

**Minutes of the Meeting of the Chelsea School Board of Trustees
held in the Staffroom 23 October 2012
at 7.00pm**

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

Apologies I Smith

Minutes The minutes of the meeting held 17 September 2012 were circulated. **Moved** I van Rijn, **seconded** B Batty that the minutes be accepted as a true and correct record.

-carried 6/0

Matters Arising:

Cheque transactions – Non cheque transactions are to be removed from the monthly financial statement.

Action S Mulcahy to contact the school accountant and arrange for this change

Website – C Gibson advised the board that she is still checking website designs of other primary schools.

Action S Mulcahy to talk with “school links” to check what, if any, format they have available for creating and maintaining school websites.

Action R Higgle will check with her contacts for same.

At 7.14pm P Singh joined the meeting.

Maori Strategy:

I van Rijn welcomed Micheal King from Cognition who has been approached to assist the board in developing their Treaty of Waitangi Policy. M King provided a brief summary of his personal background and outlined ways for “going forward within the school.” He advised board members that he sees the Treaty of Waitangi policy in 3 parts: **Partnership**- values everyone, **Protection** – all parties legislation , **Presence** – how we see all communities play out within the school. M King stressed he does not have a “history” but is more focussed on what value can happen in the future. M King requested that he initially work with a small group of 4 to 6 people. School to communicate this to community.

The board agreed to send a notice out to the whole school community asking who would like to be involved in the initial consultation.

Dates for a meeting between M King, I van Rijn and R Higgle are still to be finalised.

Action R Higgle to email M King requesting dates

Action I van Rijn to draft a notice for the board to consider. This is to go out as a separate item with the school newsletter.

I van Rijn thanked Micheal King for attending and is looking forward to working with him.

At 7.45pm M King left the meeting.

Correspondence:

In NZSTA - Education Amendment Bill 2012. It was noted that there are significant changes to this act
Ministry of Education – Succession Planning for Boards of Trustees – Reminder
Ministry of Education – Education Amendment Bill
Ministry of Education – Launch of White Paper for Vulnerable Children
Ministry of Education – 10 Year Property Plan Seminar/5 year agreement
Ingrid van Rijn – Auckland Half Day Conference
NZSTA – Novopay Monday 24 September. Status update on the roll out and use of Novopay
ERO Report – Including Students with High Needs; School Questionnaire Responses (2)

Out Nil

Moved I van Rijn, **seconded** C Gibson that the inwards correspondence be accepted.

-carried 7/0

Special Needs:

Moved I van Rijn, **seconded** B Batty that the Board agree to allocating funding to address special needs within the school for the remainder of the school year. The special needs budget funding to be reviewed every 6 months.

-carried 7/0

Principal' Report:

As circulated.

ICT – S Mulcahy advised that there are to be further meetings to discuss future steps for Chelsea School.

Sport – The board were advised that the school is in the process of reviewing & developing a plan for sport in the school. A survey asking for suggestions, will go out to all students, staff and parents to be incorporated in the planning for 2013. A brainstorming session with students has been held with good results.

Personnel – An advertisement for the Deputy Principal's job is to be advertised. S Mulcahy, R Higgle and I van Rijn are to be on the appointments committee.

Moved S Mulcahy, **seconded** J Henderson that her report be adopted.

-carried 7/0

Finance and Property - S Mulcahy advised the board that work on the perimeter fencing has begun and that Tim Christie was successful in

obtaining a grant for a sound system for the school hall. The money for this has been received and the sound system purchased.

September Financial Report:

Tabled.

BOT Communication/ Charter:

I van Rijn presented the board with copies of the Staff and Parent/Caregiver Consultation Surveys. At this stage she will not analyse anecdotal results but treat as “feedback” only.

At 9.20pm the board moved into committee to receive the Limited Statutory Manager’s In Committee report.

Normal meeting was resumed at 9.35pm.

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

- Tuesday 13 November
- Tuesday 11 December

There being no further business the meeting closed at 9.37pm.

Signed _____

Date _____