

# Growing Great Learners

Te Whakatipu Akonga Miharo



Whanaungatanga Ako Kaitiakitanga Manaakitanga

## Chelsea Primary School - Board Meeting Minutes

**Date:** 17 June 2024

**Venue:** Chelsea School Staffroom

**Meeting opened: 5.30pm**  
**Meeting closed: 7.04pm**

**Present:** P Wynyard (Presiding Member), K LeVert, S Keepa, T Beguely, R Hedges, C Wakeman, S Cotcher (Minute Secretary)

**Apologies:** K Clark,

### **1. Administration**

**1.1** Declaration of Interests - None

**1.2** Confirmation of Minutes

Motion: The minutes of the previous meeting held on the 13th of May are accepted as a true and correct record

Moved: P Wynyard

Seconded: C Wakeman

Carried: 6

**1.3** Correspondence

In - NIL

Out - NIL

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

### **2. Action Points from Previous meeting**

**2.1** Update Community on School Uniform Standards - Paul

**2.2** Check length of current contract of Website and the possibility of changing - Chrissy

**2.3** Check Kelly Club contract - Chrissy

**Action:** Request a breakdown of the revenue Kelly Club receive from invoices in relation to the commission we receive monthly from them - Chrissy

**Action:** Review agreements between Chelsea School and Bricks for Kids, Art School and Skate School in regard to improving revenue - Chrissy

**2.4** Chrissy, Katie and Playground Consultant to meet to discuss options - Katie

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

### **3. Principals Report**

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

#### **3.1 Board Assurances**

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

- Teacher Registration and Certification
- Appointment Procedure, Staff Conduct and Professional Development
- Child Protection and Abuse Recognition and Reporting
- Curriculum and Student Achievement Policy

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

Moved: Paul

Seconded: Simon

Carried: 6

#### **3.2 Safety Action Plans**

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

- Interschool Cross Country
- Kapa Haka Festival

Moved: Katie

Seconded: Tom

Carried: 6

#### **3.3 Decisions**

- (1) Jessica Vader is requesting Board support for her application to apply for a Study Award for 2025. While Board members were supportive in Jessica undertaking further study, they had questions around how this coaching model will fit with our current modeling and how this can be applied within an educational environment.

**Action:** Request more information about what this pertains to and what the courses are - Chrissy

Motion: To defer Jessica's application for a Study Award until more information has been provided

Moved: Paul

Seconded: Katie

Carried: 6

(2) Cohort Entry has been shown to support positive transitions, well being and learning.

Motion: To begin a community consultation with a view to beginning cohort entry in 2025.

Moved: Simon

Seconded: Katie

Carried: 6

### **3.4 International Students**

We have currently exceeded our expectations on the number of students due in 2025. Year level numbers have been carefully monitored to continue to minimise the least amount of disruption to classes.

### **3.5 uLead 2024**

### **3.6 STRATEGIC PLAN**

#### **CURRICULUM**

- MOE Update
- Structured Literacy
- ESOL

#### **CULTURALLY RESONSIVE PRACTICE**

- Te Reo and Tikanga

#### **HAUORA**

- Mahi Tahī

#### **BRANDING/PR**

- Folios
- Website
- Badges
- Staff Kit

Action: Contact a couple of suppliers to offer a tender process for the staff kit, offering the possibility of including the student school uniform in the future. - Chrissy

### **3.7 Property Updates**

- Block 7 Rebuild
- Hall
- Roofing

Update provided.

Board Members felt it was important to clarify the exact terms of agreement and what we can expect from the services provided between the school and our Project Manager, Nick Bradley.

Action - Request a contract from Nick Bradly - Chrissy

### 3.8 Health & Safety

Nothing to report.

## 4. Monitoring

### 4.1 Finance Report

May Finance Report tabled and discussed.

Motion: The May accounts are accepted.

Moved: Katie

Seconded: Tom

Carried: 6

### 4.2 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
- Safety Checking

Moved: Tom

Seconded: Paul

Carried: 6

## 5. Grants

### 5.1 Playground Grant

Action: Request a further meeting between Chrissy, Katie and the Playground Consultant - Chrissy

Action: Request Janine obtains a quote for Kapa Haka uniforms - Chrissy

## 6. General Business

None

## 7. In Committee at 6.59 the Board moved into Committee

- Staffing update

Normal meeting resumed at 7.03pm

## 2024 Upcoming Meeting Dates

- 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 7.05pm

Signed

*P M Wynyard*

**Date** 05 August 2024