

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Boardroom 14 March 2023
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** Simon Keepa, **seconded** by Paul Wynyard.

There were no further nominations.

Anita Hedges voted Presiding Member unopposed for 2023.

Welcome: at 7.05 pm, Anita opened the official meeting and requested board members to join in saying a karakia.

Present

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

Apologies Rebecca Hedges

Declaration of Interests

None

Confirmation of Minutes

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

Moved Anita, **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, 14 March 2023. 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 1, Week 3

The roll numbers for current students were included in the Principal's report as well as known pre enrols for 2023. Roll numbers are still fluctuating with families moving in and out of the school zone however overall, the numbers are growing in the right direction.

2.1

Hauora/Wellbeing

After a rocky start, students have settled well into the term.

2.2

Assurances

Approval of Safety Action Plans (SAPs)

There has been 1 SAP approved - Senior Swimming Sports

Health Care

A first aid refresher course is booked for 03 April for any staff whose certificate has or is due to expire. Assurances were given that we have procedures around administering specific medicines and dealing with minor/moderate injuries and illnesses. A link to the school Medical/Sick Bay summary was provided in the report.

Equal Employment Opportunities Policy

We are fully compliant. Amanda is the EEO Officer of Chelsea School.

2.3

Health and Safety

Health & Safety Committee

The Health & Safety Committee is due to meet Tuesday, 14 March.

Other Health & Safety Matters

Information only.

2.4

Property Update

Block 7 Rebuild

Amanda provided the Board with an update. The Ministry is currently working through pricing with NZForce. Amanda has asked for a programme and will keep pushing as work was scheduled to begin in April.

Temporary Classrooms

The portacombs have been given a CPU - Certificate of Public usage and the teachers and students have moved in.

Hall

There are no further updates at present.

Remediation (flood damage)

An update from our Project Manager was provided

Accessibility Project

The project has been completed. Repairs to the courts have been done.

3. Decisions

3.1

Delegations

Delegations to the DP in the absence of the Principal and Team Leaders in the absence of the Deputy Principal's.

Moved Katie, **seconded** Amanda that the Board approves delegations to Sven Cropp and Janine Cross in the absence of the Principal and in the absence of the Deputy Principals, Tracey Notley and Rebecca Hedges.

-carried 6/0

Delegations to the Property Committee

Moved Anita, **seconded** Martin that the Board approve trustees A Douglas, K Le Vert and S Keepa who make up the Property Committee.

-carried 6/0

Delegations to the Finance Committee

Moved Simon, **seconded** Anita that the Board approve trustees A Douglas, M Ma, P Wynyard and K Le Vert who make up the Finance Committee.

-carried 6/0

Delegations to the Board Election Committee

Moved Amanda, **seconded** Katie that the Board approve trustees A Hedges, P Wynyard and S Keepa who make up the Board Election Committee.

-carried 6/0

3.2

Approval of Charter 2023 - 2025

A link to the Charter 2023 - 2025 was provided in the Principal's report.

Moved Paul, **seconded** Simon that the Board approve the 2023-2025 Charter.

-carried 6/0

Action: Anita to investigate requirements and benefits of becoming a Carbon Neutral School

3.3

Approval of the 2023 Budget & Capital Expenditure Plan

Amanda informed the Board in her report that there have been some key changes since the approval of the draft budget and what implications these may have. It was discussed by Board members that, moving forward, there is not a lot of room for movement and what risk, if any, this could have. Options on how to improve cash flow were also discussed.

Moved Martin, **seconded** Amanda that the Board approve the Chelsea School 2023 Budget & Capital Expenditure Plan with edits and recommendations as discussed and unanimously agreed by all Board members, made.

-carried 6/0

3.4

Approve the Payment of the Playground deposit - via email 17/02/2023

It was noted that the Board agreed unanimously through email on 17 February 2023 to pay a deposit of \$30,000 to Park Supplies & Playgrounds for the Junior Playground.

-carried 7/0

3.5

Approve the Further Contribution to the Retaining Wall - via email 20/02/2023 & 21/02/2023

It was noted that the Board agreed unanimously through email on 20 & 21 February 2023 to contribute a further \$28,000 for the retaining wall for the Junior Playground.

-carried 7/0

3.6

Approve the 2023 Board Meeting Dates

Moved Katie, **seconded** Simon that the Board approve the following dates for the forthcoming 2023 Board meetings.

- Monday 08 May
- Monday 12 June
- Monday 31 July
- Monday 04 September
- Monday 30 October
- Monday 27 November

-carried 6/0

Action: Sandra will email Board Members with the 2023 meeting dates

4. Reports/Discussions

4.1

End of 2022 Data Reporting - Reading, Writing & Maths Prepared by Janine Cross

A link to the End of 2022 Data Report was included in the Principal's report.

Tabled and discussed.

The school is very proud of Māori achievement in both Math and Reading. Teachers are now looking at specific inputs into students who have been reluctant learners as well as getting students who are just 'hanging on' at mid-point, achieving at or above expectation by the end of year check points. The results we would be looking to see is the number of children who are 'towards' decreasing as they move through the school.

4.2

Statement of Variance for 2022 Prepared by Sven Cropp

A link to the Statement of Variance was included in the Principal's report.

Tabled and discussed.

4.3

Physical Restraint Guidelines

New Physical Restraint guidelines and regulations have been introduced this year and are in force as of 7 February 2023. A new policy for student/ākonga distress and a new physical restraint policy will be added in School Docs for May 2023. Key points were noted in the report. All staff will be required to go through the training modules. Amanda reminded all Board members that it was important to read through the documentation and be up to date with all the changes

4.4

Grant Application Update

Information only.

Katie provided Board members with an update on our 3 grant applications.

4.5

School Docs Policy Reviews for Term 1, 2023

- Legislation and Administration Policy
 - Privacy
 - Official Information Requests

5. Monitoring

5.1

Finance

December Accounts

Tabled and discussed.

Moved Amanda, **seconded** Anita that the December accounts be accepted.

-carried 6/0

February Accounts

The February accounts were not available at the time the Board papers were prepared.

6. In Committee

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

6.1 Confirmation of the In-Committee Minutes

Normal meeting resumed at 8.45pm.

2023 Upcoming Meeting Dates

- Thursday 11 May
- Thursday 15 June
- Thursday 03 August
- Thursday 07 September
- Thursday 26 October
- Thursday 30 November

There being no further business the meeting closed at 8.47 pm

Signed  _____

Date: 08 May 2023