

# Growing Great Learners

Te Whakatipu Akonga Miharo



Whanaungatanga Ako Kaitiakitanga Manaakitanga

## Chelsea Primary School - Board Meeting Minutes

**Date :** 05 August 2024

**Venue:** Zoom

**Meeting opened:** 7.00pm

**Meeting closed:** 8.01pm

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

**Apologies:** None

### **1. Administration**

**1.1** Declaration of Interests - None

**1.2** Confirmation of Minutes

Motion: The minutes of the previous meeting held on the 17th June 2024 are accepted as a true and correct record

Moved: P Wynyard

Seconded: K LeVert

Carried: 7/0

**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 the Previous meeting**

**2.1** Request a breakdown of Kelly Club revenue Invoices received versus

commission paid - **Chrissy provided the Board with account information received from Kelly Club of their Income and expenses for a 3 month period. All Board Members were happy with the status quo**

**2.2** Review agreements between the school and outside agencies - **The Board agreed to apply 10% commission for all**

outside agencies using school premises/facilities. This is to be reviewed next term

2.3 Request more information about Jessica Vader's study award application - Chrissy No further information at this time.

2.4 Contact suppliers to offer tender process for staff kit - Chrissy

2.5 Request a contract from Nick Bradly - Chrissy to draft a letter cancelling the contract and send it to both Paul and Simon for approval prior to emailing it to Kyle.

2.6 Request further meeting between Chrissy, Katie and Playground Consultant - Chrissy

2.7 Request Janine obtains quote for Kapa Haka uniform - Chrissy

All action points were updated and discussed as per the 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 and Approval of SAPs**

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

- Student Attendance
- Searches, Surrender, and Retention of Property
- Minimising Physical Restraint

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

Moved: S Keepa

Seconded: P Wynyard

Carried: 7/0

#### **Safety Action Plans**

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

- Stardome Trip
- Book Battle
- Sheepworld

Moved: S Keepa

Seconded: P Wynyard

Carried: 7/0

#### **3.2 Decisions**

- (1) Enrolment Policy - To add a declaration to our current enrolment zoning information and enrolment form. We have had some issues with families temporarily staying within our school zone in order to gain entry to our school.

Motion: To add a declaration to our enrolment application as both an in zone applicant and out of zone applicant confirming that the address provided to the school will be the usual place of residence for the student when the school is open for instruction.

Moved: C Wakeman  
Seconded: K Clark  
Carried: 7/0

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

Motion: To amend our transition to school policy to Cohort Entry  
Moved: P Wynyard  
Seconded: S Keepa  
Carried: 7/0

### 3.3 International Students

The International Students/ESOL Mid Year Report provided by Kay Finlay was shared with Board Members before the meeting to read and comment on.

Board Members asked Chrissy to pass on to Kay how much they appreciate the work that she has done with the International Programme at Chelsea School. Chrissy mentioned the organisation and support from Kay and her team during the recent Korean Teachers and Winter Short Stay visits. The Board recognises what an asset Kay is to our school.

Action: Chrissy to organise, on behalf of The Board, a gift for Kay

### 3.4 Strategic Plan

Tabled and discussed.

#### COHORT ENTRY - COMMUNITY CONSULTATION

- Community Voice Key Themes
- Changing to Cohort Entry Would be Positive - results of survey
- Community Voice Wonderings
- Disagree and Strongly disagree Highlighted
- Next Steps

#### CURRICULUM

- Structured Literacy
- AfL
- Gifts and Talents
- PAT Data Report - provided by Janine Cross

#### CULTURALLY RESPONSIVE PRACTICE

- Te Reo and Tikanga

#### HAUORA

- Staff Only Day. There will be 4 workshops during the day. Ferocious Warmth, Braving, Dress Code and 2025 Plans
- Mental Health Awareness - September

- Well-being Assessment
- Lunchtime Changes

### **3.5 Property Updates**

- Hall Refurbishment
- Block 7

Update provided.

Action: Chrissy will organise a time for Board members to have a 'walk-through' of the Block 7 rebuild

### **3.6 Health & Safety**

Nothing to report.

## **4. Monitoring**

### **4.1 Finance Report**

June Finance Report tabled and discussed.

Motion: The June accounts are accepted.

Moved: T Beguely

Seconded: R Hedges

Carried: 7/0

Action: Chrissy will email Board Members a breakdown of current and forecasted International Student numbers

### **4.2 Policies for review**

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

- Concerns and Complaints Policy
- Performance Management
- Protected Disclosure

Moved: C Wakeman

Seconded: R Hedges

Carried: 7/0

## **5. Grants**

Kapa Haka Uniforms - Janine Cross is currently working on quotes to provide new Kapa Haka uniforms for Students. Rebecca will talk with Katie regarding the grant application for this.

## **6. General Business**

None

## **7. In Committee**

None

### **2024 Upcoming Meeting Dates**

- 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 8.01pm

Signed

A handwritten signature in black ink that reads "P M Wynyard". The signature is written in a cursive, flowing style with a large initial 'P' and 'M'.

Date **09 September 2024**