

**Minutes of the Meeting of the Chelsea School Board of Trustees  
held in the Staffroom 16 August 2016  
at 7.00pm**

**1. Administration:**

**1.1 Present**

I van Rijn (Chair), R Hayter, J Caldwell, F Adam, S Raistrick, S Smith, S Mulcahy and S Cotcher as Minute Secretary.

**1.2 Apologies:**

Nil

**1.3 Declaration of Interests**

Nil

**2. Administration:**

**2.1 Confirmation of Minutes**

The minutes of the meeting held 27 June 2016 were circulated.

**Moved** I van Rijn that the minutes be accepted as a true and correct record.

**-carried 6/0**

**2.2 Matters Arising**

- School Newsletter – S Raistrick still to investigate alternate ways to deliver the school newsletter to the community.

**2.3 Correspondence**

**In** - Education Review Office – Evaluation Indicator. The Board has received one copy of this publication. S Cotcher has contacted the Ministry of Education requesting copies for each Board Member. Board Members were encouraged to familiarise themselves with this document. Boards need to understand and be confident that best practices are being utilised to raise student achievement within the school.

I van Rijn requested discussion around this be included in next month's board meeting as well as being added to the Work Plan. I van Rijn and S Mulcahy will meet prior to the next Board meeting to discuss who will do what and when and what this will look like.

At 7.12pm F Adam joined the meeting.

NZEI - Notification of Joint Paid Union Meeting Friday, 09 September 2016. All NZEI, Te Riu Roa and PPTA members are entitled to attend this meeting provided there is cover for them in the classrooms.

As this is scheduled for the Friday after the school production, parents will be offered the choice of keeping their learners home for the day, collecting them at midday or sending them to school as per usual. There will be no formal instruction for learners after lunch.

**Action:** S Mulcahy to advise the community (via email and a hard copy with a return slip) of this meeting.

**NZSTA** – President and NZSTA Board election – VOTING. Information about these elections, including position descriptions for President and Board members can be found at nzsta.org.nz. Board members were asked to forward their preference to I van Rijn, as there is only one vote per Board.

I van Rijn will vote with the majority.

**Action:** S Cotcher to scan and email all documentation received from NZSTA to do with the elections, to all Board members.

**Out** – Nil

**Moved** I van Rijn that the inwards correspondence be accepted.

**-carried 7/0**

### **3. Decisions:**

Nil

### **4. Discussions:**

#### **4.1 Strategic Aim 1**

Tabled.

S Mulcahy and I van Rijn spoke to the Board, explaining and answering questions around the school Strategic Aim 1 – Growing a collaborative, future-focused and responsive model of teaching and learning. Annual aims, planned actions, who is responsible and outcomes were discussed in detail.

**Action:** S Mulcahy to check whether Roween Higgin has provided any examples from schools with strong conceptual curriculums.

**Moved** S Mulcahy, **seconded** S Smith that the Strategic Aim 1 be accepted.

**-carried 7/0**

#### **4.2 Hautu Review July 2016**

Progress report Hautu review – Jill Caldwell

J Caldwell presented an update of the findings from the subcommittee formed to review the Board's response to the utilisation of the Hautu tool at Chelsea School. It was felt that the Board as a whole, need to be aware and understand the different processes and whether we are meeting the criteria. Information needs to be gathered from Maori whanau as to how they see the performance of the Board.

- Members need to thoroughly read through the document
- Evidence gathering can come from the school
- Board to sit down together and discuss the process

**Action:** I van Rijn to forward the following links to members

- Hautu
- Ka Hikatea
- Tataiako
- NZSTA training website booklet

**Action:** S Mulcahy to include, in the next cluster agenda, a request for a workshop in Week 8 or 9 on Hautu and approach NZSTA for a facilitator to attend.

After the facilitator session the Board will be able to have an informed meeting. The Board felt they were well underway with a plan to move forward.

