

**Minutes of the Meeting of the Chelsea School Board of Trustees
held via Zoom 30 March 2022
at 7.00pm**

1. Administration

Present

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

Apologies F Adam

Welcome: at 7.00 pm, A Hedges opened the official meeting (via Zoom.) Jo was invited to lead board members in a Karakia.

Declaration of Interests

None

Confirmation of Minutes

The minutes of the meeting held 24 February 2022 were circulated.

Moved Rebecca, **seconded** Martin 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, 30 March 2022. A reminder to board members to complete this was provided prior to each meeting.

1.1 Correspondence

IN - Thank you letter from the Ministry of Education and NZSTA

OUT - Nil

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

-carried 6/0

2. Principal's Report

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

2.1 Covid Update

One of our key challenges is how we have struggled with attendance this term. The three main reasons being;

- Children who have contracted Covid
- Children who are isolating due to being a household contact
- Children whose families are fearful of being exposed to Covid

Amanda explained that the lowest weeks were 70% of learners present. Patterns of attendance e.g. rolling absences have been incredibly challenging. There is a core group that has not been at school. Most of these learners are engaged in online learning however, there are some that are not. SLT is following this up. Conversations now are focused on having these learners return. We are aiming for 100% attendance at the beginning of term 2.

The latest update from the Ministry is that individual schools may be asked to complete a risk assessment around vaccine mandates. We are waiting to see what further advice we get. Amanda has a Zoom meeting on Friday which will hopefully provide more clarity on this.

Action: Amanda will include information in the next school newsletter around the mandates being lifted.

2.2 Hauora/Wellbeing

Term 1 has been very tough! The large rate of absentees is proving challenging for teachers trying to establish routines as well as accelerate learning. Isolation within the hubs is very hard for all staff, as is “trying to teach through a mask!” There have been some problems noticed with a group of our little learners.

The Nathan Wallis session today gave some really good practical tips on how to deal with anxiety.

Anita, on behalf of the Board, asked Rebecca to pass on their appreciation to the staff for all the hard work they have been doing these past few weeks. They acknowledge the challenging time both as board members but also as parents and thank all the Chelsea Staff for their efforts during this time.

2.3 Assurance

Approval of SAPs

There are no trips planned for the remainder of Term 1.

2.4 Health and Safety

The Health and Safety Committee has been re-established and met yesterday morning. Amanda provided the board with an update on the flood damage caused by the heavy rain earlier this month and what is happening to fix this. We are in the process of having trees on the school site assessed by an arborist for any risk. Last year’s external audit did not go ahead. Janine Cross is following up on this and we hope to have this in place later in the year.

2.5 Property Update

Hall Remediation

There has been a hold-up with the consenting process due to the original Code of Compliance never being issued in 1993/4, at the time the hall was built. Any delays could have a big impact on material costs as these are escalating quickly. There is concern that the expiry of the tender contract could happen before we receive a reply from the council.

Block 7 Rebuild

Amanda provided board members with an update on where we are with the design and tender process as well as the decision on the whereabouts of the placement of the temporary classrooms.

Accessibility Project

Progress has been impacted by Covid and as a result, is further behind than anticipated. We are expecting a visit prior to the next holidays, to look at beginning work on the outside ramps.

3. Decisions

3.1 Board 3 Year Work Plan

Board members were asked if there was anything, in particular, they would like visibility over in the Work Plan. It was decided the following would be our curriculum-based reviews for the year:

- Mitey - The Sir John Kirwan Foundation. "Building the Mightiest Kids in the World"
- AfL - Assessment for Learning
- CfL - Collaboration for Learning
- SEN - Special Education Needs

If something other than these comes up, they can also be added to the Work Plan.

Moved Amanda **seconded** Rebecca that the above mentioned 4 reviews will be added to the 3 Year Work Plan

-carried 6/0

4. Reports/Discussions

4.1 Achievement and Progress Report

A link to this report was provided. Amanda felt it would be beneficial for members to see what the school is 'grappling' with at the moment. Normally, we would have a clear picture of achievement at the end of 2021 but this has not been possible due to obvious reasons. Some of our learners who are working 'towards' are very likely to meet expectations by mid-year. Some information has been unable to be updated due to continual absenteeism.

4.2 Board Community Newsletter

The draft board newsletter provided by Tsering was tabled. Members agreed to accept all edits and recommendations as discussed at the meeting and to send the newsletter out to the community in the last week of term. The board thanked Tsering for her work in producing the draft newsletter.

4.3 Governance and International Student Policy Review Cycle

Currently, most of our policies and procedures on SchoolDocs have a review cycle that meets the review requirements. Our Governance and International Student Policies were last reviewed in 2020. These are also now on the SchoolDocs site however, at present, these are static and are not included in the review cycle. It was agreed that Jo and Tsering will review the International Policies for the next board meeting and then add them to the Governance and International Student Policy Review Cycle timetable to be created with google sheets.

Action: Martin will create a google sheet for Governance and International Student Policy Review Cycle.

4.4 Springboard Trust Update

The Principal's report provided links to some of the work that Amanda has been doing so far this term. Information only.

4.5 Education Review Office (ERO) Update

Amanda advised that Bill Ahern, our ERO evaluator has been in touch to talk about next steps. At this stage, we are well on track to complete our Profile Report by the end of Term 2. Board members were asked to view the link to the 'Board Assurance Statement' to address some points which were still to be completed since last year. It was agreed to set aside an hour Monday, 04 April at 7:00 pm to meet and finalise any edits or additions to the document so that Amanda can forward this to Bill by the end of term 1.

4.6 Draft Statement for Auditors re: planned deficit for 2022

Our audit is scheduled for Friday, 08 April. Board members agreed the planned deficit for 2022 statement drafted by Martin and detailed in the Principal's report, should be added to the audit pack.

Action: Sandra will put the deficit for 2022 statement on to school letterhead and download a copy to hand to auditors on their visit.

4.7 School Docs Policy Review for Term 1

A link to an overview of the reviews for 2022 was provided in Amanda's report.

4.8 PTA Report to the Board

Tabled.

The Board acknowledged the massive amount of work the PTA does in fundraising as well as organising events for our school community. It was agreed that we would include in our next school newsletter, a 'thank-you', as well as providing a brief description of what they do, some of the projects they have helped to fund and the community events they have organised.

Action: Anita will write on behalf of the Board, a thank you note to the PTA for all their work

Action: Anita will write a short item for the newsletter and include the 'thank-you' note

5. Monitoring

5.1 Charter Review - Strategic Aim One

Tabled and discussed.

5.2 Finance - February Accounts

Tabled.

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

-carried 6/0

6. In Committee

At 8.47 pm the Board moved into Committee for the following.

6.1 Staffing Update

6.2 Principal's Appraisal for 2022

6.3 Māori Learners

Normal meeting was resumed at 8:55 pm.

Anita invited Rebecca to close the meeting with a Karakia.

2022 Upcoming Meeting Dates

- 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 9:03 pm

Signed _____

A handwritten signature in black ink, appearing to read 'A. Hedges', is written over a horizontal line. The signature is fluid and cursive.

Date

11 May 202