

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in LHQ 30 November 2022
at 7.00pm**

1. Administration

Welcome: at 7.00 pm, Anita opened the official meeting and requested Rebecca lead board members in a karakia.

Present

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

Apologies Nil

Declaration of Interests

None

Confirmation of Minutes

The minutes of the meeting held 09 November, 2022 were circulated.

Moved Anita, **seconded** Simon 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 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 7

The roll numbers for current students were included in the Principal's report as well as known pre enrols for 2023.

Banking Staffing - currently we are in overuse. We are looking at bringing a teacher over from Teacher Salaries to Bulk Grant to negate the overuse.

2.1 Hauora/Wellbeing

There has been a large amount of sickness these past weeks resulting in classes needing to be split and SLT and support staff covering where needed. The pressure and stress of this have meant that all of our staff are tired and ready for the Xmas break.

Action: Amanda will organise, on behalf of the Board, well-being gifts for staff.

2.2 Assurances

Approval of Safety Action Plans (SAPs)

There have been 3 SAPs approved for the remainder of the year.

Length of the School Year

Dates for the 2023 school year were provided. Amanda confirmed that we will be open for the correct number of days during 2023.

Appointments Procedure

We are fully compliant.

Literacy Support

The ways in which literacy support is offered were provided. Amanda explained how Quick60, works and the positive improvements we are seeing as a result.

International Learners

We are compliant in all areas of the Code of Practice relating to the pastoral care of International Students. The International Team meets regularly to work through the termly agenda. Currently, we do not have any International Learners but we have three confirmed enrolments for 2023. It was noted the asset Kaye Finlay, the school's International Lead is to both the International Student and ESOL programme.

2.3 Health and Safety

The Health and Safety committee is due to have its final meeting for the year, next week. They will be looking at the Safety Action Plans for the construction that is due to start shortly as well as reviewing the school's performance during the recent lockdown. Amanda said she will be putting something out to the community to remind them about the process everyone must follow during a lockdown.

2.4 Property Update

Block 7 Rebuild

Amanda provided the Board with an update. Her report also included links to the latest Block 7 Design Report and a 3D walkthrough of Block 7. Amanda has inquired about "Principal's Assistance payment, that is available for school's undergoing new builds.

Playground Relocation

Updated playground designs have been received. A cost analysis of what it would cost to reposition our Junior Playground is underway with Ministry of Education Quantity Surveyors. Amanda will check our school community for an independent Quantity Surveyor who would be willing to check the Ministry of Education's costs to replace the Junior Playground.

Hall

An update from our Project Manager was provided.

Remediation (flood damage)

An update from our Project Manager was provided

Accessibility Project

The project is mostly complete.

Action: Amanda to add an agenda item for the next meeting to look at whether it would be beneficial to co-opt someone with construction expertise onto the board to help advise the Property Committee..

Action: Amanda will talk to the Birkenhead School Principal, Bevan, and ask what his recommendation, from recent building works experience would be if he was able to choose a particular person to help?

3. Decisions

3.1 Draft 2023 Budget

A link to the 2023 draft budget was included in the papers for all board members could view and add any comments. It was explained that the draft budget is based on October actuals. Board members discussed the budget in detail prior to agreeing to accept it with the understanding that amendments are still able to be made if required, before final approval is given at the first board meeting in 2023.

Moved Martin **seconded** Anita that the Board approves the Draft 2023 Operating and Capital Expenditure Budgets.

-carried 7/0

4. Reports/Discussions

4.1

Charter Development for 2023

Tabled and discussed.

Amanda spoke to the Board about our three main priority areas:

- Further developing our local curriculum
- Hauora/wellbeing
- Cultural capabilities

A link to the Strategic Planning Overview, 2023-2025 was included in the Principal's report.

4.2

School Docs Policy Reviews for Term 4

Board members were reminded to view these independently before the period ends. They will then look at them together as a Board.

4.3

Grant Application Approval

Katie provided an update on her investigation into the different means of applying for grants. She said there are two different paths available in applying for grant monies:

- Hire someone to do the work. The negative to this is we would lose a portion of our money paying them on a grant-by-grant basis or for a percentage of successful grants.
- Work remotely with 'Funding Connection' a company that would provide a framework we would follow to enable us to apply for a number of different grants. Board members agreed this would be the best option.

Action: Katie to contact Funding Connection to begin the grant application process.

5. Monitoring

5.1 Finance

October Accounts

Tabled.

Moved Amanda, **seconded** Paul that the October accounts be accepted.

-carried 7 / 0

6. In Committee

At 8.45pm the Board moved into Committee for the following.

6.1 Confirmation of the In-Committee Minutes

6.2 Exit Survey (Student)

6.3 Learning & Behaviour Update

6.4 Vandalism Update

Normal meeting resumed at 8.55pm.

7. Setting Meeting Dates for 2023

2023 Upcoming Meeting Dates

- Tuesday 14 March

There being no further business the meeting closed at 9.01 pm

Signed



Date

14 March 2023