

**Minutes of the Meeting of the Chelsea School Board of Trustees
held via Zoom 11 May 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 Nil

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

Declaration of Interests

None

Confirmation of Minutes

The minutes of the meeting held 30 March, 2022 were circulated.

Moved Jo, **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, 11 May 2022. A reminder to board members to complete this was provided prior to each meeting.

1.1 Correspondence

IN - NZSTA- Board Matters

- MoE - School Planning and Reporting Targeted Consultation Anita requested all members have a read of this and send her any comments by next Friday. She will then complete the survey on behalf of the Board and submit it to the Ministry.

Action: Anita to forward the email to all members.

OUT - Nil

Moved Rebecca, **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

As part of the review process after the removal of the vaccine mandate for Education Workers, the school has taken a number of actions to comply with the latest review of the health and safety requirements. Amanda outlined these as well as future actions.

2.2 Hauora/Wellbeing

Out of ten, the average staff wellbeing score was 7.8 which is a very positive start to the term. Mask wearing was identified as one of the main negatives impacting on staff wellbeing.

2.3 Assurance

Approval of SAPs

Approval of SAP for Cross Country training.

Nag 4: Finance and Property Management

Computer Security and Cyber Safety

The school provides a safe digital environment for the school community, with protections in place around general and access security and data protection. Martin noted there has been a substantial increase in phishing emails circulating and suggested staff are reminded to not open or click on any links that they feel may be suspicious.

Nag 5: Health, Safety & Welfare

Digital Technology and Cybersafety

Agreements to tighten our security and procedures for digital technology use and digital citizenship are continually reviewed and adjusted. Amanda's report provided details on the agreements that the school currently uses as well as information on actions being undertaken to address any areas of need.

Nag 5: Health, Safety and Welfare

Abuse Recognition and Reporting

The school has clear processes in place for recognising and reporting abuse. The policy, along with the restraint policy will be discussed in a staff meeting during Term 2.

Nag 6: Student Attendance

A link to the Attendance Procedure was provided in Amanda's report.

Health Community Consultation

Amanda advised that we have met the legislative requirements to consult with the community every two years and woven the next steps through our charter.

2.4 Health and Safety

Board Members were invited to the next Health & Safety meeting where they will be doing a tour of the school site and reviewing the Hazard Register as well as checking the playground for any issues.

An audit of the trees within the school grounds has identified a number of trees that need attention. These have been added to the Hazard Register. Members were reassured that these trees pose no present danger to our learners as the bush is out of bounds during term 2 and term 3.

2.5 Property Update

Hall

There is still a hold-up with the consent being issued.

Block 7 Rebuild

The project is currently out to tender.

Accessibility Project

Amanda provided the Board with an update. Police vet applications for all contractors to the site have been submitted and we are now awaiting these results.

3. Decisions

3.1

Amanda reported to the Board that we have received a number of emails from out-of-zone families wishing to enrol at our school this year. She advised that we have checked with the Ministry of Education and have been told that we are able to hold additional ballots provided we follow their procedures.

Moved Rebecca **seconded** Martin that the Board approves an additional ballot for out-of-zone students for Term 2, 2022.

-carried 6/0

3.2

As there is now a vacancy on the Board due to Farah's resignation last month, Members were asked to vote to not replace her.

Moved Anita **seconded** Tsering to not fill the casual vacancy created by the resignation of Farah Adam from the Chelsea School Board of Trustees.

-carried 6/0

4. Reports/Discussions

4.1 Behaviour Patterns and Trends

Amanda provided general information on this before continuing further insights and analysis In-Committee.

At 7.50pm the Board moved into In Committee for further information and discussion.

Normal meeting was resumed at 8.05pm.

4.2 International Student Policy Review Feedback

Tsering and Jo reported to the Board that they have read and reviewed the International Policies and have agreed that, as it stands, these are fit for purpose. Once Sieba highlights any changes in response to the immigration announcement, they will send these to the Board for approval.

4.3 Feedback from School Docs Review for Term 1, 2022

Tabled.

No changes are required.

4.4 Education Review Office (ERO) Update

Amanda updated board members on how the review is progressing. Bill Ahern and Anne Malcolm are due to visit the school tomorrow. All preparations are in place.

4.5 Elections Sub Committee

Jo agreed to join Anita on the Elections Sub-committee. They will now look at preparing a scope around planning for the September triennial elections.

Action: Anita will forward the latest NZSTA Board Matters email to all members

4.6 Every Day Matters Attendance Report, Term 1, 2022

A link to the Ministry of Education's attendance report was provided in the Board papers. It was noted that most of our families are now back at school. Any who are absent, have a genuine reason for being away.

4.7 School Docs Policy Review for Term 2

A link to the 2022 review schedule was provided in Amanda's report. Amanda encouraged all members to review these and comment where appropriate.

5. Monitoring

5.1 Charter Review - Strategic Aim Two

Tabled and discussed.

At 8.25pm, Jo left the meeting.

5.2 Finance

March Accounts

Tabled.

April Accounts

Tabled and discussed.

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

-carried 5/0

6. In Committee

At 8.37 pm the Board moved into Committee for the following.

6.1 Confirmation of the In-Committee Minutes

6.2 Behaviour Patterns and Trends

Further discussion

6.3 Principal's AppraisalPeer Report 2020/2021 Cycle

6.4 Staffing Updates

Normal meeting was resumed at 8.48pm.

Anita invited Rebecca to close the meeting with a Karakia.

2022 Upcoming Meeting Dates

- Wednesday 29 June
- Wednesday 10 August
- Wednesday 21 September
- Wednesday 02 November
- Wednesday 30 November

There being no further business the meeting closed at 8.50pm

Signed 

Date 29/06/2022