

Minutes of Meeting of the Clevedon School Board of Trustees
held Wednesday 13 April 2011, 6pm at Clevedon School

Present:

Carol McKenzie-Rex (Chair)
Julie Schumacher (Principal)
Karen Eastgate (Deputy Chair)
Caroline Walsh
Sheelagh McLeay
Emma Frizzell

In attendance: Miche'le Crowskey (Minutes)

Meeting opened: 6.05pm

There was a presentation of flowers for Julie Schumacher as a thank you from the board for fantastic leadership and the enormous amount of work that has gone into positive change throughout Term 1, including preparation of our strategic plan - another major milestone.

Apologies: Kerry Williams and Alastair Hulbert

Moved: Chair

That the apologies be received and accepted.

Carried

Late entry by Sheelagh McLeay (6.11pm)

Minutes of previous meeting:

Moved: Caroline Walsh

Seconded: Emma Frizzell

That the Clevedon School Board of Trustees receive and accept the Minutes of the previous meeting of 16 March 2011 as a true and accurate record.

Carried

Matters Arising from previous minutes

There were no matters arising from previous minutes.

Conflict of Interests:

There were no declarations of conflict of interest.

Correspondence

- Workshop half day conference coming up – NZSTA; the Board will forego this training as free training has been offered through other sources.
- General Elections – request to use the school hall for this. There will be a reimbursement to the school for the use of the hall.

NOTE: The date of the general election is 26 November 2011 and this includes a request to use the Hall for set-up from 4pm on 25 November 2011. Please put this on the Hall bookings calendar and advise John (caretaker).

- Enrolment scheme review – is on the Agenda for later and will discuss then.
- Edtech contract for IT leases and support has been amended as requested.

Moved: Caroline Walsh

Seconded: Julie Schumacher

That the Edtech contract for IT leases and support be approved and signed.

Carried

Moved: Sheelagh McLeay

Seconded: Karen Eastgate

That the school network upgrade design approval be ratified.

Carried

Moved: Chair

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

Carried

Electronic Resolution

Moved: Carol McKenzie-Rex

Seconded: Kerry Williams

That the Board of Trustees approve the draft 2010 financial accounts for audit.

Carried 21 March 2011

Self Review Tool for Board on National Standards and the Curriculum

A 20 minute discussion and self-review process was undertaken to assess where the school is at in relation to best practice governance relating to National Standards and the Curriculum. It was felt that the school is still on Basic but moving towards Developing, as assessed by utilising the self-review tool template provided.

Curriculum and Assessment

Principal's Report

- Property
 - It was decided to wait another month or two before we implement a roster system for Board members to respond to alarms
 - A much more systemised approach is being taken to manage and monitor call-outs in order to record them so we know what the call-outs are for and which areas are being set off the most.
 - May need to consider provision in the property grant for a telecommunications upgrade linked to our security system

Moved: Caroline Walsh

Seconded: Emma Frizzell

That the Principal's Report be received.

Carried

The New Zealand Curriculum National Standards

- Time at school is very significant during the first three years of schooling and some students may spend more or less than four terms in Year 1. There are implications for timing of overall teacher judgements (OTJs) and reporting in relation to National Standards.
- Clevedon School will use the Scenario 1 response – which will give interim judgements at 2, 6 and 10 terms at school since entry + mid-year in Year 4 and final OTJs at 4, 8 and 12 terms at school since entry + end of year at Year 4 (which will relate to after 1, 2, 3 years and end of Year 4 National Standards respectively).
- The board acknowledges that there has been a lot of work in tracking and systematising in preparation for this approach, and the board thanks Julie and members of the junior management team involved in this.

Strategic Planning & Self-Review

Communications Report

- An article was submitted for the last Clevedon Round Up and this communication with the wider community of Clevedon is planned to be a regular feature;
- Letter to CSS – the board thanked Caroline for preparing this letter on our behalf;

Moved: Chair

That the Communications Report be received.

Carried

Employment/Personnel

Personnel Update – no report for this meeting, all issues covered by Julie.

Asset Management /Property & Finance

Finance Report

- Financial questions regarding camp, cyclical maintenance, printing & photocopying and property (power and security) were discussed and answered.
- Transpower letter – the board noted that our funding application for IT equipment was declined, but that a representative from the Transpower Funding Committee had called and encouraged us to resubmit an application for the next round closing on 31 July;
- A group of parents has offered to do fundraising applications and it was noted that this group has liaised with teaching staff to identify some key areas, and that the board is very supportive of and grateful for this offer and makes the following resolutions accordingly;

Moved: Caroline Walsh

Seconded: Sheelagh McLeay

That the Board applies to Cue Sports for shade sails/canopies outside classrooms 2 through to 11.

