

**Minutes of the Meeting of the Chelsea School Board of Trustees
held via Zoom 10 August 2022
at 7.00pm**

1. Administration

Present

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

Janine Cross and Sven Cropp were invited to attend to speak to their reports and to cover for Amanda if she needed to leave the meeting early.

Apologies Nil

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

Declaration of Interests

None

Confirmation of Minutes

The minutes of the meeting held 29 June, 2022 were circulated.

Moved Jo, seconded Anita 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, 10 August 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.

Roll numbers Term 3, Week 3

Amanda pointed out that the roll is not growing. The Board needs to be aware of this for future funding.

2.1 Hauora/Wellbeing

The term has started well with all staff feeling well rested. Y3 - Y6 children are being encouraged to continue to wear masks and all staff and adults to wear masks while indoors.

2.2 Assurance

Approval of SAPs

There has been 1 SAP approved for the Y4-Y6 Chess Tournament at Wairau Intermediate School.

Nag 3: Employer Responsibility

Appraisal of the Principal

We are fully compliant with this policy.

Swimming Pool

We are fully compliant with the policy. Further details are provided in the Principal's report.

Safety Management System

Our Health & Safety Management Systems are currently under review.

2.3 Health and Safety

Health & Safety Committee

The Health & Safety Committee meets twice a term to prioritise and identify any action needed, review the Health & Safety register and report on jobs completed.

2.4 Property Update

Block 7

The key contractor, NZ Force Construction, has signed a contract with the Ministry of Education. Amanda gave an update on the discussions from the meetings held between all relevant parties along with the next steps. The decision around site access still needs to be finalised.

Accessibility Project

The final inspection has been completed. Supply issues due to Covid has meant that the handrails are still to be installed. We have been given a timeframe of September for this to be completed. The bathroom has been future proofed to provide for a hoist if this is needed at a later date.

Hall Project

Amanda provided Board Members with an update on where we are with the building consent.

3. Decisions

3.1 Approval of the Annual 2021 Accounts

Moved Martin, **seconded** Jo, that the Board agrees to formally adopt the 2021 Annual Accounts (including the Audited Financial Statements), provided by RSM Hayes Audit.

-carried 6/0

4. Reports/Discussions

4.1 Mid-Year Achievement Report & Achievement Targets prepared by Sven Cropp and Janine Cross with input from Team Leaders.

A link to the Mid Year Data Analysis 2022 and Mid year Analysis of Achievement Targets, 2022 was included in the Principal's report.

Tabled and discussed.

Mid Year Achievement - At the mid way point the report shows very promising data especially after the previous year with Covid lockdowns. Board Members recognised how incredibly hard teachers have worked to get to this point, along with the work from senior teachers to ensure that targets are reached.

Achievement Targets - Two targets had previously been identified.

These were:

- To increase the progress and achievement of Māori learners in year 4 - 6 in all areas (reading, writing and maths).
- To accelerate learners in Year 3 & 4 who are achieving 'towards' expectation in Literacy (reading & writing).

The report shows that all are tracking really well.

Amanda, on behalf of the Board, thanked both Sven and Janine for putting these reports together.

4.2 School Docs Policy Review

Reviews for Term 3

- Child Protection (Board)
- Abuse Recognition and Reporting
- Care and management of Students
- Supporting Student wellbeing
- Food and Nutrition
- Sun Protection (Board)
- Staff Wellbeing
- Harassment (Board)

Instructions on the process to review policies were provided.

4.3 Elections Update from the Elections Sub Committee

The Board will provide an induction meeting for new members once they take office. Amanda suggested having Jan Hill meet with them, explaining what their role is, especially around governance.

Action: Sven will contact Jan Hill to pencil in two dates. One before and one after the next scheduled board meeting.

Action: Jo and Anita will make a 'to-do' list on what needs to be done.

5. Monitoring

5.1 Charter Review - Strategic Aim One

Tabled and discussed.

Action: Sven will contact Stan Conrad to check if the draft Turangawaewae document could be shared, firstly with the Board and then ultimately with the whole school community.

5.2 Finance

June and July Accounts

Tabled

There has been a delay in receiving the \$95,000 contingency money owed from the completion of the Block 2 rebuild which was finalised last year. Amanda is in contact with John Collins, our Ministry Property Advisor about this.

Moved Martin, **seconded** Amanda that the June and July accounts be accepted.

-carried 6/0

5.3 Mid-Year Budget Review

Revenue is on track at the moment. The Board agreed that, as school donations were to be a focus this year, a reminder will be included in the Term 3 Board Newsletter. It was noted that there has been an overspend with salaries due to two staff being absent for an extended time on ACC leave as well as an increased number of sicknesses due to Covid and other winter illness. This has resulted in needing to employ an increased number of relievers to cover. We are still to receive reimbursement for the 80% ACC payment. Sandra is following this up with EdPay.

Action: Tsering will begin the draft newsletter

6. In Committee

At 8.35pm the Board moved into Committee for the following.

6.1 Confirmation of the In-Committee Minutes

6.2 Staffing Update

6.3 Exit Survey

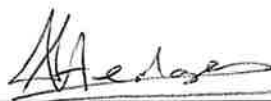
6.4 Unconfirmed ERO Reports

Normal meeting resumed at 8.52pm.

2022 Upcoming Meeting Dates

- Wednesday 21 September
- Wednesday 02 November
- Wednesday 30 November

There being no further business the meeting closed at 9.01pm

Signed  _____

Date 9 NOVEMBER 2022