

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Staffroom 28 March 2017
at 7.00pm**

1. Administration

1.1 Present

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

1.2 Apologies

Nil

1.3 Declaration of Interests

Nil

2. Administration

2.1 Confirmation of Minutes

The minutes of the meeting held 21 February 2017 were circulated.

Board Meeting changed to Wednesday 08 November

Moved I Van Rijn that the minutes be accepted as a true and correct record with one amendment to 2017 Meeting Dates. The meeting scheduled for 30 October has now been changed to 08 November.

- carried 5/0

2.2 Correspondence

In Jono Lange – Letter of Resignation

Out - Nil

Moved I van Rijn that the inwards correspondence be accepted.

- carried 6/0

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 March 2017.

3. Decisions

3.1 Work Plan

Moved I van Rijn that the adjustments to the Chelsea School Work Plan be accepted with the following reviews pushed out later in the plan.

- Health and Safety Review Part 2, social and emotional – August 2017
- GATE Update – August 2017
- Arts Update – June 2017

-carried 6/0

4. Discussions

4.1 Accounts to Auditor

The Draft Financial Statements for the year ended 31 December 2016 were tabled for discussion and clarification.

4.2 Exit Interviews

S Mulcahy provided Board Members with a brief feedback on the 2 exit surveys and 5 letters received from families leaving the school. The overall comments were very positive.

4.3 EOTC Approval Forms

This month there has been an additional EOTC Approval form received for the Undergrads proposed trip to the Auckland Museum, 30 May 2017. SAPs will be in place.

4.4 Staff PD Plan

S Mulcahy advised that these are underway with 'in house' development. There have been two sessions so far, one on GATE and one on Science. All staff are very busy and involved.

4.5 Strategic Aim 1

Discussion around the update.

Annual Aims 1.3, evidence within planning of links to e-learning opportunities. J LeSueur and J Lange have been assisting in upskilling staff. S Raistrick queried what 'risk management' we could put in place with J Lange leaving. S Mulcahy reassured the Board that the school is well serviced by an experienced IT company and all data is backed up in the Cloud.

4.6 ERO Material Completed this Far

S Mulcahy advised the Board that the documentation required by ERO will be submitted prior to the April School Holidays. I van Rijn told Board Members they need to be familiar with and well informed around all aspects of the documentation. Members were

encouraged to “ask questions” if there was anything they did not understand prior to the visit by ERO in May. All Board Members were invited to attend the first meeting between the school senior management, education review officers and The Board, 9am Monday, 29 May 2017.

Action: S Mulcahy to check if ERO are available to meet J Caldwell during the afternoon of Tuesday, 30 May.

Action: A progression report on underachievers to be forwarded to Board Members by S Mulcahy.

4.7 Staffing Update

S Mulcahy advised the Board the problems around retaining and employing staff. Members discussed if there was any way of “encouraging” new employees to the school and what other avenues may be available for recruitment e.g. ‘Facebook’ ‘Linkedin’

5. Monitoring

5.1 Finance

Tabled.

Moved S Mulcahy, **seconded** J Caldwell that the February 2017 financial reports be accepted.

-carried 6/0

Action: S Mulcahy to speak to the school accountant about an amount showing in Assets Purchased.

At 8.05pm the Board moved into committee for confirmation of last month’s In Committee minutes along with a staffing matter, information only.

Normal meeting resumed at 8.14pm.

6. Identify Agenda Items for Next Meeting

6.1 Annual Report

6.2 Teacher Registration

6.3 March Assessment Analysis

6.4 Strategic Aims 2 and 3

2017 Meeting Dates

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

There being no further business the meeting closed at 8.15 pm.

Signed _____

Date _____