

Minutes of the Meeting of the Chelsea School Board of Trustees
held via Zoom 24 February 2022
at 7.00pm

1. Administration

Appointment of the Presiding Member

F Adam left the Chair

S Cotcher called for nominations for the position of Presiding Member.

Anita Hedges **nominated** by Martin Ma, **seconded** by Rebecca Hedges.

There were no further nominations.

Anita Hedges voted Presiding Member unopposed for 2022.

Present

A Hedges (Presiding Member), T Pheasant, F Adam, M Ma, A Douglas, R Hedges and S Cotcher as Minute Secretary

Apologies J Sutton

Welcome: at 7.00 pm, A Hedges opened the official meeting (via Zoom) and Rebecca led a Karakia.

Declaration of Interests

None

Confirmation of Minutes

The minutes of the meeting held 13 December 2021 were circulated.

Moved A Hedges, **seconded** R Hedges 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 before coming to meetings and enter any hours up to and including the current meeting held, 24 February 2022. A reminder to board members to complete this was provided prior to each meeting.

1.1 Correspondence

IN - Nil

OUT - Nil

2. Principal's Report

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

The Principal's report includes the roll numbers and staffing information as of Week 3, Term 1 2022. We are presently staffed on 408 mainstream students and our staffing allocation, including Beginning Teacher and CoL allowances, is 21.84. It was noted that there is a drop in our expected roll this year.

The Board discussed ways of increasing our school roll in the future by potentially holding two ballots for out of zone students per year, instead of just the one.

Action: Martin to check on the Ministry website the regulations around holding more than one ballot per year.

Action: Amanda and Sandra will analyse how many Year 1 and Year 0 children we have pre-enrolled.

2.1 Covid Update

Amanda provided a link to the Chelsea School Covid Protection Framework 2022 (CPF) as well as a document titled 'Questions/Wonderings heading into 2022' which was the result of discussions from a recent staff meeting. The Board were reassured that all levels of the CPF detailed public health measures apply at Chelsea. Members commented on how clear the school CPF was and congratulated Amanda on the school's handling of the pandemic so far.

2.2 Hauora/Wellbeing

2022 has been an uncertain start for everyone. In the most part our learners are happy to be back at school however there are some experiencing significant anxiety and we are applying to the MoE for a counselling IRF payment to help with this.

Staff were asked to rate how they were feeling on a scale of 1-8, 8 being positive, as well as listing what is having a positive effect for them and what is tricky. The mean score for the survey was 6/8. A feeling of disconnection was high on their list. Senior leaders have an action plan on how to address these issues.

2.3 Assurance

Approval of SAPs

There are no trips planned for Term 1.

Nag 3: Employer Responsibility

Equal Employment Opportunities Policy

Chelsea is compliant with this policy. Amanda acts as the Equal Employment Opportunities Officer for the school.

Police Vetting for Non-Teachers

All non-teaching staff are police vetted every 3 years. Records are kept and loaded into a spreadsheet.

Nag 5: Health, Safety & Welfare

Medicines, Minor/Moderate Injuries & Illness

All staff have the relevant first aid qualification. Lists of assurances specific to both medicines and minor/moderate injuries was provided to Board Members via the Principal's report as well as information on the procedures for learners who become ill at school and the measures in place for Covid. A graph produced by the student management system showing illness and accident records up to 20 February 2022, was included in the report.

Nag 6: Legislation and Administration

Length of the School Year

The school year started on 02 February 2022 and finishes 16 December 2022. This includes a non-accord teacher only day in Term 3.

2.4 Health and Safety

The Health and Safety Committee is yet to meet.

2.5 Property Update

Hall Remediation

Tenders have been received from 3 contractors. Amanda provided the Board with an update on when construction might start.

Block 7 Rebuild

The design team is currently working on adjustments and changes. Planning around access to the site is still being considered along with possible start dates.

Accessibility Project

Stage One is currently underway. Work on the new student bathroom will begin once the staff toilets are completed.

3. Decisions

3.1 Delegations

Delegations to the DP in the absence of the Principal:

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

-carried 6/0

Delegations to the Property Sub-committee

Moved A Hedges **seconded** M Ma that the Board approve trustees A Douglas, T Pheasant and R Hedges who make up the Property Sub-committee.

-carried 6/0

Delegations to the Finance Sub-committee

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

-carried 6/0

Create an elections Sub-committee and update scope for 2022.

Moved A Douglas **seconded** R Hedges that the Board appoint A Hedges and F Adam to make up the elections Sub-committee.

