

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Staffroom 19 July 2012
at 7.00pm**

Present I van Rijn (Chair), T Cradwick, I Smith, B Batty, P Singh, C Gibson, J Henderson, S Mulcahy, R Higgie (LSM) and S Cotcher as Minute Secretary.

Apologies Nil

Minutes The minutes of the meeting held 05 June 2012 were circulated.
Moved I van Rijn, **seconded** T Cradwick that the minutes were accepted as a true and correct record with the following correction.

“**Action** S Mulcahy to contact the Ministry of Education and ask if they can hold our Annual Report to allow for errors to be corrected”

Amended to read

Action S Mulcahy to contact the Ministry of Education and ask if they can hold our Annual Report to allow for data to be corrected.

-carried 8/0

Correspondence:

In NZSTA – Teacher staffing ratios to remain the same
NZSTA – End of Term 2 Matters
NZSTA – Official Information (OIA) requests for National Standards data
NZSTA – (1) Election of NZSTA President and National Board members and
NZSTA – (2) NZSTA/GSB Agreement for member purchasing benefits
NZSTA – Budget announcement on staffing ratios
Ministry of Education – Request for learner achievement information

Hon Dr Jonathan Coleman – Congratulations for involvement in the Travelwise initiative

Out Nil

Moved I van Rijn, **seconded** B Batty that the inwards correspondence be accepted.

-carried 8/0

Limited Statuary Manager’s Report:

Tabled.

R Higgie spoke to the Board about her report.

Moved R Higgle, **seconded** T Cradwick that her report, including all recommendations along with the 3 year plan, be adopted.

-carried 8/0

R Higgle also presented to the Board a proposal from Meridith Marshall of Captivate Research and Marketing for assistance with future communication.

Moved I van Rijn, **seconded** C Gibson that the Board reserve up to \$1500.00 to assist with developing a communication strategy for Chelsea Primary School.

-carried 8/0

Principal's Report:

As circulated.

Finance and Property – S Mulcahy advised the Board that the Ministry of Education has agreed to apply to Wellington for funding to fence the perimeter of the school property for security purposes and for the safety of the children.

Vandalism - The school was a vandalised during the holidays with 5 roof tiles being removed. This has now been repaired.

Action S Mulcahy to contact Icon Security to check if the regular nightly patrol noticed the damage.

BOT School Resolution to Apply for Funding

Moved S Mulcahy, **seconded** J Henderson that the Board approve an application to apply for funding from the Lion Foundation for funds up to the value of \$14138.76 excluding GST to purchase a fixed sound system for the school hall.

-carried 8/0

Moved S Mulcahy, **seconded** P Singh that her report be adopted.

-carried 8/0

Policy Review:

Treaty of Waitangi Deferred to next meeting

Board of Trustees Self Review:

The Board decided that the Self Review subcommittee meet with R Higgle to look at the plan, analysis, review and then report back at the next Board meeting.

June 2012 Financial Report:

Tabled.

Action R Higgle to check if the monthly financial reports need to include a list of all payments.

Action S Mulcahy to check amount of GSE Grant with the school accountant.

At 9.15pm the Board moved into committee to discuss a complaint received.

Normal meeting was resumed at 10.20pm.

Dates for the remaining Board meetings for the 2012 year are as follows.

- Tuesday 21 August
- Tuesday 18 September
- Tuesday 23 October
- Tuesday 13 November
- Tuesday 11 December

A public meeting to explain the focus for the school moving forward, has been set down for Thursday 02 August between 7-8pm in the school hall. A newsletter advising parents of this is to be sent home tomorrow.

There being no further business the meeting closed at 10.24pm.

Signed _____

Date _____