replace these lock with inside 'Toggle Locks' has been obtained.

Moved S Mulcahy **seconded** F Adam that the Board approve spending up to \$6,000.00 to install toggle locks on all doors that are currently locked from the outside with a key.

-carried 7/0

Action: S Mulcahy to obtain further quotations.

3.2 Copyright Policy

Moved I van Rijn that the school's current Copyright Policy needed updating.

-carried 7/0

Board Members, F Adam, S Raistrick and S Mulcahy will review policy and bring recommendations back to the next Board meeting.

4. Discussions

4.1 Teacher Registration

A document showing the current status of teacher's employed at Chelsea was tabled.

4.2 Staff Toilet Progress

Board Members were updated on the repairs to the staff toilets. Plans are being sent to the Ministry, building consent is being processed and the project advertised on GETZ.

4.3 Watertightness of Space 8

Repairs to the roof have been completed this week.

4.4 Staffing Update

S Mulcahy advised that the new members of staff have settled in well. Nicola Eka will be 'acting up' as Deputy Principal in A Douglas's absence.

4.5 ERO

All requested documentation has been forwarded to ERO. S Mulcahy advised the Board of the revised timetable.

Action: S Cotcher to send hard copies of ERO documents home to Board Members tomorrow (17 May).

4.6 Strategic Aim 2 and 3

Tabled.

There was some discussion around clarification of the 'ongoing' column. The Board have requested some level of detail as to what is being achieved and an expectation of a time line for this.

4.7 Annual Report

Tabled.

Board Members agreed in general this provided good information to the community. They felt that by changing the order of some parts of the document it would help encourage parents to read fully the whole report. Moving the summary paragraph to the opening paragraph would help appeal to the parent audience. S Mulcahy will take all recommendations under review before finalising the report for public consumption.

4.8 Work Plan

Board members requested in future they receive only the 2017-2019 plan. PAT results are to be added to the June reports.

5. Monitoring

5.1 Finance

Tabled.

Moved S Mulcahy, **seconded** S Raistrick that the April 2017 financial reports be accepted.

-carried 7/0

Action: S Mulcahy to ask the school accountant for clarification around the increase in the current working capital.

Action: S Mulcahy to review amounts posted to the following ledgers.

- Marketing
- Public Relations
- Subscriptions

At 8.18pm the Board moved into committee for confirmation of last month's In Committee minutes.

Normal meeting resumed at 8.20pm.

6. Identify Agenda Items for Next Meeting

6.1 New Entrant Data

6.2 EOTC Approvals

6.3 Strategic Aim 4

6.4 Sick bay/accidents

6.5 PAT results

2017 Meeting Dates

- 16 May
- 20 June
- 08 August
- 12 September
-
- 05 December

There being no further business the meeting closed at 8.20 pm.

Signed _____

Date _____