

**Minutes of the Meeting of the Chelsea School Board of Trustees  
in LHQ, 31 July 2023  
at 7.00pm**

## **1. Administration**

**Welcome:** at 7.00 pm, Anita welcomed Kyle Williams, Delivery Manager, Ministry of Education and Sven Cropp, Deputy Principal, Chelsea School to the meeting. Kyle was invited by the Board to provide an update on the progress of the Block 7 build.

Anita introduced Kyle Williams, Deliver Manager Ministry of Education, who was invited to the meeting to discuss next steps and progress concerning the Block 7 build. These points are noted in the minutes under **2.4 Block 7 Rebuild**.

At 7.25 pm Kyle left the meeting.

Anita opened the official meeting and led the Board in a karakia.

### **Present**

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

### **Apologies** None

### **Declaration of Interests**

None

### **Confirmation of Minutes**

The minutes of the meeting held 19 June 2023 were circulated.

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

**-carried 7/0**

### **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, 31 July 2023. A reminder to board members to complete this was provided prior to each meeting.

### **Resignation and re-election of presiding Member**

The Board formally agreed to accept the resignation letter of their current Presiding Member, Anita Hedges from the Chelsea School Board of Trustees, effective immediately. Board members thanked Anita for her support and commitment to the Board over the past 2 and a half years.

S Cotcher called for nominations for the position of Presiding Member.

Paul Wynyard **nominated** by Katie , **seconded** by Simon.

There were no further nominations.

Paul Wynyard was voted Presiding Member unopposed for the remainder of 2023.

**Action:** Paul to forward an electronic signature to Sandra

**Action:** Sandra to email Paul the link to [www.schoolboardelections.org](http://www.schoolboardelections.org) for him to complete Appendix 2

## **1.1 Correspondence**

IN - Letter of Resignation - Anita Hedges

OUT - Nil

**Moved** Rebecca, **seconded** Martin that the inwards correspondence is accepted.

**-carried 6/0**

## **2. Principal's Report**

Tabled and discussed. Board members confirmed they have read the report and there were no questions or concerns to note. Amanda spoke to her report.

### **Roll numbers Term 3, 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**

Included in the In Committee section of the meeting were the results of the Staff Hauora Survey, 2023.

#### **2.2**

##### **Assurances**

##### **Approval of Safety Action Plans (SAPs)**

There have been 3 SAPs approved - Chess Trip, Book Battle, and Northcote Intermediate Road Show.

##### **Principal Professional Growth Cycle (Formerly known as Appraisal/performance Management)**

A link outlining the changes to the above process was provided in the Principals. Report. Amanda noted that this is well worth reading as there has been quite a few changes to the original policy in response to the Primary Principal's Collective Agreement changes.

##### **Physical Restraint**

We are fully compliant with the policy.

##### **Safety Management System**

We are fully compliant with the policy.

##### **Stand-down, Suspension & Exclusion**

We are fully compliant with the policy.

## 2.3

### Health and Safety

#### Health & Safety Committee

The Health & Safety Committee meeting met at the end of last term to review and update the hazard register.

## 2.4

### Property Update

#### 10-Year Property Plan

The draft 10-Year Property Plan (10YPP) has been shared with the Property Committee. A link to the document was provided in the Principal's report.

Tabled and discussed.

**Action:** Amanda, on behalf of the Board will send a letter accepting and approving the plan.

#### Block 7 Rebuild

Below are the Key Points Noted during the discussion with the Board and Kyle Williams from the Ministry of Education.

- Have received an internal endorsement for the build
- Meeting 03 August to give the go-ahead. Should be able to let us know the results immediately
- Kyle has been told by his supervisor that it is "pretty much guaranteed"
- Currently negotiating with the main contractor so once the build is approved, they will be ready to start immediately
- Hoping to have the contract closed out and signed within the next couple of weeks
- At this stage, he has received all the documentation that is required
- When the buildings were demolished the project was still in its design phase. Once the design was finished, Kyle was asked to get a peer review as there was stuff they didn't like
- The Board asked Kyle why the existing classrooms were demolished when they hadn't received the final approval.
- Kyle - The existing 6 classrooms were always going to go as they were no longer 'fit for purpose'. The Ministry decided to split out the demolition between the 'Haul Road' and the removal of the existing buildings. The reason given was so as they could start with the road and then demolish the buildings over the Xmas break as the school would be closed as there was a concern around asbestos.
- Katie - As the roll keeps growing we are now using our Library. What will happen once we also have to use LHQ as a classroom and we no longer have any room for new students. Is there room for more temporary classrooms?
- Kyle- Suggested the school needs to be in close contact with Michael Stride, the Ministry Property Manager, to let him know that we might be in a position where we will be needing further teaching spaces.
- Amanda clarified that the problem is not about roll growth as the numbers at the moment are what is expected, It's about losing 6 classrooms and replacing these with 4 temporary classrooms, which we agreed to, but only for the short term and not the long term.

