

## **Minutes of the Meeting of the Chelsea School Board of Trustees held in the Staffroom on Monday 17<sup>th</sup> September 2012 at 6.30pm**

**Present:** I van Rijn (Chair), T Cradwick, C Gibson, B Batty, J Henderson, S Mulcahy, R Higgie (LSM)

**Apologies:** I Smith, P Singh

### **Education Review Office (ERO) Meeting**

The Board meeting was preceded by a meeting with the two new review officers from the ERO, Pauline James and Kim Hughes. Kim Hughes thanked the Board for the warm welcome and the Board noted that these two officers would carry out the Arotake Paetawhiti – the Longitudinal Review in the coming months. It was noted that the ERO Report published in January 2012 would provide a baseline for the review and ERO will provide an ongoing evaluation over the next one to two years.

Kim Hughes asked that the Board submit a plan relating to the agreed priority areas for the progress meeting to be held in Term 4. I van Rijn noted that the Board had already developed such a plan and progress had already been made in many areas. This was welcomed by the ERO team who had been briefed on some areas of development during an earlier meeting with the LSM.

It was noted that the Board will meet with the ERO team again in Term 1 next year and this meeting would probably concentrate on outcomes. The meeting for Term 2 may be some kind of verification or conclusion. The ERO Team noted that this verification could take many forms and would be led and shaped by the school.

The ERO Team emphasised that the process was negotiable and flexible and the priority areas needed to be useful and meaningful to the school and the children's learning. It was noted that the ERO team would welcome any review information from the Board at any stage.

The ERO Team tabled the following documentation:

- ERO letter 16<sup>th</sup> August 2012 to the Chairperson
- ERO timetable
- ERP Areas Identified for Review and Development

The ERO meeting concluded with a discussion around transparency within the review process. The Board and the ERO Team are fully committed to sharing all aspects of the review including any issues raised directly with ERO Team from the school community.

### **Action Points**

- 1) Issues raised directly with ERO will be on every agenda. - ERO
- 2) The first section of the Areas for Review and Development will be completed before the next meeting. I van Rijn, S Mulcahy and R Higgie.
- 3) The next meeting will be at 3pm on 29<sup>th</sup> October. Board representatives, ERO Team.

The ERO Team then thanked the Board for a constructive initial meeting and the ERO Team then left and the normal Board meeting commenced.

## Minutes

The minutes of the meeting held on 21<sup>st</sup> August 2012 were noted.

**Moved** I van Rijn, **seconded** T Cradwick that the minutes were accepted as a true and correct record.

- Carried 7/0

## Matters Arising

- 1) Community Consultation – I van Rijn noted that the survey had gone to parents/caregivers and also a similar version survey had gone to staff. It was noted that two reminders would be given.

## Correspondence:

**In** ERO letter 16<sup>th</sup> August 2012 Re: Arotake Paetawhiti / Longitudinal Review.  
Novopay Concerns  
NZSTA Memo 2012-8: Novopay issues: report from Payroll Reference Group meeting  
ERO memo: ERO report - Evaluation at a Glance: Priority Learners in New Zealand Schools  
Member Memo M-12-9: Review of New Zealand Teachers Council

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

- Carried 7/0

## Limited Statutory Manager's Report:

As circulated.

R Higgle spoke to the Board about her report and noted that S Mulcahy has now met with Ben Shepherd and Toni Kessrel from Team Solutions. The Board noted that the Annual Plan needed to be submitted by 28<sup>th</sup> February 2013.

## Action Points

- 1) 2013 Charter and Strategic Planning– R Higgle, I van Rijn, S Mulcahy, C Gibson, B Batty to meet at 7pm on 1<sup>st</sup> November to begin revising the Charter for next year.
- 2) Finance – I van Rijn will lead on Finance for the rest of the year and will meet with S Mulcahy to produce a budget in November.
- 3) Finance Sub Group and a Finance Lead for the Board – to be discussed at the next Board meeting.