**Moved** I van Rijn that the Hautu Review be accepted.

**-carried 7/0**

### **4.3 Roll Return**

S Mulcahy spoke to the Board around her report, in particular, roll growth at Chelsea School and shortage of teachers, especially in the Auckland area. Property was another area of concern with worsening water damage in the PhD Syndicate. We have had someone come out to investigate however, it was decided there needs to be a test for asbestos carried out before any further investigation can continue.

**Action:** S Mulcahy to make an appointment for our property officer to visit the school.

### **4.4 Mid year Progress and Target Review**

Tabled.

The Mid year Data Analysis 2016 prepared by Amanda Douglas was presented to the Board. R Hayter commented and the other members agreed, this was a very well written report. New members were provided with information on how Overall Teacher Judgements (OTJs) are made. S Smith gave an explanation on how a learner who is not at standard on the National Standards test, needs to make double the progress required to reach standard the following year. By remaining below standard on subsequent reports, they are in fact making a year's progress just to retain the same grade. The Board felt that it would be of benefit to look at the data without the inclusion of ESOL and SEN learners.

At 8.45pm the Board moved into committee to further discuss some of mid year data.

Normal meeting was resumed at 8.55pm.

The Board asked how we measure the effectiveness of some of the programmes that have been put in place. S Raistrick questioned whether or not it was enough for the Board to just know there is a problem with some data and not actually identify what the problem is or how to improve it. S Mulcahy and S Smith reassured members that teachers hold team meetings weekly to discuss any learners with concerns, what is being done to help, what more could be done to help and any progress recorded.

**Moved** S Mulcahy, **seconded** J Caldwell that the Mid year Data Analysis 2016 be accepted.

**-carried 7/0**

S Raistrick asked for a caveat to be noted and requested a second report with more analysis of causations.

#### **4.5 Charter Consultation**

The Community Survey has previously been sent out yearly and normally receives a reasonable return. Board members were asked to consider whether this needs to continue on a yearly cycle or change to every 2 years with a year in between and the benefits the survey produces. After some discussion it was agreed to retain the status quo with the following points noted.

- Good for the community to know that the Board values their feedback
- Gauges what people in the community are thinking
- Highlights some areas that need work
- Retain the same questions every year as this can show shifts

The survey will be sent out within the next couple of weeks so the results will be back for the next meeting to be fed into the Charter discussion. It was also agreed that the staff complete the workplace survey for their perspective and to match this with the school community. New board members were asked to go to the school website to view previous data outcomes.

**Action:** I van Rijn to email survey to members for their comments or critiques

### **5. Monitoring**

#### **5.1 Finance**

**Moved** S Mulcahy **seconded** S Raistrick that the June and July Financial Reports be accepted as a true and correct record with all recommendations and 'typos' noted, corrected.

**-carried 7/0**

**Action:** S Mulcahy to check some budget coding entries.

The Board agreed unanimously to request that the PTA provide a report on their present financial position, along with a full reconciliation of all income and expenditure for all fundraising activities. A copy of their latest financial audit is also required. It was also agreed that in future, one board member would attend PTA meetings.

### **6. Identify Agenda Items for Next Meeting:**

#### **6.1 Strategic Aim 2 & 3**

#### **6.2 2017 Charter development**

#### **6.3 Issues, concerns and complaints**

#### **6.4 EOTC approvals**

## 6.5 Monitor Budget

### 7. In Committee

At 9.43pm the Board moved into committee for confirmation of last month's In Committee minutes.

Normal meeting was resumed at 9.45pm.

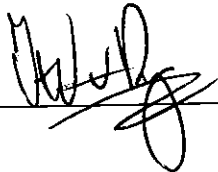
### 2016 Meeting Dates

- Tuesday 13 September
- Tuesday 25 October
- Tuesday 06 December

### 8. Meeting Closure

There being no further business the meeting closed at 9.56pm

Signed \_\_\_\_\_



Date \_\_\_\_\_

13/9/2016.