

**Minutes of the Meeting of the Chelsea School Board of Trustees**  
**25 March 2024**  
**at 5.30pm**

**Welcome**

The official meeting opened at 5.30pm and all members joined 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**

None

**Declaration of Interests**

None

**Confirmation of Minutes**

The minutes of the meeting held 19 February 2024 were circulated.

**Moved** Simon, **seconded** Paul that the minutes be accepted as a true and correct record.  
**-carried 7/0**

**Matters Arising - Action Points**

All action points were completed and reported in the Board papers.

**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 25 March 2024. A reminder to board members to complete this was provided prior to each meeting.

**Correspondence**

IN - Nil

OUT - Nil

**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 - Staffing**

The current roll as of 18 March 2024 is 361 full-time students.

Information on the new caretaker's appointment and staffing for term 2 onwards was shared. A clear job description and expectations of what is expected were provided for the new caretaker's position at the time of appointment along with the understanding that monitoring will occur regularly.

## **Board Assurance**

### Safety Action Plans (SAPs)

There have been two Safety Action Plans (SAPs) received and approved.

- Kaipataki Project
- Senior Swimming Sports

### Health Education

The Board has a legal requirement every two years to consult with all ethnicities within the community about the implementation of the school's health education. Information on what this requirement looks like was provided in the Principal's report. The last community consultation regarding the Health curriculum was held in 2021. Historically the school has used an outside provider to consult with parents. Board members agreed that this should continue.

**Moved** Paul, **seconded** Katie that the school engages The Education Group to consult with the community about the implementation of the Health curriculum.

**-carried 7/0**

### Digital Safety and Online Safety

Information on how the school manages both digital and Online safety within the school was provided. Board members agreed to look at having an outside source come in for an evening with the community to talk about digital and online safety.

**Action: Katie will send Chrissy information on a suitable provider**

## **Strategic Plan**

### **Curriculum**

#### Structured Literacy

Chrissy provided an update on how our Structured Literacy has progressed this term and what the next term will look like.

### **Culturally Responsive Practice**

#### Māori whānau hui

Included in the Principal's report was an update from Rebecca Hedges on the recent whānau hui and what the next steps will be.

#### Sustainability

Staff had recently attended a Turangawaewae session.

### **Hauora**

#### Staff

Staff sickness has been surprisingly high this term.

#### Behaviour Management

This has been identified as an area for development.

## Property Updates

### Block 7 Rebuild

Update provided.

The Board discussed the colour selections for the new build. Members were concerned that the previously chosen colours did not (a) match the school brand and (b) may cause visual noise for our learners. Members asked if there was an opportunity to change.

**Action:** Chrissy will go back to Pete to see if there is any scope to change.

### Hall

The tender process is complete. NZForce has been awarded the project. Currently, we are in the process of sorting out issues with the historical consent.

## Health and Safety

The Health & Safety Committee has met and has one further meeting scheduled for the end of the term.

### Traffic around the School

The Board discussed the ongoing issues with the traffic around the school and what if anything can be done to mitigate the problems.

**Action:** Katie will get in touch with her contact at Auckland Transport to request a traffic warden to come and if necessary, issue infringement notices.

## Decisions

**Moved** Katie **seconded** Tom that the Board approve the email decision proposed by the Finance Committee to transfer \$123,00.00 from the school savings account to a term deposit of 6.1% for 12 months.

**-carried 7/0**

## Grants

Katie informed the Board that the North South grant application for funds towards our Structured Literacy programme was rejected.

**Moved** Tom, **seconded** Kira that we approach The Birkenhead Licensing Trust to apply for a grant of \$45,000.00 to go towards Structured Literacy.

**-carried 7/0**

**Action:** Katie will apply to The Birkenhead Licensing Trust for a grant of \$45,000.00.

**Moved** Katie, **seconded** Rebecca that the Board source and apply for a grant to purchase a portable Audio Visual system.

**-carried 7/0**

**Action:** Chrissy to obtain 2 quotes to supply a portable AV system.

**Action:** Katie to share the 'priority list with Chrissy

## Discussions

### PTA Report

Tabled and discussed.

Included in the report were the following points.

- Key Events for 2024

- Leadership focused on...
- Key fundraising for 2023
- Event Calendar for 2024 (Table)
- Human Resource
- Key Outgoings in 2023
- Accounts for 2023

Action: Paul will contact Krystal (PTA Chair) to talk about what the school liquor licence pertains to and what we have to do to meet the requirements

Action: Chrissy will contact Krystal and advise that we are unable to provide further clarification on the Hall but we will keep her updated.

### **Cellphones in Schools**

The Board already has clear rules around cellphone use at school. These will be explained to the community in our next school newsletter.

### **International Students**

A table showing both the current and prospective International Students for 2024 was included in the Board papers. The total amount invoiced and the actual amount received were provided. The Board discussed how many more students we can continue to accept without impacting our current domestic students.

### **Monitoring**

#### **Finance - February Accounts**

Tabled.

Subscriptions are still an area of overspending. The need to use both Seesaw and Hero simultaneously was discussed as a way to reduce this spending. Rebecca advised that Hero was the preferred communication and data tool however, the login procedure for the Y0-Y3 children was a challenge compared to the simple scanning method with Seesaw. Feedback from parents about them requiring multiple comms tools was also highlighted.

Action: Chrissy will investigate with other schools to see what's out there and if there is a possibility of us changing to a consistent communication strategy.

**Moved** Paul, **seconded** Katie that the February accounts be accepted.

-carried 7/0

### **In Committee**

There were no In Committee matters for this meeting.

## 2024 Upcoming Meeting Dates

- 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 5.30pm

There being no further business the meeting closed at 7.28pm

Signed \_\_\_\_\_

*P M Wynyard*

Date 13 May 2024