

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Staffroom 19 May 2021
at 7.00pm**

1. Administration

Present

F Adam (Chair), M Ma, A Hedges, J Sutton, A Douglas, R Hedges and S Cotcher as Minute Secretary

Apologies T Pheasant

Welcome At 7pm, Farah opened the official meeting and welcomed Charles MacCulloch and Linda Van Zyl from the Ministry Property, to discuss the preliminary plans that have been designed for the proposed replacement of Block 7 (classrooms 12-17). Charles spoke to the Board about the 3 options to replace the current 6 learning spaces with 6 modular classroom and where these could be located. After listening to this proposal, all Board Members felt that the Chelsea School site does not suit modular classrooms and would prefer that the current learning space be replaced with 'like'. Uncertainty around the ground conditions and what hidden costs could be incurred once the buildings were demolished, safety concerns for our learners with the height and drop-off at the back of the classrooms as well as the modularity detracting from the amenity of the actual site were some of the reasons for this. They agreed that in some cases, modularity provide a good learning environment but in this case, at what cost and at what loss. Charles also agreed that on this site, modularity will not work well. It was decided that Amanda would put the Board's concerns and reasons in writing and Charles, on the Board's behalf, would present this to the Ministry.

Action: Amanda to write a formal letter to the Ministry, detailing why the Board feel the modular proposal is not suitable for the Chelsea site.

Farah, on behalf of the Board members thanked both Colin and Linda for coming. At 7.40pm they left the meeting.

Normal meeting resumed with members joining in a Karakaia.

Declaration of Interests

None.

Confirmation of Minutes

The minutes of the meeting held 31 March 2021 were circulated.

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

-carried 5/0

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, 19 May 2021. A reminder to board members to complete this was provided prior to each meeting.

1.1 Correspondence

There were no inwards or outwards correspondence to approve.

2. Principal's Report

Tabled and discussed. Board members confirmed they have read the report and there were no questions or concerns to note.

Included in the Principal's report are the roll numbers and staffing information as of Week 2, Term 2 2021. - Information only.

2.1 Recent Professional Learning or Key Happenings

A table outlining the recent professional development is included in the Principal's report. Descriptions of these have been provided under our three aims, 'Partnerships' 'Curriculum' and 'Future-Focussed'

2.2 Hauora/Wellbeing

The term has started smoothly.

2.3 Assurance

Approval of Safety Action Plans for trips

4 Safety Action Plans (SAPs) have been received and approved.

Nag 4: Finance and Property Management - Computer Security and Cyber Safety

The policy works together with our Digital Technology and Cybersafety, Staff Social media and Community Social Media policies. The school has protections in place for the following

- General Security
- Access Security
- Data Protection

Finance and Property Management Policy

The school is fully compliant.

SUE (Staff Usage and Expenditure) Reports

The report described the process around checking and reconciling the fortnightly SUE report.

Nag 5: Health, Safety and Welfare - Abuse Recognition & Reporting

Staff are clear in their responsibilities and next steps in recognising and reporting abuse and if necessary, escalating concerns to the Principal.

2.4 Health & Safety

The Health & Safety Committee meets twice a term to work through the Health and Safety Plan for 2021. Key priorities for Term 2 were provided.

2.5 Property Update

Accessibility Modifications

Final plans for the works are now with The Ministry of Education for approval. The consent process is expected to take 6-8 weeks from now.

Hall Remedial Works - Draft Programme

Included in the Board Papers is a proposed programme from Greenstone. Amanda has identified some concerns with the works starting in Term 4 and has suggested the possibility of deferring this until the Christmas holidays.

Block 7

The discussion between the Board, Charles MacCulloch and Linda Van Zyl has been reported earlier in the minutes.

CCTV Installation and Security Alarm Upgrade

The security upgrade and CCTV installation has been completed with the remaining work to enable footage to be stored securely due to be finished by Friday, 21 May.

Pool Filtration Replacement

The replacement of the pool filtration system has resulted in limited storage within the pump shed. This may mean purchasing and installing a garden shed to store pool equipment.

Field Drainage Work

On hold due to uncertainty around access and location of possible relocatables (Block 7 rebuild).

3. Decisions

There were no decisions at this meeting.

4. Discussions

4.1 Education Review Office (ERO) New Operating Model

Under the new Operating Model, ERO is shifting from event-based external reviews to supporting and working alongside each school in a process of continuous improvement. An ERO evaluation partner will work with our school, building a professional relationship and assisting in our strategic planning and reporting cycle. Bill Ahern and ex Principal has been appointed and has met with Amanda and Sven for initial introductions and a walk around the school and through the classrooms. The next meeting is scheduled for 11 June where Amanda will present our strategic plan to him and begin planning the next steps from there. Board members asked if there was a timeframe available for the report and if they could see a sample report from another school.

Action: Amanda to ask if there is a timeframe and check if it is possible to see another school's report.

4.2 Audit

The school audit took place Thursday, 06 May. The accounts are currently still with the audit team waiting on the partner review. We hope to have the signed copies back to us early next week. It was agreed that once these are received, the documentation will be forwarded to the Financial Committee for review and then Amanda and Farah can sign on behalf of the Board. Farah on behalf of the Board thanked Sandra for her work in preparing for the audit and asked that she also pass on their thanks to Jo Trower for her contribution with same.

4.3 School Docs Policy Review Feedback

Reviews for Term 1

- Home Learning (Board, Staff, Parents)

Amanda to look at putting a statement out at the beginning of each year to reinforce our current policy on homework. Consistency throughout the school needs to be maintained.

- Finance & Property Management Policy (Board)

4.4 School Docs Policy Review

Reviews for Term 2

- Protected Disclosure - Board and Staff
- Reporting to Parents of Student Achievement - Board, Staff and Parents
- Visitors - Board and Staff

4.5 Principal's Appraisal

At 8.05pm the Board moved into committee to receive feedback from Farah on the Principal's Appraisal.

Normal meeting was resumed at 8.20pm

5. Monitoring

5.1 Charter Review - Strategic Aim Two

Tabled and read.

Action: Amanda to add the following 2 acronyms in the table.

GATE - Gifted and Talented Education

UDL - Universal Design for Learning

5.2 March and April Accounts

Tabled and read.

Moved Rebecca, **seconded** Martin that both the March and April accounts be accepted.

-carried 6/0

2021 Upcoming Meeting Dates

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

There being no further business the meeting closed at 9.00pm

Signed  _____

Date 30/6/21 _____