

Growing Great Learners

Te Whakatipu Akonga Miharo



Whanaungatanga Ako Kaitiakitanga Manaakitanga

Chelsea Primary School - Board Meeting Minutes

Date: 13/05/2024

Venue: Google Meet

Meeting opened: 7:00pm

Meeting closed: 8:36pm

Present: P Wynyard (Presiding Member), K LeVert, S Keepa, T Beguely, K Clark, R Hedges, C Wakeman.

Apologies: S Cotcher (Minute Secretary)

1. Administration

- Declaration of Interests - None
- Confirmation of Minutes

Motion: The minutes of the previous meeting held on the 25th of March are accepted as a true and correct record

Moved: Paul Wynyard

Seconded: Simon Keepa

Carried: 7

- Correspondence

In - NIL

Out - NIL

Paul reminded members to lodge hours on the Google spreadsheet (on the shared Google Drive).

3. Action Points from Previous meeting

- 3.1 Digital and online safety - Katie
- 3.2 New Build colour scheme - Chrissy
- 3.3 Auckland Transport - Katie
- 3.4 SL Grant
- 3.5 AV Quotes
- 3.6 PTA Comms - Paul + Chrissy
- 3.7 Communication Strategy - Chrissy

All action points were updated and discussed as per Action Point Board paper.

2. Principals Report

Tabled and discussed. Board members confirmed they had read the report and there were no concerns to note.

2.1 Board Assurances

Chrissy updated the Board on the following processes that the school has in place:

- Safety Checking and Police Vetting
- Cellphones and other Personal Digital Devices
- Equal Employment Opportunities
- Performance Management

Motion: The Board Assurances were tabled, discussed and accepted.

Moved: Katie LeVert

Seconded: Tom Beguely

Carried: 7

2.2 Safety Action Plans

Motion: The Board accepts that Chrissy has approved the following Safety Action Plans for low-risk activities:

- Kaipatiki Stream Care Afternoon
- Kaipatiki Choir
- Auckland Writers Festival
- NYLD

Moved: Kira Clark

Seconded: Paul Wynyard

Carried: 7

STRATEGIC PLAN:

Curriculum:

Te Mataiaho - Chrissy spoke about the new curriculum refresh and advised with current curriculum policy changes, the Ministry has put the implementation of Te Mataiaho on hold.

Structured Literacy - We will continue to look at funding for structured literacy and what is required for future resourcing.

Uniform:

Discussion took place regarding our current guidelines on school uniform as it was noted the standard of

presenting the Chelsea School uniform has slipped It was decided that apparel should be correct but shoes could be individualised.

- Action point - Paul will update the community on school uniforms regarding shoes and the standard of the school uniform.

Security:

Guard callout if alarms are triggered rather than a full-time security company. The possibility of window sensors was discussed as a preventative deterrent to break-ins. Potentially costly and the bigger issue is with vandalism rather than break-ins.

School Website:

There are limitations with the current school website concerning emergency notices for parents and whanau. The website has a lag, is not user-friendly, and has other capacity issues (no timestamp on announcements).

- Action point - Chrissy will look into the length of the current contract and look at the potential of changing the provider at a later date.

3. Monitoring

3.1 Finance Report

April Finance Report tabled and discussed.

There will be a mid-year budget review.

Sources of income:

Discussions of outside providers using Chelsea facilities and possible income streams

Action point - Chrissy to look into the contract with Kellyclub and see when this was last reviewed.

Motion: The April accounts are accepted.

Moved: Katie LeVert

Seconded: Simon Keepa

Carried: 7

3.2 Policies for review

Motion: The following policies were reviewed by Board members as per the School Docs Term 2 Schedule:

- Employer Responsibility Policy
- Appointment Procedure
- Equal Employment Opportunities
- Teacher Relief Cover
- Safety Checking
- Police Vetting

- Classroom Release Time/Timetetable

Moved: Chrissy Wakeman

Seconded: Paul Wynyard

Carried: 7

4. Grants

- The next yearly grant application to Lion will be available shortly. Future-proofing our outdoor environment to include a senior student play area would be a priority for the next grant.
- **Action point: Katie to arrange a meeting with Chrissy and the playground consultant to discuss options.**

5. General Business

- Complaint to the Ministry of Education and local MP Dan Bidois has been made about the size and height of the new school build.

2024 Upcoming Meeting Dates

- 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 8.36pm

Signed



Date

17 June 2024