Carried

Moved: Karen Eastgate

Seconded: Caroline Walsh

That the Board applies to the ASB Community Trust for the following items;

- Library books and shelving;
- Sports shed equipment and re-launching the tennis court;
- Environmental projects and school community vegetable garden.

Carried

Moved: Julie Schumacher

Seconded: Emma Frizzell

That the Board applies to the Lion Foundation for an outdoor speaker and PA system.

Carried

Moved: Caroline Walsh

Seconded: Emma Frizzell

That the Board applies to the Nautilus Foundation for sports uniforms.

Carried

Donations

- It was agreed that in the first week back of term 2, invoices will be re-sent to those who have not paid.
- It was also agreed that Julie would inform the parent community through the first Gazette on the percentage of donations received to date (33%). Julie will also update our parent community that the school has some significant capital projects in the pipeline - the school IT network upgrade project and the proposed student support/resource area. However, donations are required to ensure that these projects and other resources can be provided to create the best possible learning environment for our students.

Moved: Caroline Walsh

Seconded: Emma Frizzell

That the Finance Report be received and accepted.

Carried

Property Report

- The Board noted that a further meeting with David Bowes, Property project manager consultant, is to take place to ensure our agreed priorities are reflected in the Property Plan.
- Dental Clinic – Emma to contact the District Health Board to request they officially relinquish ‘right of use’ and then the board can decide what to do with the clinic afterwards, i.e., use, remove, sell off, demolish.

Moved: Sheelagh McLeay

Seconded: Caroline Walsh

That the Property Report be received and accepted.

Carried

Crown Loan Funding for Solar Pool Heating System

Moved: Caroline Walsh

Seconded: Emma Frizzell

That the Crown Loan proposal for a Solar Pool Heating System be referred to the fundraising group to investigate the possibility of preparing an application for the 6 May 2011 deadline.

Carried

- It was noted that the preparation of the proposal is by way of an 'expression of interest' and is in no way a commitment to taking up a loan, as funding such a project may be best undertaken by fundraising.

Auckland Council – swimming pool fund

Moved: Sheelagh McLeay

Seconded: Caroline Walsh

That the board ratifies the submission to Auckland Council's Franklin Local Board requesting retention of the annual swimming pool fund.

Carried

Legislation, policies and plans

BOT Mid-Term Election Date 2011

Moved: Chair

That the mid-term election date for the Board of Trustees be set as Friday 18 November 2011.

Carried

- Returning Officer – Compile and send information regarding the Returning Officer role, so that Julie can consider and discuss whether this can be fulfilled 'in house' or whether we need to contract an external Returning Officer.

2011 Enrolment Scheme

- There is a legislative requirement that this is reviewed every three years.
- There are new priorities for out of zone enrolments and it should be noted that out of zone students attract operational funding but not property funding;
- There are no maximum roll numbers but there is a 'management number' depending on grounds, water, sewerage capacity, buildings etc;
- We need to make sure school policies and procedures reflect the updated MoE policies;

- Out of zone enrolments do not need to be solely for new entrants at the beginning of the year, as this has how Clevedon School has approached this in the past;
- There was some discussion and questions from the board about amending the home zone to match the bus zone, whether we need a zone at all and what impact this might have on the school?
- There were no decisions made. The issue requires some further consideration and will come back to a future meeting for resolution.

Policies and Procedures

- Julie to work with Karen to make a start on our review of policies and procedures commencing at the next ordinary meeting.

In Committee

8.20 pm

Moved: Chair

That the public be excluded for Agenda item 8 pursuant to Section 48 of the Local Government Official Information and Meetings Act AND THAT the reason be noted as to discuss matters of personnel and the ground is privacy.

Carried

The board moved out of committee at 8.35pm

Other Business

Strategic Plan/Charter

- Julie has recently distributed the draft strategic plan and she gave a verbal overview;
- Board members would like a bit longer to go through this very comprehensive document in order to give informed feedback and in order to make decisions.

Moved: Chair

That an Extra-ordinary Meeting of the board of trustees be held on Wednesday 4 May 2011 for consideration and adoption of Clevedon School's strategic plan and charter.

Carried

Hall Hire Charges

- Discussed briefly – and agreed that the systems and procedures for hall hire will be looked at as part of the rolling schedule of policies and procedures.

Next Board Meetings

- Extraordinary board meeting 4 May 2011 – to focus on the strategic plan/charter
- The next ordinary board meeting will be on Wednesday, 18 May 2011, 6pm.
- Agenda items and reports due to the Chair/Principal by 12noon on Wednesday, 11 May 2011.

Meeting closed: 8.50pm

Signed: _____
Carol McKenzie-Rex, Chair

Dated: _____