

Minutes of the Meeting of the Chelsea School Board of Trustees
27 November 2023
at 7.00pm

1. Administration

Welcome: Paul welcomed the 2 newly elected parent representatives, Tom Beguely and Kira Clark to the Board. He then opened the official meeting and invited Rebecca to lead the Board Members in a karakia.

Present

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

Apologies Nil

Declaration of Interests

None

Confirmation of Minutes

The minutes of the meeting held 30 October 2023 were circulated.

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

-carried 4/0

Action: S Cotcher to add the latest minutes to the BoT Shared Folder

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, 27 November 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 4, Week 7

Our application to the Ministry to increase staffing has been successful. A further application has been sent as our roll is now 410.

2.1

Hauora/Wellbeing

We are continuing to travel well.

2.2

Assurances

Approval of Safety Action Plans (SAPs)

There have been 6 SAPs approved - Year 6 Orientation Day, Cluster Choir Rehearsal, Interschool athletics, Northcote Intermediate Small Group Transition, Kākano Bush Experience Day and Year 6 to Rainbow's End.

Provisionally Certified Teachers

We currently employ three Provisionally Certified Teachers (PCTs). Amanda explained the process around employing PCTS, support and guidance for the teachers with a 'mentor', release time and external professional development courses. Two of our PCTS are graduating at the end of the year.

Teacher Registration, Certification, Police Vetting

We have processes in place to make sure our teachers have current certification.

International Learners Attestation

Our self-review has been submitted to NZQA prior to the 1st of December deadline.

Evacuation/Emergency Kits and Supplies

We are fully compliant with this policy. All emergency kits have been checked to ensure key items have been replaced.

2.3

Health and Safety

Concerns raised by Amanda about the Health and Safety practices regarding site fencing Block 7 have been resolved.

2.4

Property Update

Block 7 Rebuild

Amanda's report provided members with an update on the Block 7 rebuild. The completion of 02/10/2024 is subject to change as construction progresses.

Swimming Pool

Update provided.

Hall

An update from Jamin Ahm, the Project Manager was provided in the Principal's report along with the latest budget figures. Amanda mentioned her concern that a large portion of the budget has already been used on consultancy fees.

3. Decisions

3.1

Approval of Email Grant Decision

Moved Katie, **seconded** Rebecca that the decision emailed to the Board on the 6th of November to apply to North & South Trust for \$31,176.00 to be used towards the replacement of the swimming pool fence, supply and installation of a thermal swimming pool blanket, and repair of the changing room floor at Chelsea School be formally approved at this meeting the Board.

-carried 7/0

Action: S Cotcher to email a copy of the 27th November minutes to Helen at Funding Connection

3.2

Approval of Draft Budget and Capital Expenditure Plan for 2024

A link to the 2024 Draft Budget and Capital Expenditure (CapEx) Plan was included in the report. Tabled and discussed.

Katie suggested the Board might like to look at improving its marketing strategy around International Students with the aim of encouraging more enrolments in the future.

Action: Amanda will arrange a meeting to look at what we currently have in the way of our International Student Prospectus and invite Kay Finlay to the discussion.

Moved Katie, **seconded** Amanda that the Board approve the Draft Budget and Capital Expenditure Plan for 2024.

-carried 7/0

3.3

Installation of a Concrete Path and Pad - Loose Parts Play Shed

Moved Rebecca, **seconded** Simon that the Board approve the concrete pad and path, at a cost of \$10,000.00.

-carried 7/0

3.4

Approval of Upcoming Grant Applications and Priorities

It was agreed that a standing agenda item around priorities for future grant funding would be included in future Board agendas. A 'Grant Priorities for 2024' document has been created and the link was included in the Principal's report so that members can review and prioritise future grant applications.

It was unanimously agreed by all Board Members to apply for a grant to the value of \$90,000 to replace the hall sound and audio-visual system including outdoor functionality.

It was unanimously agreed by all Board Members to apply for a grant to replace our current Kapa Haka uniforms and purchase additional to cater for the growing student involvement, ensuring inclusion for all.

It was unanimously agreed by all Board members to apply for a grant to increase our Structured Learning Resourcing in 2024 to the value of \$25,000

Action: Amanda will let the PTA know our prioritise for 2024.

3.5 Principal's Farewell Function - Contribution

Moved Simon, **seconded** Kira that the Board approve contributing \$1,000.00 towards the cost of the Principal's farewell function.

-carried 7/0

4. Reports/Discussions

4.1

Statement of Variance

A link to the Chelsea School Statement of Variance for 2023 was included in the Principal's report. Tabled and discussed.

Amanda provided background information on this document for new board members. The final draft will come back to the Board at the next meeting for final approval.

4.2

Strategic Plan Development 2024-2025

A link to the Strategic Plan Development 2024-2025 was included in the Principal's report. Tabled and discussed.

4.3

School Docs Policy Reviews for Term 4

The Board was reminded of the policies due to be reviewed for the remainder of Term 4.

5. Monitoring

5.1

Finance

November Accounts

Tabled and discussed.

Moved Amanda, **seconded** Paul that the November accounts be accepted.

-carried 7 /0

6. In Committee

At 8.28pm the Board moved into Committee for the following.

6.1 Confirmation of In Committee Minutes

6.2 Correspondence

Normal meeting resumed at 8.58pm.

2024 Upcoming Meeting Dates

Action: Paul will email Board members to lock in dates and times that suit for 2024 meetings

There being no further business the meeting closed at 9.01pm

Signed

A handwritten signature in blue ink, appearing to be 'R. H. H.', written over a horizontal line.

Date

19/2/2024