-carried 6/0

Action: Anita and Farah will look at the scope and come back to the Board with their suggestions.

The Board agreed unanimously that Anita would check with Jo to see if she wished to be included or removed from any of the above sub-committees.

3.2 Charter and Analysis of Variance (AoV)

The Ministry of Education has advised that due to Covid they are relaxing their timeline for submitting the school charter. Their advice is to concentrate on an action plan rather than a full review and to provide the charter when school's are able to do so.

Links to the Chelsea School Action Plan, 2022 and the 2021 Analysis of Variance were attached to the Principal's report.

Moved F Adam **seconded** R Hedges that the Board approve the 2021 Charter/Action Plan.

-carried 6/0

3.3 Approval of the 2022 Budget

The Board discussed the drop in our student roll as well as the reduced fundraising events due to the current Covid restrictions and how this could impact on our finances in the future. It was agreed that there needed to be an increased effort to encourage families to contribute to their school donation this year.

Action: Tsering will draft the Term 1 Board newsletter and bring back to the next meeting for approval.

Moved M Ma **seconded** A Hedges that the Board approve the Chelsea School 2022 Budget.

-carried 6/0

3.4 Board of Trustees Election - Updated Time Frame

The mid term Board elections that were due to be held in June 2022 have been moved to September due to the system moving to an online voting platform. The Ministry have suggested Board's adopt 07 September, 2022 as the common election date. Current Board Members whose term is due to expire in June have now been asked and have agreed to remain on the Board until September.

Moved A Hedges **seconded** T Pheasant that the Board agreed to adopt the Ministry's suggested voting date of 07 September 2022 as the date for the Chelsea School mid term elections.

-carried 6/0

3.5 Proposed Dates for 2022 Board Meetings

Moved A Hedges **seconded** R Hedges that the Board approve the following dates for the forthcoming 2022 Board Meetings.

- Wednesday 30 March
- Wednesday 11 May
- Wednesday 29 June
- Wednesday 10 August
- Wednesday 21 September
- Wednesday 02 November
- Wednesday 07 December

-carried 6/0

3.6 Hungarian Language School Proposal - casual hire of school buildings

The school has been approached by a parent who is president of the Hungarian Language Club to hire classroom spaces.

Board Members were asked to decide on whether or not they approve the casual hireage of classrooms to the Hungarian Language Club. Board members discussed the implications of what this

would like with the current Covid restrictions. As the suggested day for the hire is a Saturday, it was felt there was a very low risk to our learners as the school would be closed for normal instruction with no children on site on that day as well as the day following (Sunday) and would be given a good clean prior to school opening on Monday. The Board agreed in principle to hiring out the classrooms with a decision on the amount to charge to be decided once both Amanda and Farah are confident with the agreement.

Action: Amanda to forward the agreement to Farah for checking.

4. Reports/Discussions

4.1 Interim Financial Accounts

Links to both the Interim 2021 accounts and the Interim 2021 Accounts with Commentary were provided to Board Members for discussion. The Finance Sub-committee will write a narrative around the 2022 budget on why we, as a Board, are comfortable with these accounts, to preempt any queries the auditors may raise.

Action: Martin to put something together prior to the audit.

4.2 International Student Education Update - Prepared by Kay Finlay

Supporting documents were provided to the Board giving them some background into the current review and issues for International Students below Year 9. Rebecca and Martin have offered to liaise with Kay in helping complete the Sieba Survey if required.

4.3 School Docs Policy Review

A link with feedback from the following Term 4 reviews was included in the Principal's report.

- Harassment
- Māori Education Success

Reviews for 2022

Board members were asked to read the SchoolDocs - changes to the review process and overviews. A link to this was included in the Board papers along with instructions on how to review the policies.

4.4 Board of Trustees Three Year Work Plan

Amanda has begun work on the plan. She suggested that members have a think on what they would like visibility over and what professional development they would like to see. It would make sense if this is in line with the school's strategic direction. Amanda will ask Jan Hill if there is anything she would recommend for Board PD.

6. In Committee

At 8.40pm the Board moved into Committee for the following.

6.1 Staffing Update

Normal meeting was resumed at 8.50pm.

2022 Upcoming Meeting Dates

- Wednesday 30 March
- Wednesday 11 May
- Wednesday 29 June
- Wednesday 10 August
- Wednesday 21 September
- Wednesday 02 November
- Wednesday 07 December

There being no further business the meeting closed at 8.55pm

A handwritten signature in black ink, appearing to read 'Hedges', with a horizontal line drawn underneath it.

Signed

Date 30/03/2022