

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Administration Meeting Room 25 October 2016
at 7.00pm**

1. Administration

1.1 Present

I van Rijn (Chair), R Hayter, S Raistrick, F Adam, J Caldwell, 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 13 September 2016 were circulated.

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

-carried 7/0

2.2 Correspondence

In Nil

Out Nil

2.3 Board Hours

The Ministry have asked that all Board members record their hours spent on Board related matters in a new spreadsheet format. It was agreed that members would bring their completed monthly record of their Board time to each meeting to give to the Minute Secretary. S Cotcher will enter these on to the original spreadsheet.

3. Decisions

3.1 KiwiSchools - Web Hosting

S Smith spoke to the Board regarding different options for upgrading the school website. Being more user friendly for the public to download on multiple devices and easier uploading options for staff are just two of the requirements the Board would be looking for in an upgrade.

Moved S Mulcahy that a subcommittee be formed to conduct a needs analysis for updating the website and to define requirements and next steps, meet with provider and come back with recommendations to the Board at next meeting.

-carried 7/0

S Raistrick agreed to lead the subcommittee which will include both J Caldwell and S Smith.

4. Discussions

4.1 Strategic Aim 4

Tabled.

Board members noted there has been no apparent progress around the development of “ChEd”. The Board requested senior management investigate to see if this is still feasible and if so, can this be prioritised and included first on next year’s Annual Plan. There was a suggestion that a trial video could be made to see how this would look.

Action: Include on Agenda for next meeting.

Develop a supportive and engaged community. The results of the recent Community Survey has shown that this has worked in a most areas however, there are still a few ways to improve. Board members will attend a 2017 Strategic Plan meeting where they will consider these results when working on next year’s Plan.

Action: S Raistrick to set up doodle.com and email to all Board members for them to enter the dates they are not available for the Strategic Plan meeting.

4.2 Maori Consultation

Date currently being confirmed through the organisers.

4.3 Exit Surveys

S Mulcahy spoke to the Board about the school’s process surrounding exit surveys. If a family that is leaving chooses not to return a survey, this is not followed up by the school however, we endeavour to take note wherever possible of any feedback from those that do and strengthen our processes where possible. Board Members advised that they no longer wish to view the actual surveys but, would like S Mulcahy to take the information, analyse it and feed it through to them. Summarise the actions taken as a result.

4.4 Enrolments

The 2017 Ballot was drawn on the 19th October and all successful applicants are now completing their enrolment for the 2017 year.

4.5 Follow Up on Action Points/General Information

All action points from the 13 September meeting have been dealt with.

Chelsea School PTA Accounts for the Year Ending 2015

Tabled.

Board Members felt they would like more clarity around the figures in this report.

Action: F Adam to meet with the PTA treasurer to suggest a process they could implement in moving forward. One suggestion was to look at some compatible software that would assist in the inputting of amounts and make reconciling easier to understand.

4.6 COSMDBRIC Update with Student Voice

Tabled.

4.7 Community Consultation Results

Tabled.

I van Rijn spoke to the Board about the results from the recent Community Survey. It was felt that here had been a reasonably good representation of the school community. The Board agreed to continue to send a Board newsletter to the community each term. It was also agreed to include in the school weekly newsletter, a small paragraph providing general information regarding Board activities.

Action: F Adam to draft the Board newsletter for Term 4 and email to other members for comment/feedback.

Also, as a result of the Community Survey, it was suggested that the format for the 'Three Way Conferences' held twice a year change to allow the parents time alone with the class teacher. The suggestion was to have 20 minute conferences, 10 minutes with the learner leading the meeting and 10 minutes with just the parent and teacher. The children could either 'play' outside or go to the library to read or watch a video that would be set up.

Action: S Mulcahy to discuss with senior staff.

I van Rijn asked that each Board Member look at an open response to the questions asked in the survey. They will look for common themes and information that would be useful to understand change to results and information that would be good to action.

5 Monitoring

5.1 Finance

Tabled.

Moved S Mulcahy, **seconded** R Hayter that the September Financial Reports be accepted.

-carried 7/0

2016 Meeting Dates

- Tuesday 06 December

There being no further business the meeting closed at 9.55pm.

Signed _____

Date _____