- Kyle advised that if it all goes to plan with the August 03 sign-off, then we should see a start on the build in September and we would still be looking at a finish date of the end of 2024. He noted that this is what was originally planned.
- The worst case would be around a lack of funds, which would result in us having to go back and make the whole project cheaper
- Kyle emphasised that “nobody that he works with is talking about writing this project off. It is not a reality”.
- If we didn't receive approval, we would need to re-tender the project. This would be approximately a further 3 months and would come with further rental costs for the relocatables
- Kyle is hoping the main contractor has everything in hand regarding the delivery of supplies.

Paul, on behalf of the Board thanked Kyle for coming to the meeting to provide an update and answer their questions. Amanda told the Board, she has been advised that Kyle is working extremely hard on our behalf.

At 7.25pm, Kyle left the meeting.

## Hall

Update provided.

## 3. Decisions

### 3.1

#### **Project Management Provider Change**

Amanda provided the Board with background information about our current provider and the reasons for the change.

**Moved** Katie, **seconded** Rebecca to the provider change from Colliers Greenstone Group to Building and Property Management Services.

**-carried 6/0**

### 3.2

#### **Resolution for Bluesky Community Trust Grant**

Katie was invited to update the Board about the latest grant applications.

**Moved** Amanda, **seconded** Paul that the Board applies to Bluesky Community Trust for the amount of \$45,721.18 towards installing shade sails and a safety fence around our school swimming pool

**-carried 6/0**

### 3.3

#### **Decision to Fill the Casual Vacancy on the Board by Selection or By-election**

If a casual vacancy for a parent representative occurs in the year before mid-term elections, the Board must decide to fill the vacancy by either Selection or By-election. The Board has 8 weeks to decide how to fill the vacancy.

**Moved** Paul, **seconded** Martin to fill the vacancy for a parent representative on the Board of Trustees by Selection.

**-carried 6/0**

**Action:** Sandra will email Paul the contact details of the previous board elections' unsuccessful candidates.

**Action:** Sandra will email Paul a copy of the Casual Vacancy of elected board members flowchart.

## **4. Reports/Discussions**

### **4.1**

#### **Mid-Year Achievement Data - prepared by Janine Cross and Sven Cropp**

Accepted as read.

There were no questions from board Members however, Sven Cropp who was in attendance at the meeting, was invited to speak to the Board about the data results. Rebecca and Amanda provided further insights about the data picture.

### **4.2**

#### **ESOL Mid Year Board Report - prepared by Kay Finlay**

Accepted as read.

It was noted that the number of ESOL students continues to rise with the number of currently funded students around 100 from 2021 and 2023. Currently, we have a number of short-term International Students at or due to start shortly as well as a group of Korean teachers who will be visiting during Week 4. This has added to Kay Finlay's workload considerably. Kay has initiated a 'Reflection' document for staff to access and add any thoughts they may have about the visits. Amanda and Kay will meet once the visitors have left and look at the Reflection document and put any necessary parameters in place to streamline the short-stay offering for the future.

Amanda explained, moving forward we need to respond to the current market, and advertise start and finish dates to structure timeframes and programme delivery.

### **4.3**

#### **School Planning and Reporting - new guidelines**

Board members were asked to read and understand the new guidelines prior to the next board meeting.

### **4.4 School Docs Review Feedback from Term 2, 2023**

Term 2 review feedback was shared. No actions to be taken.

### **4.5 School Docs Review for Term 3, 2023**

The Board was reminded of the policies due to be reviewed in Term 3.

### **4.6 Governance Policy Review - 'How we work as a Board'**

Amanda reported to the Board that there is an updated set of governance policies (NZSTA Framework). Board members were also advised that the Ministry has released a mandatory Code of Conduct which must be read and fully understood by all members. The next steps will be for Sandra to check the dates and any amendments are correct and replace the old policies with the new ones.

### **4.7 Teacher Only Day #2**

The date for the second MoE Teacher Only Day is Monday 20 November.

## 5. Monitoring

### 5.1

#### Charter Review - Strategic Aim Three

A link to Hauora - Strategic Aim 3 was provided in the Principal's report. Amanda gave a brief update on where the Hauora team is currently at.

### 5.2

#### Finance

##### June Accounts

Tabled and discussed.

**Moved** Martin, **seconded** Rebecca that the June accounts be accepted.

-carried 6/0

## 6. In Committee

At 8.45pm Sven and Anita left the meeting and the Board moved into Committee for the following.

### 6.1 Confirmation of the In-Committee Minutes

### 6.2 Māori and Pasifika Mid Year Data

### 6.3 Staff Hauora Survey Analysis

### 6.4 Staffing Update

Normal meeting resumed at 9.12pm

#### 2023 Upcoming Meeting Dates

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

There being no further business the meeting closed at 9.14pm

Signed



Date : 04 September 2023