

Minutes of the Meeting of the Chelsea School Board of Trustees
19 February 2024
at 5.30pm

1. Administration

Appointment of the Presiding Member

P Wynyard left the Chair.

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 voted Presiding Member unopposed for 2024.

Welcome: At 5.35pm, Paul opened the official meeting and invited board members to join him in saying a karakia.

Present

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

Apologies Nil

Declaration of Interests

None

Confirmation of Minutes

The minutes of the meeting held 27 November 2023 were circulated.

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

-carried 6/0

Board Hours

A google sheet for calculating Board hours is located in 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, on 19 February 2024. 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 concerns to note.

Chrissy spoke to her report.

Roll numbers Term 1, Week 2

Roll numbers for our current students, including International, were provided in the report. It was decided after a discussion about the number of children in hubs, how these are structured and the best point of contact that team leaders will include a brief explanation in a future syndicate newsletter.

Action: Chrissy will discuss at the next Team Leaders meeting.

Action: Chrissy to check with the Ministry if there is a limit to the number of students in a class concerning fire risk.

2.1

Hauora/Wellbeing

It has been a good start to the year. Staff participated in a team-building exercise on the Teacher Only Day.

2.2

Risk Management

Our main risks are the building works and at this time of the year, sun protection. We have strict measurements in place to minimise both of these. Chrissy informed the Board that we can apply to become a 'Sun Smart School' if we meet certain criteria and if there are sufficient monies available from the Cancer Society at the time.

Action: Chrissy will investigate the possibility further and if we meet the criteria, apply.

School Planning and Reporting

The approved Strategic Plan will be submitted to the Ministry of Education and uploaded to our website.

Learning Support

This year Sarah Blaney has joined Janine Cross in working collaboratively in the SENCO role throughout the school. Information on the procedures around identifying and supporting children with identified learning difficulties was provided in the report. Chrissy informed Board Members that our Learning Assistants were fully supported with professional development opportunities both inside and outside the classroom environment. She reassured members that all our Learning Assistants were competent in their roles.

Planning and Preparing for Emergencies and Disasters

Our school is fully compliant. We are currently arranging an audit with Harrison Tew.

2.3

Health and Safety

The Health & Safety Committee will be meeting in Week 5.

2.4

Property Update

Block 7 Rebuild

The Building Committee update meeting is scheduled for Week 4.

Swimming Pool

The deposit for the heat pump has been paid.

Hall

The tender process closes 26 February and work is due to commence in the first week of April.

Old Playground

Removal of the old playground structure is at the school's cost. Shannon has been asked to obtain prices to have this dismantled and removed from the school site.

3. Decisions

3.1

Delegations

Delegations to the DP in the absence of the Principal and Team Leaders in the absence of the Deputy Principal.

Moved Paul, **seconded** Simon that the Board approves delegations to Janine Cross in the absence of the Principal and in the absence of the Deputy Principal, the Team Leaders, Tracey Notley, Sarah Blaney, Samantha Bottcher, Ivy Page and Rebecca Hedges.

-carried 7/0

Delegations to the Property Committee

Moved Paul **seconded** Katie that the Board approves trustees C Wakeman, K Le Vert and Simon Keepa who make up the Property Committee.

-carried 7/0

Delegations to the Finance Committee

Moved Simon **seconded** Rebecca that the Board approves trustees C Wakeman, Katie le Vert and Tom Beguely who make up the Finance Committee.

-carried 7/0

3.2

Approval of Strategic Plan 2024-2025

A link to the 2024-2025 Strategic Plan was provided in the Principal's report.

Moved Katie, **seconded** Kira that the Board approve the 2024-2025 Strategic Plan.

-carried 7/0

3.3

Approval of 2024 Budget and Capital Expenditure Plan

Chrissy informed the Board that there have been no changes to the draft budget that was approved in November 2023.

Moved Katie, **seconded** Paul that the Board approve the Chelsea School 2024 Budget & Capital Expenditure Plan.

-carried 7/0

3.4

Approval of Email Decision - Pool Renovations Shortfall

Moved Kira **seconded** Paul that the Board approve the email decision to apply to Grassroots Trust for the shortfall of \$16,248.00 towards repairing the swimming pool changing room floor and purchasing a thermal swimming pool blanket for the school pool.

-carried 7/0

3.5

Approval of Email Decision - Statement of Variance

The Statement of Variance that was discussed at the previous meeting has come back to the Board for approval prior to being submitted to the Ministry.

Moved Paul seconded Rebecca that the Statement of Variance be approved.

-carried 7/0

3.6

Approve the Payment of 1 Management from the Bulk Grant

Moved Chrissy **seconded** Simon that the Board agreed to pay one extra Management Unit to the value of \$4500 from the Bulk Grant for the 2024 year.

-carried 7/0

3.7

Approval of Email Decision - Additional Structured Literacy Costs

Moved Katie **seconded** Paul that the Board apply to North & South Trust for \$23,042.20 towards purchasing additional Structured Literacy books, learning games and professional development costs.

-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.

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

End of Year Data Report Prepared by Janine Cross

A link to the End of 2023 Data Report was included in the Principal's report.

Janine was invited to speak to the Board on her report.

Tabled and discussed.

4.4

Mobile Phone Use in School - Policy Update

SchoolDocs are currently looking at this policy. Chrissy will email the Board when this is completed.

4.5

Principal Wellbeing Fund

Chrissy informed the Board that she will be attending the ULead Conference in Banff, Canada. This had been approved by her previous school board and Paul, our current Presiding Member.

5. Monitoring

5.1

Finance

December Accounts

Tabled and discussed.

Moved Katie, **seconded** Tom that the December accounts be accepted.

-carried 7/0

Action: Chrissy will check with our Property Manager about invoices for the school hall and who is responsible for paying them now that the Ministry has ownership.

6. In Committee

At 7.24 pm the Board moved into Committee for the following.

6.1 Confirmation of In Committee Minutes

6.2 Staffing Update

Information Only

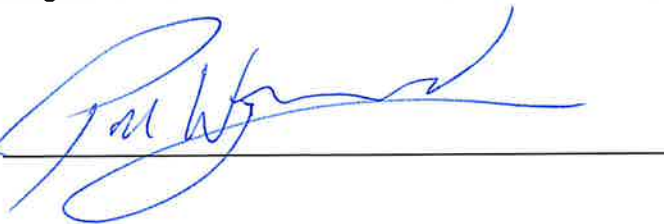
Normal meeting resumed at 7.26pm .

2024 Upcoming Meeting Dates

- Monday 25 March @ Chelsea 5.30pm
- Monday 15 May via Zoom 7pm
- Monday 17 June @ Chelsea 5.30pm
- Monday 05 August via Zoom 7pm
- Monday 09 September via Zoom 7pm
- Monday 04 November via Zoom 7pm
- Monday 02 December at Chelsea 7pm

There being no further business the meeting closed at 7.27pm

Signed



Date

25/3/2024