

**Minutes of the Meeting of the Chelsea School Board of Trustees
held via Zoom 19 August 2021
at 6.45pm**

1. Administration

Present

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

Apologies S Cotcher

Welcome: at 6.45pm, F Adam opened the official meeting (via Zoom) and Rebecca led a Karakia.

Declaration of Interests

None.

Confirmation of Minutes

The minutes of the meeting held 30 June 2021 were circulated.

Moved Farah, **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 August 2021. A reminder to board members to complete this was provided prior to each meeting.

1.1 Correspondence

IN - Arrangements for Audit were noted. Negotiations may be needed depending on the price increase that is eventually received.

OUT - Nil

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

- carried 5/0

2. Principal's Report

In the light of the Level 4 Lockdown announced on Tuesday evening the Principal gave the Board a brief outline as to the current situation for the students and staff. The Year 3 - 6 were being supported online with Zoom sessions and activities. Year 0 - 2 were being supported via staff videos and online activities. Eighty devices were given out before lockdown began and twelve more were ready to go on Friday. Kay Finlay had checked in with the international families and the Learning Assistants were providing a range of support.

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 3, Term 3 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 3 support developments were noted.

2.3 Assurance

Approval of Safety Action Plans for trips

1 Safety Action Plan (SAPs) has been received and approved.

Nag 3: Employer Responsibility

Appraisal of the Principal

We are fully compliant with this policy.

Nag 5: Health Safety and Welfare

Physical Restraint

Noted.

Safety Management System

Our Health & Safety Management Systems are currently under review.

2.4 Health & Safety

Health & Safety Committee

The Health & Safety Committee meets twice a term to work through the Health and Safety Plan for 2021. The Health & Safety Management Systems currently under review were noted.

Other Health & Safety

- All electrical items have been tested and tagged
- Fire drill was held 29/07/2021

2.5 Property Update

Network for Learning (N4L) Wifi Upgrade

Our Wifi has recently been upgraded to increase the speed and reliability of the network.

Building Warrant of Fitness - Word Requirement Notice

Some issues with our fire alarm system were identified and have since been resolved.

Block 7

A meeting between Amanda, Sven Cropp, the Ministry Capital Works Delivery Manager and the Ministry Capital Works Project Manager, was held on 14th July. Minutes of the meeting are included in these Board papers. It was noted that there has been a verbal agreement that Block 7 is now part of the plans. Amanda outlined some implications for the junior playground and issues around access. It was noted that the plan only included a heating system and no cooling system at this stage and that the high dependency toilet was no longer needed as it will be placed elsewhere in the school. Options for decanting classrooms needed further consideration. Amanda suggested that the Board members have a look at the site and the playground at the next Board meeting.

Action: Board members view the site at the next meeting.

Water Leak.

The water leak was repaired over the holidays and the rebate has been calculated at \$13,000.

3. Decisions

3.1 Budgeted Statement of Financial Position

The Budgeted Statement of Financial Position was discussed. It was noted that this was needed by the auditors.

Moved Martin, **seconded** Farah, that the Board agrees to approve the Budgeted Statement of the Financial Position.

-carried 5/0

4. Discussions

4.1 SENCO Review Prepared by Janine Cross and Sven Cropp

It was noted that the report was different to previous reports as it aimed to show the real growth that learners who are below or at are achieving. This progress is not always visible in other types of reporting. The Board welcomed the student voice and Amanda noted that parent voices may be gathered in the future.

Action: It was agreed that Tsering would include reference to meeting the needs of diverse learners in the next Board newsletter.

The Board thanked Janine Cross and Sven Cropp for their excellent report.

4.2 Mid Year Achievement Report Prepared by Amanda Douglas , Janine Cross and Sven Cropp

Tabled and discussed. Amanda shared some additional data relating to the Mid Year Achievement Report. The Board discussed the possible impact of Covid/Lockdown on the learners. It was noted that the data will be compared with another local primary school with a similar demographic in the near future. It was noted that Year 2 learners have missed some key instructional classroom learning during the lockdowns and this seemed to be reflected in the data.

In Committee

At 7.17pm the Board moved into Committee.

6.2 Māori and Pasifika Mid Year Achievement Data and achievement targets

Normal meeting resumed at 7.47pm

4.3 Mid Year ESOL and International Update prepared by Kay Finlay

Tabled and discussed. The possible impact of no long term international students was noted.

The Board thanked Kay Finlay for a detailed report.

4.4 ERO Self-Audit Checklist

This item was discussed after the Board meeting.

4.5 Charter Development and Community Survey

Tabled and discussed. It was noted that a full review would take place by the end of the year as this was the third year and final year of this Charter. One quote had been received to carry out a survey and stakeholder discussions and Amanda will ask the Education Group for an additional quote. The idea of a sub committee will be discussed at the next meeting.

Action: Amanda will invite the Education Review Group to submit a quote and will ask Jan Hill to assist the school with the process.

4.6 School Docs Policy Review Feedback from Term 2

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

The 'Reporting to Parents' policy will be updated to reflect our reporting schedule.

Action: Amanda will share a revised document and Board members can comment.

4.7 School Docs Policy Review

Reviews for Term 3

- Concerns and Complaints - Board, Staff and Parents
- Behaviour Management - Board, Staff and Parents

5. Monitoring

5.1 Charter Review - Strategic Aim One

Tabled and read.

5.2 July Accounts

Tabled and read.

Moved Martin, **seconded** Rebecca that the July accounts be accepted.

- carried 5/0

5.3 Mid Year Budget Review

Tabled and read.

6. In Committee

At 8.07 pm the Board moved into committee for the following.

6.1 Staffing Update

6.2 Māori and Pasifika Mid Year Achievement Data and achievement targets (discussed earlier in the meeting)

6.3 Exit Interviews

Normal meeting resumed at 8.10 pm

2021 Upcoming Meeting Dates

- Wednesday 22 September
- Wednesday 03 November
- Tuesday 07 December

There being no further business the meeting closed at 8.10pm

Signed



A handwritten signature in black ink, appearing to be 'J. Hill', written over a horizontal line.

Date

22/09/2021