

**Minutes of the Meeting of the Chelsea School Board of Trustees  
held in the Staffroom 30 June 2021  
at 7.00pm**

## **1. Administration**

### **Present**

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

**Apologies** Farah apologised and said she would be arriving late. Jo chaired the meeting until her arrival.

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

### **Declaration of Interests**

None.

### **Confirmation of Minutes**

The minutes of the meeting held 19 May 2021 were circulated.

**Moved** J Sutton, **seconded** R Hedges 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, 30 June 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 8, 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**

Six staff members were asked to rate their well-being out of 10. The average score was 7.2.

## **2.3 Assurance**

### **Approval of Safety Action Plans for trips**

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

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

#### Digital Technology and Cybersafety

Board Members were advised that the school continues to review and adjust agreements to tighten their security and procedures for digital technology and the use of digital citizenship.

#### Evacuation Procedure/Emergency Kit

The school's emergency planning is very comprehensive.

#### Health Community Consultation

The school has met the legislative requirement to consult with the community about health education.

### **Nag 6: Student Attendance**

The school has clear procedures in place for monitoring student attendance

## **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. Key priorities for Term 2 were provided.

### **Other Health & Safety**

The Board was advised of three other health & safety issues that have been dealt with.

### **Sick Bay Report**

A summary of medical incidents was included in these papers. Board members commented that they felt this report was very helpful in providing clear patterns around incidents. Amanda reassured them that all sickbay recordings are reviewed daily and always has Dave, our Property Manager, check the soft-fall as well as checking to see if there is any hazard that may need to be dealt with. Board members would like to see this report once a year.

## **2.5 Property Update**

### **Burst Water Pipe in the Staffroom Block**

Board members were informed about the recent water leak in the library foyer and staff toilets along with the action taken to remedy this and what is still left to do. Amanda advised that the Ministry will pay for the repairs.

### **Block 2 Refurbishment**

Our warrant of fitness assessment pre-test has shown two non-compliant areas with the fire alarm upgrade. These concerns have been forwarded to the original designer for comment and action if needed.

### **Block 7**

The possibility of the bespoke building option for Block 7 is still on the table. Natalya (MoE Property Advisor) will be coming next week, along with the Delivery Manager to see where to next.

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

Amanda has requested an extension to the drainage project due to the uncertainty around the proposed Block 7 rebuild.

### **Water Leak**

Water leak has been located. Actions to remediate are underway.

## **3. Decisions**

### **3.1 Approval of Annual Report**

**Moved** Amanda, **seconded** Martin, that the Board agrees to formally adopt the 2020 Annual Accounts (including the Audited Financial Statements), provided by RSM Hayes Audit.

**-carried 6/0**

The Board asked to have noted in the minutes, a thank you to both Jo Trower and Sandra Cotcher for their work during the recent financial audit. Board members agreed that this helped contribute to the successful audit process.

At 7.40 pm Farah joined the meeting.

### **3.2 ERO School Self Audit and Assurance Statement**

As part of the review process, trustees are asked to complete the School Self Audit. A copy of the document was given out at the meeting. Board members agreed to review each section, if possible, prior to coming together to discuss and then plan the next steps.

The Board agreed to meet on Thursday 29 July to complete the task.

## **4. Discussions**

### **4.1 Education Review Office (ERO)**

Amanda informed the Board that she had spoken with ERO about their questions from their last board meeting and received the following replies.

- Is there a timeframe for the review? *No, there is no timeframe*
- Is it possible to see another school's report? *Cannot view a report as none have been written under this new model.*

### **4.2 Local Curriculum Redesign Update**

Tabled and discussed.

The planning stages of designing the Chelsea School Curriculum started late in 2019. The process began with the question "What is our Why?" and "Do our values still fit?" Our local Kaumatua, Stan Conrad and his wife, Kelli Kawhia-Conrad have been consulted and their feedback has been invaluable.

The following information was provided in the Principals' report and discussed at the meeting.

- Background information
- Updated team names and concepts
- Areas of focus throughout 2020
- Areas of focus for 2021
- Strategic goals

- Assessment for learning
- Collaboration for learning
- Inclusion for learning
- Key actions so far
- Key steps for the remainder of 2021
- The Board were impressed by progress that has been made

#### **4.3 Hero Evaluation** prepared by Sven Cropp

Tabled and discussed.

The purpose of the review was to gather feedback on how Hero is working for our families. One year after Hero went live, a survey was sent out to the community. The results of this survey and a summary of Hero to date were provided in this report. Notification alerts and logging on still seem to be an issue with users. Sven has fed back these concerns to Hero.

**Action:** Amanda to include in the next newsletter to the community, an explanation of the Hero absence codes

#### **4.4 PAT & STAR Assessment Report** prepared by Janine Cross

Tabled and discussed.

PAT and STAR tests are standardised, multiple-choice tests, designed to help teachers determine achievement levels. Amanda provided the Board with further explanation on what patterns and shifts teachers are looking for within the different cohorts. It was noted that these tests may not suit all learners. ESOL and learners with anxiety and tracking issues may find these more difficult than others. Board members made comments on how the graphs were easy to read and understand and overall, how great the results were.

#### **4.5 Year 3 & 4 Bring Your Own Device Proposal (BYOD)** prepared by Sam Bottcher and the Digital Technology Team

Tabled and discussed.

Rito teachers wish to implement a BYOD policy for Year 3 and 4 learners. Board members felt that if this is to go ahead, parent sessions early Term 3 are a must so as parents can be fully informed. It was also felt that learners who have their own device should have no advantage over those who don't.

#### **4.6 School Docs Policy Review**

##### **Reviews for Term 2**

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

## **5. Monitoring**

### **5.1 Charter Review - Strategic Aim Three**

Tabled and read.

## 5.2 May Accounts

Tabled and read.

Included in these May accounts is a 'Summary Statement of Financial Performance'. For clarity in understanding the actual financial position the school is in each month, this shows the month actual, year to date, annual budget and the percentage to date.

**Moved** Rebecca, **seconded** Jo that the May accounts be accepted.

**-carried 7/0**

## 6. In Committee

At 8.45pm the Board moved into committee. Information only.

### 6.1 Staffing Update

### 6.2 Property Modifications and Funding for a New Learner

Normal meeting resumed at 8.58pm

### 2021 Upcoming Meeting Dates

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

There being no further business the meeting closed at 8.59pm

Signed



Date 19/08/2021