**Moved** R Higgle, **seconded** B Batty that her report be accepted.

- Carried 7/0

## Principal's Report:

As circulated.

## Action Points

- 1) ICT - J Le Sueur and C James to continue to ascertain what other schools are doing in relation to ICT.
- 2) Wireless – S Mulcahy to collate 3 quotes for this and then proceed with the purchase.
- 3) Other IT spending – the Board agreed to release \$20k to fund the current list of IT requirements in the report.

- 4) IT spend – the Board will release \$20k for IT funding plus the current \$14k underspend to be used as specified above and also to fund the consultant Dave Kinane as required within these funds allocated.
- 5) Special Needs – the Board thanked T Tiller for her information. S Mulcahy and J Henderson will summarise what is happening currently within special needs and propose a range of ways forward for the next Board meeting.
- 6) School Links – S Mulcahy will ensure the interface page has the school logo and user friendly layout and print. S Mulcahy will give consideration to linking the Board and PTA communication into this process too. S Mulcahy will ensure hard copies go to the families that need them.
- 7) Trailer – the Board agreed to fund a trailer for the Caretaker up to \$2k. The trailer would need to be able to be hooked up for rides, be warranted and registered. J Henderson will check if the community have such a trailer via the next newsletter before proceeding to other options such as Trade me.
- 8) Fencing – S Mulcahy **moved** that the Board agree to fund the additional \$30-\$40k for a powder coated finish on the perimeter fence in the visible areas, **seconded** by T Cradwick. It was agreed that consideration should be given to a lighter colour that will not fade. **- Carried 7/0**

**Moved** S Mulcahy, **seconded** I van Rijn that her report be accepted.  
**- Carried 7/0**

### **BOT Communication/Charter**

I van Rijn summarized the progress in relation to the parent/caregiver consultation process. It was noted that parents will be reminded to complete this survey. C Gibson was thanked for her work in editing the school prospectus online.

### **Action Points**

- 1) Complaints Procedure – C Gibson to ensure the online procedure has a logo, date, signature and contact details.
- 2) Consultation analysis – this will be discussed at the Charter meeting at 7pm on 1<sup>st</sup> November. R Higgle, I van Rijn, S Mulcahy, C Gibson and B Batty to attend.
- 3) Website – I van Rijn will thank N Vanderwoude on behalf of the Board for all her work on updating the website.
- 4) Website Development – C Gibson will discuss possible developments with Kathy Holdsworth. In addition C Gibson and J Henderson will find school websites they like and contact the relevant schools to identify which companies are involved and report back to the next Board meeting.

### **Finance**

It was noted that this was not currently a separate agenda item but discussed as part of the principals report.

### **Action Points**

- 1) Finance agenda item – the Board agreed this item should be added to the agenda.
- 2) LSM pay code – I van Rijn will ensure the LSM has a separate code in order that the costs can be located in one part of the budget analysis.
- 3) MoE cheques – S Mulcahy will check what these cheques relate to.

- 4) After School Care income – S Mulcahy to check why the After School Care income is \$7k at two thirds of the year when \$22K is budgeted for the whole year
- 5) Book Fair – S Mulcahy to clarify these numbers.
- 6) Finance Papers – I van Rijn and S Mulcahy will check the finance papers before the Board meeting and ensure clarity is sought on key areas so answers are available at the BOT meeting.

**Moved** I van Rijn, **seconded** C Gibson that the financial report be accepted.  
**- Carried 7/0**

Lydford-King leaving gift – It was noted that no cash gift could be given by the Board and that a gift would need to be purchased.

**Moved** T Cradwick **seconded** J Henderson that the Board maintain the current procedure  
**- Carried 7/0**

At 9.20pm the Board moved into committee to discuss the summary interim appraisal and a complaint handled by the LSM.

Signed \_\_\_\_\_

Date \_\_\_\_\_