

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Administration Meeting Room 27 June 2016
at 7.00pm**

1. Administration:

1.1 Welcome to the Board

I van Rijn welcomed the newly elected Board members, Farah Adam, Simon Raistrick and Sue Smith to the Board. I van Rijn explained that Board Members were expected to attend all meetings where possible and to come fully prepared. Any 'apologies' were to be directed to the Board Chair prior to the meeting and any 'declaration of interest' to be identified at the beginning of each meeting.

1.2 Present:

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

1.3 Apologies:

Nil

1.4 Declaration of Interests

Nil

2. Administration:

2.1 Confirmation of Minutes

The minutes of the meeting held 18 May 2016 were circulated.

Moved I van Rijn that the minutes be accepted as a true and correct record with an addition to Board hours for A Douglas and S Mulcahy.

A Douglas = 6 Hours

S Mulcahy = 6 Hours.

-carried 4/0

2.2 Matters Arising

- Governance Policy: It was agreed that the policy should be looked at with the new Board Members. This has been re-scheduled for the end of Term 3.
Action: I van Rijn, S Mulcahy and F Adam will discuss what might shift in regards to policy framework and bring back a proposal to the next meeting.
- Hautu: The discussion around Hautu review is deferred to the first meeting in Term 3, to allow new Board Members to receive information on the new tool.
Action: J Caldwell will email the link for the Hautu tool to all new Board Members.

2.3 Correspondence

In - NZSTA President and NZSTA Board election - Board Members declined to nominate anyone for the NZSTA election. The Board agreed to look at budgeting for the NZSTA Conference for next year.
Auditors Letter – Tabled.

Out – Nil

Moved I van Rijn that the inwards correspondence be accepted.

-carried 7/0

3. Decisions:

Nil

4. Discussions:

4.1 Strategic Aim 4

Developing a Supportive and Engaged Community.

Class Blogs: Some classes are moving towards 'Seesaw' and some are still using blogs. Children are being encouraged to be as independent as possible with regular syndicate newsletters coming home to parents. Undergrad children are sending photos of 'learning in action' to promote discussion.

Parent Expertise: Inviting parents, if they have expertise in a particular area and some free time, to come in and help.

ChEd: Talks for parents and children new to the school are beginning with the first video to be filmed in Term 3.

S Raistrick felt that reading the school newsletter in its current pdf format on an iphone can be difficult and wondered if there might be an easier option.

Action: S Raistrick will look at a more 'friendly' way to view the school newsletter.

4.2 Te Reo Review

New Board Members were advised that an in depth consultation with Maori whanau is held annually. It was asked whether parents understand the value of Maori education. Explaining, possibly via the school newsletter, that we are teaching the whole cultural diversity, not just language, would be a good idea. It was also felt that information and updates from all curriculum teams should be included, when appropriate, in the newsletter.

Action: S Mulcahy to inform the school community on our Te Reo Maori review.

J Caldwell asked, from a Board perspective, whether the two teachers responsible for Maori within the school, need any help building resources. She felt that it was important they feel safe from a cultural perspective and might be helpful for them to have someone outside of the school staff who could mentor them if required.

S Mulcahy reassured members that this option is available to them and in fact, has been used. Both teachers have been visiting other schools that have full immersion units operating and are developing support networks with them.

With Te Reo being used throughout the day, children seem to have a better understanding and are using Maori correctly in everyday context.

4.3 EOTC Approvals

New Board Members were advised of the procedure around Education Outside the Classroom.

Action: S Mulcahy to circulate a copy of the "Safety Action Plan" to new Board Members.

4.4 General Information

Staffing: There has been a large number of bereavements within the families of current school staff. Bereavement leave entitlement is 3 days. Any longer, is discretionary leave and needs to come to the Board for approval.

Communities of Schools: Board members were surprised at the poor response throughout the country to the Communities of Schools with only a 5% uptake actually signing up. S Mulcahy advised new members that we are currently talking to the Birkenhead Cluster as our 'natural' community and together, we are working through this with the Ministry of Education. Last week the local Member of Parliament, Jonathan Coleman, was invited to the Cluster Principals meeting to discuss this matter. It was decided that next term the Principals will put together a proposal on how they would like to see this working and the MP will take it to the Minister on their behalf. One of the main concerns appears to be around staffing. Instead of schools having to find relief teachers to cover classroom situations when their 'expert staff' are absent, a better option may be that schools employ an itinerant expert to come and upskill teachers.

Health and Safety: The Board discussed in detail issues around health and safety. Parents on school trips and anyone who comes on site needs to be covered in our risk management.

Action: S Mulcahy to forward our current public liability insurance cover to F Adam for her to check what the school is covered for and if this is adequate under the current legislation.

5. Monitoring

5.1 Finance

The procedure around monthly financial statements tabled at each meeting were discussed with new board members.

Moved S Mulcahy **seconded** S Smith that the May Financial Reports be accepted as a true and correct record.

-carried 7/0

6. Identify Agenda Items for Next Meeting:

New members were advised that the Work Plan sets agenda items for meetings.

The following 3 items are to be added to the current work plan.

- Policy Framework Review – August
- Succession plan for 2017 November BOT Election – June 2017
- Board Evaluation – December 2016

The Board agreed at the end of the year, to review the current work plan, add another year and then approve the 'new' plan at the Board meeting.

6.1 Roll Return

6.2 Mid Year Progress

6.3 Strategic Aim 1

6.4 Mid Year Target Review

6.5 Mid Year Budget Review

7. In Committee

At 8.40pm the Board moved into committee for confirmation of last month's In Committee minutes.

Normal meeting was resumed at 8.50pm.

2016 Meeting Dates

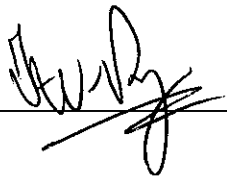
General consensus within the Board suggested that Tuesdays would be the most favourable day for future meetings.

Action: I van Rijn will email new meeting dates for approval.

8. Meeting Closure

There being no further business the meeting closed at 8.52pm.

Signed _____



Date _____

16/8/2016 .