

Minutes of the Meeting of the Chelsea School Board of Trustees
held via Zoom, 08 May 2023
at 7.00pm

1. Administration

Welcome: at 7.00 pm, Anita opened the official meeting and requested board members to join in saying a karakia.

Present

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

Apologies M Ma

Declaration of Interests

None

Confirmation of Minutes

The minutes of the meeting held 14 March, 2023 were circulated.

Moved Paul, **seconded** Simon 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, 08 May 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 2, Week 3

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

2.1

Hauora/Wellbeing

The term has started well. There has been some dissatisfaction felt by teachers around recent negative media reporting.

2.2

Assurances

Approval of Safety Action Plans (SAPs)

There have been 2 SAPs approved - National Young Leaders Day and Writer's Festival.

Computer Security and Cyber Safety

Our school continues to provide a safe digital environment for the school community and has protection in place for the school network and devices.

Access Security

All school user accounts are password protected.

Data Protection

All policies and procedures are being implemented correctly.

Abuse Recognition & Reporting

All staff are clear in their responsibilities and what needs to be done next in noticing and reporting abuse.

SUE (Staff Usage & Expenditure) Report

The SUE report is checked by Sandra when available and any variances and inaccuracies are corrected and clarified. Amanda approves the final report.

2.3

Health and Safety

Health & Safety Committee

The Health & Safety Committee met on 14 March 2023.

2.4

Property Update

Block 7 Rebuild

Amanda provided the Board with an update. Michael Stride from the Ministry is meeting with council next week.

Hall

There are no further updates at present.

3. Decisions

3.1

Approve Email Decision - Grant Applications

It was noted that the Board agreed unanimously through email on the 25th - 27th April 2023 to apply to Grassroots Trust Limited and North and South Trust Limited for the amount of \$29,280.68 each.

Moved Katie, **seconded** Amanda that the Board accepts the email decision to apply for the grant application for the amount of \$29,280.68.

-carried 6 / 0

4. Reports/Discussions

4.1

Grant Application Updates

The Lion Foundation application has been approved and the school has been granted \$90,000.00 towards the playground, matting and sunshade. To comply with the strict conditions imposed by the Department of Internal Affairs and the Gambling Act 2003 the requirements stipulated must be completed within the Audit Time Frame otherwise the Lion Foundation has the right to retrieve the full or partial grant amount. Members were advised that applications for grants can be made to The Lion Foundation once a year. Katie is now working on applying for a grant for the swimming pool as well as Audio Visual equipment for the Hall. It was agreed to use the full sum of grant funds to contribute to the fabrication and installation of the playground structure.

Board members thanked Katie who has driven this on behalf of the Board.

4.2

PTA Report to the Board

A link to the PTA report to the Board was included in the Principal's report.
Tabled and discussed.

The Board discussed ways to assist the PTA in supporting them with their fundraising efforts and helping them recruit parent support for future events. Anita, on behalf of the Board, will send an email to Krystal thanking her for her report as well as everything the PTA does for the school. She will also draft a 'thank you to the PTA' to be included in the newsletter to the community.

Action: Anita to email Krystal and to also draft a notice for the newsletter.

4.3

School Docs Policy Feedback from Term 1, 2023

There was no feedback from Term 1 reviews.

4.4

Physical Restraint Policy Updates - School Docs

A link to the School Docs Restraint Policies - Further Updates were included in the Principal's report.
Tabled and discussed.

These policies comply with the requirements set out in the Education and Training Act 2020.

4.5

School Docs Policy Reviews for Term 2, 2023

- Education Outside the Classroom
 - Planning and Review
 - Risk Management
 - Coordinator
 - External Providers
 - Staff Competence
 - Event Categories
 - Communicating with Parents

5. Monitoring

5.1

Charter Progress Review

A link to the Strategic Aim One - Curriculum was provided in the Principal's report
Tabled and discussed.

5.2

Finance

March Accounts

Tabled and discussed.

Moved Anita, **seconded** Katie that the March accounts be accepted.

-carried 6/0

April Accounts

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

6. In Committee

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

6.1 Confirmation of the In-Committee Minutes

6.2 Staffing Update - Information only.

Normal meeting resumed at 8.50pm.

Board members agreed to change the date for the next board meeting to Monday, 19 June.

2023 Upcoming Meeting Dates - Amended

- Monday 19 June
- Monday 31 July
- Monday 04 September
- Monday 30 October
- Monday 27 November

There being no further business the meeting closed at 8.54pm

Signed  _____

Date: 19 June 2023