

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Staffroom 31 March 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, M Ma, A Hedges, A Douglas, R Hedges and S Cotcher as Minute Secretary

Apologies

J Sutton

Declaration of Interests

None.

Confirmation of Minutes

The minutes of the meeting held 25 February 2021 were circulated.

Moved Rebecca, **seconded** Tsering that the minutes be accepted as a true and correct record.

-carried 6/0

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, 31 March 2021. A reminder to board members to complete this was provided prior to each meeting.

1.1 Correspondence

In - RSM Audit Planning Letter

Out - None

Moved Farah, **seconded** Anita that the inwards correspondence be accepted.

-carried 6/0

Martin brought our attention to the fact that auditors can charge up to 15% over and above the agreed payment. Amanda reassured the Board that all information requested by the auditors has already been provided to our accountants, and therefore there would be no reason for an increase to be applied to our previously agreed audit fee.

2. Principal's Report

Tabled and discussed.

Included in the Principal's report are the roll numbers and staffing information as of Week 8, Term 1 2021. - Information only.

2.1 Hauora (Wellbeing)

Instead of a general summary, 8 randomly selected staff members were asked for their sense of wellbeing on a scale of 1-10. Overall the results were extremely positive with the average wellbeing score being 8.5/10.

2.2 Assurance

Safety Action Plans - There have been 5 Safety Action Plans (SAPs) approved so far this term. For new members, an explanation around when Board approval of a SAP would be needed was given.

Nag 4: Finance and Property Management

10 Year Property Plan (10YPP) - Amanda provided the Board with a clear understanding of the 10 Year Property Plan, explaining that schools are required to develop 10YPPs to ensure that the school is well maintained and the physical environment supports teaching and learning within the budgets provided by the Ministry. The aims of the 10YPP were given and a diagram showing how it fits into the school's planning, funding, and project management, provided. An explanation on how projects were prioritised would then allow a decision as to whether these projects were included in the first 5 years or the second 5 years of the plan. The school's current and future projects were listed as well as two projects that are tagged as school funded. We are roughly about half way through our 10 YYP.

2.3 Health and Safety

The Health and Safety subcommittee has had its first meeting for 2021. A list of their key priorities is detailed in the report.

The Ministry is in the process of planning an upgrade of our school environment around accessibility-related work. This will involve repairs and replacement to concrete, new ramps, a universal student bathroom and pool hoist.

Discussions regarding the removal of the school flag pole due to rust are ongoing. A temporary repair has been done while we are waiting on quotes for the removal of the structure.

2.4 Property Update

Block 2 refurbishment

The block 2 refurbishment is mostly complete. Builders will continue to work through the minor defects list, overseen by our Project manager, Andy Chieng from Greenstone Group.

Accessibility Modifications

Final plans are now with the Ministry of Education. Amanda will continue to seek clarification around the timeframe for this.

Hall

A zoom meeting to discuss the Hall remedial works was held 04 March 2021. A general summary of the key actions was provided in the Principal's report. The first meeting to meet with the appointed architects, Buchan has been scheduled.

Block 7

Amanda, Tsering and Rebecca met with Michael McCauley (MoE Project Delivery Manager - Capital Works) and Charles MacCullouch (MoE Delivery Team Manager - Modular Classrooms) on 25 March 2021 to talk through some questions about the proposed Modular Classrooms that will replace Spaces 12-17. Concerns raised at the previous Board meeting were discussed. Decisions around

how and where modular classrooms would fit on our school site are still not finalised. Michael and Craig will discuss options which they will present at our next Board meeting.

3. Decisions

There were no decisions at this meeting.

4. Discussions

4.1 CCTV Installation

Included in the Board papers were some camera surveillance and school security guidelines. Board members were reminded that they need to be very clear about the requirements and understanding of legal aspects in installing CCTV. Board members discussed where backup and storage of these images would be as well as the possible implications in the use of any recorded images. Any concerns resulting from a recording, should be addressed to the Privacy Commissioner. It is important that the community is made aware of cameras at school and that they agree to the usage of CCTV's within the grounds.

Action: Farah to draft a website and newsletter statement and email it to Board Members for approval by Friday of the following week (09 April).

4.2 Water Leak

Amanda advised the Board that Watercare has installed a smart meter to track water flow. Initial readings appear to show a 'spike' in usage which in a normal household, would mean a watering system or something similar. Watercare is organising a leak specialist to investigate where the leak is. This will be at a cost to the school which can either be paid at the time or split across future water bills. Once the investigation is completed, we will have a better understanding of where it is and what the cost will be to fix it.

4.3 Unexpected Expenses relating to Block 7

The Board was advised that there has been a number of costs associated with this project that are not covered by the Ministry. These include hand dryers and bag storage.

4.4 School Docs Policy Review

Reviews for Term 1

- Home Learning (Board, Staff, Parents)
- Finance & Property Management Policy (Board)

4.5 Board Training Opportunities

Rebecca provided members with Board training information run by NZSTA. Anita and Martin advised the board that they attended last night's (30 March) Governance Essentials meeting at Wairau Valley. Both felt that the training was beneficial.

Action: Rebecca will check training opportunities at the beginning of each term. She will email the dates out to all Members and ask who will be going to what.

Action: Sandra to add monthly PD to the bottom of the Work Plan.

4.6 Board Newsletter - Term One prepared by Tsering Pheasant

Tabled and discussed.

Action: Sandra to check the address for the Board email.

Moved Farah, **seconded** Rebecca that the Board agrees to circulate the Board of Trustees Newsletter - Term 1 to the school community with all additions and recommendations discussed at tonight's meeting, completed.

-carried 6/0

5. Monitoring

5.1 Charter Review

Tabled.

5.2 February Financial Accounts

Tabled.

Board members discussed the process around the collection of money for camp, outdoor education donations, and trips and whether having an 'activity' fee would be a preferable option.

Amanda: Investigate options to pay activity fees

Moved Anita, **seconded** Martin that the February accounts be accepted.

-carried 6/0

2021 Upcoming Meeting Dates

- Wednesday 19 May
- Wednesday 30 June
- Wednesday 11 August
- Wednesday 22 September
- Wednesday 03 November
- Tuesday 07 December

There being no further business the meeting closed at 8.31pm

Signed  _____

Date 19/05/21 _____