

**Minutes of the Meeting of the Chelsea School Board of Trustees  
held via Zoom 29 June 2022  
at 7.00pm**

## **1. Administration**

### **Present**

A Hedges (Presiding Member), T Pheasant, M Ma, J Sutton, R Hedges, and S Cotcher as Minute Secretary.  
Janine Cross and Sven Cropp on behalf of Amanda.

### **Apologies** A Douglas

**Welcome:** at 7.00 pm, A Hedges opened the official meeting (via Zoom.) and asked if Janine would lead board members in a Karakia.

### **Declaration of Interests**

None

### **Confirmation of Minutes**

The minutes of the meeting held 11 May, 2022 were circulated.

**Moved Jo, seconded** Rebecca 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 before coming to meetings and enter any hours up to and including the current meeting held, 29 June 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**

Janine Cross and Sven Cropp prepared and spoke to the June Principal's report jointly.

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

### **2.1 Covid Update**

There have not been as many Covid compared to general sickness cases reported. This has resulted in a significant shortage of reliever availability across the Auckland region which may see the need to temporarily close the hubs and return to learning from home if we are unable to put teachers in front of classrooms. The staff has been most supportive in managing the situation so far. As opposed to

term 1, virtually all of our student absences are due to illness or isolating. Parents are no longer choosing to keep children home because of Covid in the community.

## **2.2 Hauora/Wellbeing**

During the past two weeks, our staff has joined together in celebrating and thanking the school's support staff for their help supporting the teaching and leadership team during this latest increase in staff illness. All staff has been flexible and responsive, depending on where the need is.

## **2.3 Assurance**

### **Approval of SAPs**

Approval of SAPs for Year 6 visit to Birkdale Intermediate and Interschool Cross Country.

### **Nag 4: Finance and Property Management**

#### **SUE (Staff usage & Expenditure) Report**

A brief description of the procedure around the fortnightly reconciling of the SUE report was provided to board members.

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

#### **Emergency Evacuation/Emergency Kit**

The Principal's report detailed procedures and reassured board members that our emergency planning is comprehensive and fully compliant.

## **2.4 Health and Safety**

The Health & Safety Committee identified a few items of concern during their walk-through last month. The urgent ones have been fixed and the rest, are updated on the Register.

## **2.5 Property Update**

### **Hall**

A Ministry of Education engineering advisor is now working with Council on the consenting issue.

### **Block 7 Rebuild**

There is no further update at this time.

### **Accessibility Project**

Photos and an update on progress were provided in the Principal's report. A question on whether delays will have an impact on costs to the school was raised.

**Action:** Tsering will email Elliott Martin to ask for an update on the Block 7 timeframe

## **3. Decisions**

There were no decisions at this meeting.

## 4. Reports/Discussions

### 4.1 Collaboration Review prepared by Sven Cropp

A link to the full report, Chelsea School Evaluation of Collaboration was provided.

Sven said the review was mainly aimed at teacher to teacher collaboration. Results of the survey were reported in the review and discussed at the meeting.

### 4.2 Feedback from School Docs Review for Term 2, 2022

Tabled.

**Action :** Janine will check schoolDocs policy review and if necessary, send out an update to board members.

### Sandra 4.3 Education Review Office (ERO) Update

Board members were updated on the visit last month by Bill Ahern and Anne Malcolm. Due to Amanda's absence, there has been a delay in lodging our school profile report. Bill has been advised of this and is understanding of the circumstances. At this stage, Janine and Sven are hoping this will be done before the end of term. Members were advised that once this happens, there will be a plan made for next steps, which may involve meeting with the Board.

### 4.4 PAT Board Report prepared by Janine Cross and Sven Cropp

A link to the PAT Reading Comprehension/Maths and STAR analysis, term 2 2022 document was included in the Principal's report. The report provided an explanation of what PAT and STAR assessments were, understanding the shift analysis as well as graphs and summaries of the results. Overall we are tracking pretty typically and possibly slightly higher than the national trend.

## 5. Monitoring

### 5.1 Charter Review - Strategic Aim Three

Tabled and discussed.

### 5.2 Finance

#### May Accounts

Tabled.

**Action:** Sandra to contact Xero and request the "Management Financial Report" continues to be produced and provided each month along with the Monthly Financial Report.

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

-carried 5/0

## 6. In Committee

At 8.12pm the Board moved into Committee for the following.

### 6.1 Confirmation of the In-Committee Minutes

### 6.2 Information regarding a disciplinary matter

### 6.3 Staffing Updates

Normal meeting was resumed at 8.32pm.

#### Board of Trustees School Board Triennial Elections

Anita updated board members on where we are with regard to the September board elections. The two providers that the Ministry has recommended for the electronic election process are still waiting for their accreditation. Sandra told the board that she has contacted our Senior Ministry of Education advisor to try and ascertain a timeframe for when this will be finalised and was advised that everything is "all ready to go, they are just waiting on a signature". They were still unable to clarify when this would happen. As next Wednesday, 06 July is the last day for appointing a returning officer, board members would like reassurance that the Ministry will have this sorted prior to then. If we are unable to have this assurance, board members will be asked via email to agree to change the forthcoming election to a paper election and look at appointing a returning officer immediately.

**Action:** Sandra will contact the Ministry Advisor today to get clarity around the timeframe for the accreditation and if they are unable to provide this, their alternative recommendation.

**Action:** Jo will contact CES, to register our interest and request any further updates.

#### 2022 Upcoming Meeting Dates

- 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 10/08/2022