

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Administration Meeting Room 06 December 2016
at 7.00pm**

1. Administration

1.1 Present

I van Rijn (Chair), R Hayter, J Caldwell, S Smith and S Cotcher as Minute Secretary.
S Raistrick joined the meeting at 8.35pm

1.2 Apologies

F Adams and S Mulcahy

1.3 Declaration of Interests

Nil

2. Administration

2.1 Confirmation of Minutes

The minutes of the meeting held 25 October 2016 were circulated.

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

-carried 4/0

2.2 Follow Up on Action Points/General Information

All action points from the October meeting have been dealt with, with the exception of the following:

- Board Newsletter deferred until Term 1 2017
- 'Three Way Conferences' deferred until February when the Board will have further feedback from senior staff

2.2 Correspondence

In Confucius Institute – Application for a Mandarin Language Assistant (MLA). The MLA programme will continue in 2017. The only cost to the school will be part of the insurance which is split between the participating schools. The schools' portion is approximately \$300 which will be reflected in the 2017 budget.

Out Nil

Moved I van Rijn that the inwards correspondence be accepted.

-carried 4/0

3. Decisions

3.1 Budget Approval

Deferred to later, to be discussed in the 'In Committee' section of the meeting.

4. Discussions

4.1 ESOL Report

Tabled.

The Board invited the school's ESOL teacher, Kay Finlay, to the meeting to answer any question on her report.

It was noted that there has been a major increase in ESOL numbers over the last 12 months and all indicators are that this does not appear to be slowing down. Ms Finlay proposed some changes in ESOL in 2017 to assist in delivering the programme. The Board acknowledged Ms Finlay's commitment to ESOL within Chelsea and thanked her for her detailed report.

The Board also noted how successful the MLA programme has been in Chelsea School during 2016.

4.2 International Students Report

Tabled.

Again, Ms Finlay was invited to speak on behalf of her report to Board Members.

The following points were noted:

- 2013 Fee Paying International Student Policy still stands at present
- There have been many changes during 2016
- The Education (Pastoral Care of International Students) Code of Practice 2016 was issued
- An Internal 'International Student Team' comprising the Deputy Principal, ESOL Teacher and PA to the Principal has been set up
- The process of reviewing our procedure around International Students has begun
- As a result of these changes a revised policy will be developed
- Now using agents

At 7.30pm Ms Finlay left the meeting. The Board thanked her for her work on this report.

The Board agreed for an internal review around processes by the International Student Team with the addition of a Board Member when reviewing the policy.

4.3 Annual Plan Review Summary and 4.4 2017 Charter Development

Both of these were unavailable at the present time however, the following is a report of the decisions made at the Strategic Aim Session.

Strategic Aim Meeting, Tuesday 22 November 2016.

Present: I van Rijn, J Caldwell, R Hayter, S Raistrick, F Adam, S Smith and S Mulcahy.

Decisions:

- The Board agreed unanimously to keep five Strategic Aims.
- Strategic Aims 1, 2 and 5 will be identical to the previous plan.
- Strategic Aim 3. Requires a slight wording change to clarify the objective.
- Strategic Aim 4 will become a communication aim instead of a community development aim.

I van Rijn will be involved in critiquing the Annual Plan and will bring the final draft to the next Board meeting.

J Caldwell, along with S Mulcahy and S Smith will be involved in editing the introduction section of the Chelsea Charter.

4.5 Student Attendance Report

Board members were concerned with the percentage of absences and lateness that is recorded at school. Questions were asked around “what, we as a Board and the school can do about this?” S Smith informed members that a child’s attendance needs to drop significantly before truancy can be involved.

4.6 EOTC Approval

Approvals for 2017 Year 6 camp and 2017 Outdoor Education Year 3 and Year 4 walk to Le Roys bush have been identified as being required. It was noted that the Camp approval will remain the same as previous years however, as new Board Members have not seen the 2016 SAP, a copy of the 2017 approval will be emailed to them. An updated approval will be required for the bush walk.

Action: S Cotcher to email a copy of the Camp SAP and Year 3 and Year 4 bush walk approval to Board Members.

4.7 GATE Update

Tabled.

S Smith spoke to the Board about her report on the GATE Extension Programme. All Board Members expressed their pleasure at the results and data contained in the report and were eager to maintain momentum however, all realised the improbability of this occurring in 2017 due to lack of funding. S Smith suggested other ways to encourage

further GATE – provision were to maybe utilise current staff with specific talents or interests by releasing them to take small groups of learners.

4.8 Science Review

Tabled.

It was felt this was an extremely worthwhile professional development for all staff. Board Members requested that S Smith congratulate staff on their effort and enthusiasm in not only the recent Science review but, both the 2016 Math professional development and GATE programme. There is no scheduled professional development for the 2017 year so as staff can consolidate what has recently been learnt. The science team will remain to assist in keeping up momentum during 2017. The Board asked for quarterly updates to be brought to future board meetings.

Action: S Smith to request the Science, Maths and GATE teams provide the Board of Trustees with quarterly updates.

4.9 BYOD Update

Tabled.

The Board discussed the 'Bring Your Own Device' proposal currently being considered for Year 5 and Year 6 learners.

The following points were noted/questioned:

- What technical filtering system will be in place
- Will the technical filtering system be up to scratch
- Consistent revisiting of what is in place will need to be made
- Management of learners via the 'Digital Citizenship' forms
- Device Specifications
- No Sim cards

Board members wished it noted that they will need to see all documentation before the proposal goes to the community. This would need to be at the first Board Meeting scheduled for 2017 (possibly February).

5 Monitoring

5.1 Finance

Tabled.

Moved I van Rijn, **seconded** R Hayter that the October Financial Reports be accepted.

-carried 5/0

Action: S Cotcher to query with the school administrator an amount paid to the ASB and email Board Members with the answer.

At 8.55pm S Cotcher left the meeting due to a potential conflict of interest.

At 8.55pm the Board moved into committee to discuss the 2017 Draft budget along with the 2017 Principal's Appraisal.

Normal meeting was resumed at 10.09pm

2017 Meeting Dates

- 21 February 2017

There being no further business the meeting closed at 10.10pm.

Signed _____

Date _____