

Minutes of a Meeting of the Clevedon School Board of Trustees
held Tuesday 25th May 2010, 6pm at Clevedon School

Present:

Marilyn Way
Alastair Hulbert
Emma Frizzell
Kerry Williams
Carol McKenzie-Rex
Caroline Walsh

In attendance: Adrienne Rossiter (LSM), Jane Heslop (ERO), Terry Rodgers (ERO)

Meeting opened: 6pm

Education Review Office

Jane Heslop and Terry Rodgers reported emerging findings of their visit to the school.

Election of Board Chair

The principal called for nominations for the board chair.

Moved: Caroline Walsh

Seconded: Alastair Hulbert

That Carol McKenzie-Rex be nominated.

No further nominations were received.

Carol McKenzie-Rex is declared chairperson.

Carried

Carol thanked the trustees for the honour and the confidence and expressed that she values participation and forthright contribution by all trustees and knows that this can occur in a civil and respectful way.

Limited Statutory Manager (LSM)

The board formally welcomed Adrienne Rossiter, LSM, to Clevedon School and to this board meeting.

Moved: Emma Frizzell

Seconded: Caroline Walsh

That Adrienne Rossiter has speaking rights at board meetings for the duration of the Limited Statutory Manager intervention in Clevedon School.

Carried

Declaration of Interests

No declarations of interests.

Roles & Responsibilities

The following portfolio leadership roles were allocated:

Communication	Caroline Walsh
Finance	Alastair Hulbert
Personnel	Kerry Williams
Property	Emma Frizzell

Minutes of previous Meeting

Moved: Alistair Hulbert

Seconded: Emma Frizzell

That the Clevedon School Board of Trustees meeting minutes of 27th April 2010 be approved.

Carried

There were no matters arising from the previous minutes.

Correspondence:

The board correspondence is to be filed after each board meeting.

Board correspondence is kept in the secretary's office for all trustees to have access.

Correspondence should be scanned and forwarded to the Chair or portfolio leaders when it is important or relevant to their roles.

Letter from Diane Myers: The board resolved to politely decline this request, related to avoidance of alcohol on school property, and Caroline will prepare a response.

Moved: Caroline Walsh

Seconded: Alastair Hulbert

That the inwards correspondence be received and the outwards correspondence approved.

Carried

Further Elections and Number of Elected Members

Moved: Emma Frizzell

Seconded: Alastair Hulbert

That Friday 9th July 2010 is voting/election day in forthcoming board of trustee elections.

Carried

Moved: Kerry Williams

Seconded: Caroline Walsh

That the board approach Jim Wakelin to confirm he will be Returning Officer for these elections.

Carried

Moved: Marilyn Way

Seconded: Caroline Walsh

That the vacant mid term (18month) board position is polled in the forthcoming election.

Carried

Moved: Marilyn Way

Seconded: Caroline Walsh

That the number of parent-elected board members be increased back to 5 AND THAT this additional three year vacancy also be polled in the forthcoming election.

Carried

The board has followed a process whereby the school community has been notified of the board's intention to consider increasing the parent-elected board members at this board meeting.

The Principal is requested to contact Ken White (Ministry of Education) to check if MOE will pay for this election and let the chair know.

The chair will approach Jim Wakelin to be the returning officer.

Staff Morning Tea

The board will organise and fund morning tea for the staff on Friday 4th June at 10.30am, in appreciation for all the work associated with the ERO review and also so that the staff can get to know board members and meet new ones.

Kerry Williams to coordinate on behalf of the board.

In Committee

8.10pm

Moved: Chair

That the board go into committee to discuss personnel matters.

Carried

The board moved out of committee at 8.55pm.

Property Plan

Emma Frizzell and Marilyn Way to meet with Daniel Bowes and report-back at the July BOT meeting.

Finance Report

Moved: Kerry Williams

Seconded: Caroline Walsh

That the Chair, Carol McKenzie-Rex, be a signatory to the Clevedon School bank account AND THAT Laurie Beamish be removed as a signatory to Clevedon School bank account.

Carried

Moved: Emma Frizzell

Seconded: Kerry Williams

That Alastair Hulbert be a signatory to the Clevedon School bank account AND THAT Kerry Williams be removed as a signatory to the Clevedon School bank account.

Carried

Marilyn Way to check the reason for 177.74% spent for risk management and circulate explanation.

It was agreed that each monthly Finance Report will include an update on percentage of parent donations received and the amount.

Moved: Emma Frizzell

Seconded: Alastair Hulbert

That the Finance Report for April 2010 be received.

Carried

CSS Report

The board noted that it is important to ensure that the school community is aware of what purposes funds are being raised for. The board asked the Chair of CSS, Emma Frizzell, to pass on sincere thanks for all the hard work and effort of CSS.

Principal's Report

Moved: Marilyn Way

Seconded: Kerry Williams

That the board approve a teacher-only day to be held on 2nd August for staff professional development.

Carried

This will include staff from other local schools and presents a modest fundraising opportunity for Clevedon School.

Moved: Marilyn Way
Seconded: Alastair Hulbert
That the Principal's report be received.
Carried

Moved: Caroline Walsh
Seconded: Alastair Hulbert
That the board ratify the appointment of Karen Pallister to the secretary position and Diana Gallagher to the fixed term scale A position.
Carried

Congratulations to these staff members.

General Business

National Standards Public Meeting: A flyer was tabled that outlined this meeting on 9th June at Elm Park School. Caroline Walsh has further details.

Thank you letters to outgoing board members: The Chair to write to Ray, Laurie and Karen thanking them for their contribution to the board and the school.

BOT membership forms reminder: New board members need to return their board membership forms to the Returning Officer, Jim Wakelin.

Minute-taker for board meetings: Kerry Williams is delegated to find a suitable minute-taker for the board. Kerry will contact other board members with her recommendations.

Meeting with LSM: Board members to meet with Adrienne Rossiter on 3rd June at 4pm at the school.

Items for the next BOT agenda: Agenda closes at noon on 23rd June.

Next meeting

29th June 6pm

Meeting closed: 9.50pm

Signed _____

Dated _____