

Minutes of the Meeting of the Chelsea School Board of Trustees
held via Zoom, 19 June 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 08 May, 2023 were circulated.

Moved Simon, **seconded Paul** 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, 19 June 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 8

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

Amanda reported on widespread illness among staff, positive vibes around the structured literacy programme, the results of the current assessments and celebrating our support staff.

2.2

Assurances

Approval of Safety Action Plans (SAPs)

There have been 3 SAPs approved - Interschool Cross Country, Rito trip to the Pumphouse and Matariki Kapa Haka Festival

Digital Technology and Cyber Safety, Cyber Bullying

The Principal's report outlined the procedures and level of monitoring we have as extra security to ensure our safety and protection within the digital space.

Emergency Evacuation/Emergency Kit

The school emergency planning is comprehensive and fully compliant. Drills are held every 6 months with the community advised beforehand. Any issues identified, are actioned immediately.

Student Attendance

Student attendance is monitored by teachers, team leaders, and SLT. A link to the attendance procedure was included in the Principal's report. Board Members were advised that Senior Leaders monitor attendance and follow up with whānau if there are any concerns. Compared to most other schools, our average is very good with the majority of absences being recorded as 'holidays'.

2.3

Health and Safety

Health & Safety Committee

The next Health & Safety Committee meeting is scheduled for Week 9, Term 2. Information about health and safety requirements with the playground construction, maintenance work on the hall bleaches, and the postponement of the lockdown drill was included in the Principal's report.

2.4

Property Update

10-Year Property Plan

Our 10-year Property Plan is underway. A link to the 10-Year Property Plan background and process was included in the papers. A complete reroof of the school is the priority project with the following, tagged for future projects.

- Electrical Upgrades
- Replacement of Heat Pumps
- Hall Toilet Upgrade

Block 7 Rebuild

Update provided.

Communication to inform the community about the reasons for the delay in the project will be included in the next Board Newsletter. Board Members agreed to write to the Ministry outlining their concerns and frustration with the delays as well as inviting a representative to their next board meeting to hear these concerns.

Action: Paul to draft a letter and send it to all members for approval.

Action: Anita will set template and headings for the Board newsletter and email the link to members to input contents into the relevant sections

Hall

Although there is no formal update, the Ministry is confident the work will be underway over the Christmas break.

Playground

We are expecting the playground to be installed in the last week and the matting after that. Will look at an official opening in the first week of Term 3.

3. Decisions

3.1

Approve Email Decision - Capital Expenditure Plan change

It was noted that the Board agreed unanimously through email on the 25th May 2023 to make changes to our Capital Expenditure Plan for 2023.

-carried 7/0

3.2

Application for funding to Grassroots Trust Limited.

Moved Anita, **seconded** Simon that the Board applies to Grassroots Trust Limited for the amount of \$42,488.80 towards the matting, sunshades, and Junior playground structure.

-carried 6/0

3.3

Application for funding to Youthtown Trust

Moved Katie, **seconded** Simon that the Board agreed to apply to Youthtown Trust for a swimming pool heat pump and pool cover at our school.

-carried 6/0

4. Reports/Discussions

4.1

Annual Report

Tabled and discussed.

Action: Sandra to upload Annual Accounts on to the school website.

4.2

School Docs Review for Term 2, 2023

Board members were reminded of the policies up for review.

4.3

Governance Policy Review - 'How we work as a Board'

The following governance policies are due to be reviewed. Amanda will allocate policies for board members to review. Board members will comment directly on the policies within the BOT Shared Drive. Any amendments or recommendations will be discussed at the next board meeting.

- Board Roles and Responsibilities Policy
- Trustee Code of Behaviour Policy
- Trustee Remuneration and Expenses Policy
- Conflict of Interest Policy
- Chair Role Description Policy
- Trustee Staff Role Description Policy
- Relationship Between Chair and Principal Policy
- Principal Performance Management Policy

5. Monitoring

5.1

Charter Review - Strategic Aim Two

A link to the Cultural Capabilities - Strategic Aim 2 was provided in the Principal's report Tabled and discussed.

Board members thanked Sven Cropp for the work he has done on this.

5.2

Finance

May Accounts

Tabled and discussed.

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

-carried 6 /0

6. In Committee

At 7.55pm 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 8.01pm

2023 Upcoming Meeting Dates

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

There being no further business the meeting closed at 8.02pm

Signed

A handwritten signature in black ink, appearing to read 'A. Hedges', with a horizontal line drawn underneath the signature.

Date 31 July 2023