

**Minutes of the Meeting of the Chelsea School Board of Trustees  
held in the Staffroom 25th February 2021  
at 7.00pm**

## **1. Administration**

**Welcome** At 7.00pm, F Adam opened the official meeting and invited board members to join in a Karakia.

### **Present**

F Adam (Chair), T Pheasant, J Sutton, M Ma, A Hedges, A Douglas, R Hedges and K Finlay as Minute Secretary

### **Election of Chair**

F Adam left the Chair

K Finlay called for nominations for the position of Chairperson.

F Adam **nominated** by J Sutton, **seconded** by A Hedges.

There were no further nominations.

Farah Adam voted Chair unopposed for 2021.

**-carried 7/7**

### **Apologies**

None.

### **Declaration of Interests**

None.

### **Confirmation of Minutes**

The minutes of the meeting held 07 December 2020 were circulated.

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

**-carried 5/5**

### **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, 25 February 2021. A reminder to board members to complete this was provided prior to each meeting.

The Board will meet on Wednesdays and A Douglas will draft a list of dates for the rest of the year.

**Action:** A Douglas to draft a list of BOT dates.

### **1.1 Correspondence**

There was no inwards or outwards correspondence to approve.

## **2. Principal's Report**

Tabled and discussed. It was noted that a staffing list and numbers had been included. The new BOT members requested support with the abbreviations in the report.

**Action:** A Douglas to add an abbreviation list to the future BOT papers.

## **2.1 Hauora (Wellbeing)**

Newly renovated classrooms and a powhiri to welcome new families to the school have resulted in a positive start to the year. The level 3 lockdown at the start of week 3 went relatively smoothly and all staff and learners were well supported.

## **2.2 Assurance**

**Safety Action Plans** - There have been 3 Safety Action Plans (SAPs) approved so far this term. It was noted that A Douglas and F Adam approved the camp SAP on behalf of the Board due to time pressures.

### **Nag 3: Employer Responsibility**

Equal Employment Opportunities Policy - Board members were advised that the principal is the EEO officer for the school and we are fully compliant with our policy.

Police Vetting for Non-Teachers - All non-teachers are vetted every 3 years and teaching staff vetted through the registration process. Parent volunteers are not currently police vetted however, we could make this part of our policy if agreed this is best practice. Parent volunteers, however, are vetted for camp and any overnight activities.

### **Nag 5: Health, Safety, and Welfare**

Medicines, Minor/Moderate Injuries or Illness - All staff have workplace first aid training. Assurances specific to medicines, minor and moderate injuries and illness were provided.

### **Nag 6: Legislation & Administration**

Length of the School Year - Details of the days the school is open for instruction and the teacher only days that have been set for 2021 were provided.

## **2.3 Health and Safety**

The health and safety subcommittee are yet to hold their first meeting for 2021. The school has a well-prepared plan to respond to any Covid Alert Level change

## **2.4 Property Update**

### **Block 2 refurbishment**

The block 2 refurbishment is on schedule.

### **Hall**

Last year we have been in frequent talks with the Ministry Property Advisor about the management of our planned hall refurbishment. As background information for new members, a copy of a board report prepared in August 2020, is included in this Principal's report. The next step is to invite Anthea Morell (Ministry Property Advisor) to meet with the property sub-committee and Andy Chieng (Greenstone Group) to discuss our options.

**Action:** A Douglas to set up the meeting.

**Action:** J Sutton will share the hall feasibility report with M Ma.

### **School Investment Package Funding (SIPs)**

Information on the proposed projects and costs paid for by the 'School Investment Package' (SIPs) was provided.

### 3. Decisions

#### 3.1 Delegations

Delegations to the DP in the absence of the Principal:

**Moved** F Adam **seconded** T Pheasant that the Board approve delegations to Janine Cross and Sven Cropp (Deputy Principals) in the absence of the Principal, Amanda Douglas.

**-carried 7/7**

Delegations to the Property Sub-committee

**Moved** F Adam **seconded** A Hedges that the Board update trustees to A Douglas, T Pheasant and R Hedges who make up the Property Sub-committee.

**-carried 7/7**

Delegations to the Finance Sub-committee

**Moved** A Douglas **seconded** F Adam that the Board update trustees to A Douglas, M Ma and J Sutton who make up the Finance Sub-committee.

**-carried 7/7**

#### 3.2 Charter

It is a statutory requirement for school boards to prepare and maintain a charter, and submit this to the Ministry of Education by 1st March each year. It was noted that this Charter covers three years and so it will require a full review next year.

**Action:** A Douglas will add an explanation of the school values in English in key places they are displayed to ensure inclusivity for all.

**Moved** A Hedges **seconded** F Adams that the Board approve the 2021 Chelsea School Charter.

**-carried 7/7**

#### 3.3 Approval of 2021 Budget

A Douglas outlined the key aspects of the 2021 Budget. The school is currently funded for 407 students and a revised funding level will be issued by 1st March. It was noted that the school is also allocated an audit company every three years.

**Moved** M Ma **seconded** F Adam that the Board approve the Chelsea School 2021 Budget

**-carried 7/7**

#### 3.4 Block 7 Rebuild - Modular Solutions

Board members were asked to approve the construction of modulars to replace Spaces 12-17 and to set up a meeting with Michael McCauley from the Ministry to talk through their questions. The whole Board will attend this meeting.

**Action:** A Douglas to invite all BOT members to the meeting.

**Moved** R Hedges **seconded** T Pheasant that the Board approve the above.

**-carried 7/7**

## 4. Discussions

### 4.1 2020 Interim Financial Accounts

Tabled and discussed. It was noted that A Douglas has contacted Watercare to explore the reasons why the water bill has doubled. Watercare has agreed to monitor the water usage and determine if there is an issue.

### 4.2 2020 End of Year Data Report - Reading, Writing and Maths

Prepared by A Douglas, S Cropp, and J Cross.  
Tabled and discussed.

### 4.3 School Docs Policy Review

Feedback from Term 4 reviews. It was noted that footage from the CCTV cameras would be stored on the Cloud and would only be accessed by A Douglas, S Cropp and J Cross.

**Action:** A Douglas to remind the community that they can report any untoward activity after hours at the school site on the Facebook page and it will be noted and checked.

### 4.4 Elections Sub-committees Paper

Prepared by Tsering Pheasant

Tabled and discussed.

**Action:** T Pheasant will draft a BOT term 1 newsletter which will include a photo of the BOT members. The newsletter will also invite interested parties to attend future meetings to find out more about the Board.

**Moved** T Pheasant **seconded** F Adam that the committee is disestablished.

-carried 7/7

### 4.5 Board of Trustees Three Year Work Plan

Tabled and discussed. The Board noted the three learning reviews planned.

**Action:** A Douglas to ask Jan Hill if she could provide an hour for Board professional development for all the Board members.

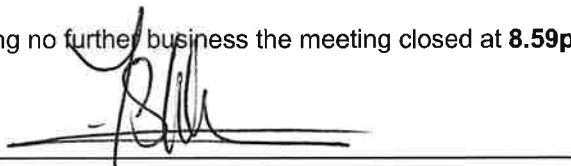
**Action:** R Hedges will contact NZSTA to ascertain the professional development opportunities for the next 12 months for Board members.

### **2021 Upcoming Meeting Dates**

**Action:** A Douglas to add

There being no further business the meeting closed at **8.59pm**

Signed



Date

31 / 03 / 2021