

**Minutes of the Meeting of the Chelsea School Board of Trustees**  
**Via Zoom, 04 September 2023**  
**at 7.00pm**

## **1. Administration**

**Welcome:** Paul opened the official meeting and led the Board in a karakia.

### **Present**

P Wynyard (Presiding Member), S Keepa, 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 31 July 2023 were circulated.

**Moved** Paul, **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 the '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, 04 September 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 had read the report and there were no questions or concerns to note. Amanda spoke to her report.

### **Roll numbers Term 3, Week 7**

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**

There have been a number of illnesses with staff over the last couple of weeks. The results of the learner wellbeing survey will be reported at next month's board meeting.

## **2.2**

### **Assurances**

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

There have been 5 SAPs approved - Interschool netball, Jump Jam competition, Interschool Rippa rugby, Pakiaka and Kākano MOTAT trip.

#### **Surrender and Retention of Property Searches**

Board members were informed on the procedure around surrender and retention of property and searches.

#### **Swimming Pool**

We are fully compliant with the policy.

## **2.3**

### **Health and Safety**

#### **Health & Safety Committee**

The Health & Safety Committee continues to meet twice a term.

## **2.4**

### **Property Update**

#### **Remediation Work ( flooding repairs) and Swimming Pool**

Amanda provided the board with an update on both the flooding and swimming pool repairs. The flooding work repairs has now been completed and the plastering of the pool is all ready to go, weather permitting.

#### **Block 7 Project**

The start date for construction has been set for 24 October 2023. Once work begins there will be regular fortnightly meetings which board members will be invited to attend.

#### **Hall**

Update provided.

## **3. Decisions**

### **3.1**

#### **Approval of Year 6 Camp Safety Action Plan**

As this event is overnight with a higher risk, Board approval must be given.

**Moved** Katie, **seconded** Simon, that the Board approve the Year 6 Camp Safety Action Plan for the 2023 year.

**-carried 6/0**

### 3.2

#### **Approval of Email Decision - Pool Renovation Additional Costs**

The decision of the Board to fund the additional costs of \$14,352.28 was unanimously approved through email 22/08/2023.

**Moved** Amanda, **seconded** Martin, that the Board approve the email decision for the additional cost of \$14,352.28 relating to the pool renovation.

-carried 6/0

### 3.3

#### **Updating delegations for 2023**

Delegations require updating due to the former Presiding Member's resignation.

**Moved** Paul, **seconded** Martin to update Board Committee delegations to replace Anita Hedges with Paul Wynyard where applicable.

-carried 6/0

**Action:** Sandra to check with NZSTA regarding the procedure for our new member Akshay Trivedi who has joined the Board through the selection process.

**Action:** Sandra to update 1-Trustee register, Part A - Annually Updated Governance Policies

### 3.4

#### **Approve the Budgeted Statement of Financial Position and Cashflow from Ed Tech**

**Moved** Amanda, **seconded** Martin that the Board approve the Budgeted Statement of Financial Position and Cashflow received from Ed Tech.

-carried 6/0

### 3.5

#### **Term 3 Board Newsletter**

The Board discussed the key information to be included in the Term 3 Board newsletter.

**Moved** Paul, **seconded** Simon that Paul will take the lead on the Term 3 Board Newsletter and will send this out to the community on Wednesday 20 September.

-carried 6/0

### 3.6

#### **Other Grant Decisions/Resolutions Required**

Katie provided the Board with an update on where we are with our current grant applications. The shade sails application will need a 'top-up' from the PTA fundraising efforts to cover the shortfall left by the amount approved by the Ministry. To cover the remaining cost to complete the swimming pool renovations, it was agreed to apply for 4 grants to keep the amount required as low as possible for each grant application.

#### **Shade Sails - Additional Funding Required**

##### **Shade Sails**

**Moved** Martin, **seconded** Paul that the Board proceed with the shade sails for the Junior Playground, using \$37,000.00 from the Ministry and the balance from PTA fundraising.

-carried 6/0

## Swimming Pool Renovations

**Moved** Paul, **seconded** Amanda that the Board submit an application to **Grassroots Trust Limited** for \$16,990.00 towards the cost to supply a heat pump and thermal pool cover.

-carried 6/0

**Moved** Simon, **seconded** Martin that the Board submit an application to **Pub Charity Limited** for \$16,990.00 towards the cost to supply a heat pump and thermal pool cover.

-carried 6/0

**Moved** Rebecca, **seconded** Paul that the Board submit an application to **Youthtown Trust Limited** for \$20,600.00 towards the cost to remediate the changing room floor and replace the pool fencing.

-carried 6/0

**Moved** Rebecca, **seconded** Simon that the Board submit an application to **Blue Sky Community Trust Limited** for \$20,600.00 towards the cost to remediate the changing room floor and replace the pool fencing.

-carried 6/0

## 4. Reports/Discussions

### 4.1

**Assessment for Learning review** - prepared by Sarah Blaney

A link to the Assessment for Learning /Review was provided in the Principal's report.

Accepted as read.

The report provided an explanation for the purpose of the review, what it looks like at Chelsea, the timeline, summary and next steps for teachers, and feedback on student voice about their learning.

**Action:** Katie, on behalf of the Board, will draft a 'thank-you' to Sarah for all her hard work in preparing the report.

### 4.2

**School Planning and Reporting - new guidelines**

Accepted as read.

A link to the new guidelines along with Whānau feedback from the recent Learner-Led conferences and the whānau hui were provided in the Principal's report.

The key changes to the Planning and Reporting guidelines for School Boards were noted and discussed. Amanda advised that the school has already started to gather and respond to the feedback from both the whānau hui and Learner-Led Conferences and at the next board meeting, we will look at where we are going next.

### 4.3

**Principal Appointment Process and Timeline**

A link to all the relevant documentation was provided in the Principal's report.

Paul led the Board through the process and timeline involved in the appointment process. He asked that members familiarise themselves with the timeline and make themselves available on the 3 following key dates

- Tuesday 12 September - Initial meeting
- Saturday 04 November - Short listing
- Saturday 11 or Sunday 12 November - Interviews

It was agreed to go with the 1/3 page advertisement option.

#### 4.4 School Docs Review for Term 3, 2023

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

#### 4.5 Governance Policy Review - 'Part A - Annually Updated Section'

A link to the Part A - Annually Updated section was provided.

### 5. Monitoring

#### 5.1

##### Charter Review - Strategic Aim One

Tabled and accepted as read.

#### 5.2

##### Finance

##### July and August Accounts

Tabled and discussed.

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

-carried 6/0

### 6. In Committee

At 8.31pm the Board moved into Committee for the following.

#### 6.1 Confirmation of the In-Committee Minutes

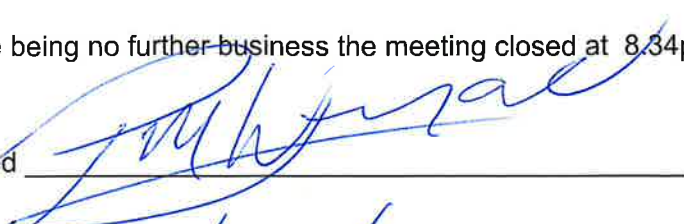
Normal meeting resumed at 8.33pm

#### 2023 Upcoming Meeting Dates

- Monday 30 October
- Monday 27 November

There being no further business the meeting closed at 8.34pm

Signed



Date

30/10/2023