

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in LHQ 09 November 2022
at 7.00pm**

1. Administration

Appointment of the Presiding Member

A Hedges left the Chair

S Cotcher called for nominations for the position of Presiding Member

Anita Hedges **nominated** by Katie LeVert, **seconded** by Martin Ma.

There were no further nominations.

Anita Hedges voted Presiding Member unopposed for the remainder of 2022.

Present

A Hedges (Presiding Member), M Ma, S Keepa, P Wynyard, K LeVert, A Douglas and S Cotcher as Minute Secretary.

Janine Cross and Sven Cropp were invited to attend to speak to their report.

Apologies R Hedges

Welcome: at 7.00 pm, Anita opened the official meeting and led board members in a karakia. She then welcomed the 3 newly elected members to the board.

Declaration of Interests

None

Confirmation of Minutes

The minutes of the meeting held 10 August, 2022 were circulated.

Moved Anita, **seconded** Martin that the minutes be accepted as a true and correct record.

- carried 3/0

3 members were unable to vote as they were not present at the previous meeting

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, 09 November 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 4, Week 3

.Amanda provided the new board members with information on our roll numbers, the reasons for a falling roll (families moving out of the area or working from home) and the assurance that our exit surveys indicate that they are not leaving and joining other local schools due to any dissatisfaction with Chelsea.

Staffing allocations and how this is allocated by the Ministry were also touched on.

2.1 Hauora/Wellbeing

Term 4 is normally a busy and stressful time for schools. Senior Leaders are very aware of this and have put in place measures to reduce stress as well as pre-empting any situations that may add to this. The focus is very much on managing our wellbeing. Our average wellbeing score was 8/10 (10 being high) a good result, especially at this time. The Board agreed to do something for the staff to show their appreciation

2.2 Assurance

EOTC Approvals / Safety Action Plans (SAPs)

There have been 7 SAPs approved for the remainder of the year.

The Year 6 Camp has been reviewed and approved by the Board Presiding Member.

SUE (Staff Usage & Expenditure) Report

Both the draft and final SUE reports are checked as soon as they are available online. Any inaccuracies or variances are identified and if possible, corrected prior to Amandas final approval.

Emergency Evacuation/Emergency Kit

Our emergency planning is comprehensive and fully compliant with requirements.

Surrender and Retention of Property and Searches

The school has clear guidelines about what items cannot be brought to school. Any retention or search online is recorded in a secure portal within our student management system.

Physical Restraint

An explanation of when we would need to use physical restraint, how this would be applied, and the process that follows was provided.

International Students

We are compliant in all areas of the Code of Practice relating to the pastoral care of International Students.

Teacher Registration, Certification and Police Vetting

We have processes in place to make sure that our teacher registration is up to date.

Provisionally Certified Teachers

We have 5 Provisionally Registered Teachers currently employed at our school. An explanation on release, mentoring and professional development for them was given in the Principal's report. It was

noted that the more comprehensive Children's Worker Safety Check process that is used overseas is currently not available through our police vetting process

2.3 Health and Safety

Health & Safety Committee

Key priorities for the Health & Safety Committee this term are

- Bush readied for the children to use
- Messages around road crossing behavior
- Regular oversight of the Property Matters or Hazards needing attention register

There will also need to be careful monitoring of incoming dangers regarding the creation of an access road for building works.

2.4 Property Update

Block 7 Rebuild

Developed design meetings are underway and council consent for the temporary classrooms has been issued. Information on site access and temporary classroom plans was provided. There was discussion around the playground and what information will be provided to the community. Amanda reassured board members that our process ensures that communication will be sent when we have any update that can be shared. It was agreed that we will include something in the next newsletter around this.

Hall

Amanda provided Board Members with an update.

3. Decisions

3.1 Transfer of Hall Ownership

Amanda provided the new board members with a brief background on what has been occurring in discussions with the Ministry over the ownership of the school hall.

Moved Amanda, **seconded** Anita, that the Board approve transfer of ownership of the school hall to the Ministry of Education.

-carried 6/0

Action: Amanda will email John Collins at the Ministry of Education informing him of the Board's decision.

3.2 Staff Christmas Function Contribution

Previously the Board generally contribute an amount towards the staff Christmas function.

Moved Katie, **seconded** Simon that the Board will contribute \$2,000.00 towards the 2022 staff Xmas function

-carried 6 /0

3.3 Review and Update Sub Committees and Delegations

Changes on the Board necessitate updating our sub committees and all members reconfirming delegation of duties in the absence of the Principal.

Delegations to the DP in the absence of the Principal

Moved Anita, **seconded** Martin that the Board approve delegations to Janine Cross, Sven Cropp, Tracey Notley and Rebecca Hedges in the absence of the the Principal, Amanda Douglas.

-carried 6/0

Delegations to the Property Sub-committee

Moved Anita, **seconded** Paul that the Board update trustees to Amanda Douglas, Rebecca Hedges, Simon Keepa and Katie LeVert who make up the Property Sub-committee.

-carried 6/0

Delegations to the Finance Sub-committee

Moved Simon, **seconded** Katie that the Board update trustees to Amanda Douglas, Martin Ma and Paul Wynyard who make up the Finance Sub-committee

-carried 6/0

Katie informed the board that she has begun an applications for grants spreadsheet.

Action: Katie will bring the spreadsheet to the Senior Leadership Team for them to feed their priorities into and then bring it back to the Board for discussion

3.4 Community Access to the swimming pool over the summer

In previous years the community has been able to hire keys and use the pool over the summer period however, there is now some concern that the pool will require work to bring it up to scratch and that this would best be done during the summer break.

Moved Amanda, **seconded** Paul that the swimming pool will be closed once school has finished for the year and not to sell pool keys for the 2022/2023 season.

-carried 6/0

4. Reports/Discussions

4.1

Special Education Needs (SEN) Review prepared by Sven Cropp and Janine Cross

A link to the Special Education Needs Report was included in the Principal's report and was taken as read. Sven and Janine spoke to the Board about their report and answered any questions that Board members had. Amanda, on behalf of the board, thanked both Sven and Janine for putting this report together.

4.2

Chelsea Turangawaewae

A copy of our Turangawaewae statement was provided to the Board.

Sven spoke to the board about the amount of mahi that had gone into preparing this document, the people who had helped and the ways in which it could be worked into our curriculum plan moving

forward. It was felt that this document, 'the place where we stand' will be hugely important in planning aspects of our learning.

The board thanked Sven for all his effort in getting this document to where it is.

4.3

Confirmed ERO Reports

A link to copies of the confirmed ERO reports were provided. These reports have been confirmed and signed off by ERO.

4.4

School Docs Policy Reviews for Term 4

- Health, Safety and Welfare Policy
- Alcohol/Drugs and Other Harmful Substances
- Digital Technology and Cybersafety
- School Bus Transport
- School Swimming Pool / Swimming Off Site

5. Monitoring

5.1

Strategic Planning/Charter - Aim 2

Tabled.

5.2 Finance

September Accounts

Tabled.

Moved Martin, **seconded** Simon that the September accounts be accepted.

-carried 6/0

At 9.25pm Sven and Janine left the meeting.

6. In Committee

At 9.25 pm the Board moved into Committee for the following.

6.1 Confirmation of the In-Committee Minutes

6.2 Staffing Update

6.3 Learning & Behaviour Update

Normal meeting resumed at 9.55pm.

2022 Upcoming Meeting Dates

- Wednesday 30 November

There being no further business the meeting closed at 9.55pm

Signed 

Date 30 November 2022