

Minutes of Meeting of the Clevedon School Board of Trustees
held Wednesday 23 February, 6pm at Clevedon School

Present:

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

In attendance: Adrienne Rossiter (LSM), Miche'le Crofskey (Minutes), Toni Cassrels (Team Solutions)

Meeting opened: 6.07pm

Welcome to all and a special welcome to Guest Presenter, Toni Cassrels.

Apologies: None

Minutes of previous meeting:

Moved: Caroline Walsh

Seconded: Sheelagh McLeay

That the Clevedon School Board of Trustees receive and accept the Minutes of the previous meeting of 2nd February 2011 as a true and accurate record.

Carried

Matters Arising from previous minutes:

- *Uniform for external representation such as sports* – There are 20 sets of uniforms (20 shirts and 20 shorts) in sizes 12 and 14. The shorts are large and are not generally used by students. There is no netball team at the moment and there are no uniforms for them. There may or may not be rugby jerseys - Caroline will check. The Board will leave this 'stock take' with Julie to consider and make any future recommendations.
- *BOT/staff morning tea* – Thank you to Kerry for organising the morning tea. Thanks also to Karen and Adrienne for speaking for the Board and those who attended on behalf of the Board. The feedback was that it was great to meet the new staff and it was enjoyed by all who attended.

Conflict of Interests:

There were no conflicts of interest declared.

Correspondence

- Principal Appointment Survey – will be completed by the Chair;
- A couple of confidential items will be addressed in committee later;
- Flu vaccines from Mobile Health Services – start on site 14 March.

Moved: Kerry Williams

Seconded: Sheelagh McLeay
That the Board approves funding of the flu vaccination for all staff.
Carried

Moved: Chair
That the inwards correspondence be received and the outwards correspondence be approved.
Carried

Guest Presenter– Toni Cassrels from Team Solutions -National Standards:

- The School, with the co-operation of the parents, will support students to meet the National Standards;
- As will students taking ownership of their report and learning and feeling good about it;
- Overall teacher judgement in the report means that teachers need to know their students in order to teach them for a National Standards approach;
- Self-review tool for the BOT - This is for the Board to ask the questions of the school about the overall achievements of students to ascertain where the school is at in terms of Basic, Aspiring or Developing.
- There is a meeting/presentation scheduled for parents on National Standards to be held on Wednesday 2nd March at 7pm.

NOTE: Set aside 45 minutes on next Agenda for the Board to undertake the Self Review Tool

Toni Cassrels was thanked for her presentation and left the meeting at 7.10pm.

Learning Programmes / Student Achievement / Student Engagement:

Principal's Report

Donations;

- Letters and invoices have been sent out and donations are starting to come in.

ICT;

- Edtech meeting – the current option is not working as well as it could for the school.
- Three future options were considered; and option 2 was deemed as the best option.

Moved: Caroline Walsh

Seconded: Alastair Hulbert

That the Board agrees that option 2 as outlined in the Principal report is the best option for the School:-

1 x2 hour remote server check per month (total of 9 checks for the rest of the year)

X2 Flexi hours per month (March to December)

1 x3 hour onsite visit (already completed)

Total for the year \$4,492.60

Carried

- 30 work stations have been offered to the school from Harvey Norman – some do not have monitors and extra RAM will be needed. A technician is coming as well to get them up and running.

Property;

- Account received from the Fire Service due to 3 false alarm call outs within the year (rolling 12 month period);
- Smoke alarm procedure considered;

Moved: Karen Eastgate

Seconded: Caroline Walsh

That the Board approves the following response to smoke detector activations; if all alarms are activated then the call-out is referred to Fortlock, if one smoke detector is activated or a few in a particular area, then the call-out is referred to the Fire Service.

Carried

Personnel

- Fixed Term Management Units have been advertised to staff;
- Job descriptions and application package developed;
- Closed 23rd February;

Moved: Sheelagh McLeay

Seconded: Caroline Walsh

That the Board establishes the Personnel sub-committee to allocate the fixed term management units.

Carried

Gazette;

- Board discussed gazette as currently weekly, and is comfortable to transition to fortnightly under Principal's discretion and operational management;
- Community Notices on website works well;
- If future weekly information is needed – perhaps this could be done via email at the discretion of the Principal?
- Board noted it would be useful and cost-effective if we can work towards 100% uptake of the gazette via email or website;
- There was positive feedback to the Principal, staff and communications portfolio on the gazette this year. Thanks to all involved.

School Camp update;

- A meeting with the parents was held last week with about 30-40 in attendance;
- Overwhelming support of Y7 and Y8 camp to go ahead;
- RAMS (Risk Analysis Management Systems) – tabled by Principal;

- Parents will be transporting children to and from camp – collection and drop off at the school.

NOTE: The Board has requested that safety planning and RAMS forms be distributed by email to all Board members. A resolution proposing approval of the safety planning/RAMS will be circulated to all Board members for response, once they have had a chance to carefully consider the safety preparations. A BOT decision is anticipated by Friday 25th February 2011.

Uniforms;

- There are vast quantities of “lost property” uniforms left at the school;
- One parent has asked about a second-hand uniform shop;
- The Board suggests that perhaps one last notice to collect lost property be put in the gazette and then advertise to give it away – but to be managed however the Principal sees fit.

Moved: Sheelagh McLeay

Seconded: Caroline Walsh

That the Principal’s Report be received and accepted.

Carried

Community consultation

Communications Report

Moved: Emma Frizzell

Seconded: Karen Eastgate

That the Communications Report be received and accepted.

Carried

Employment

Personnel Update – No separate report for this meeting, refer Principal’s report.

Asset Management /Finance & Property

Finance Report

- New provider working well.

Moved: Emma Frizzell

Seconded: Kerry Williams

That the Finance Report be received and accepted.

Carried

Property Report

- Notice in the Gazette today regarding the working bee on Saturday 5th March.
- Refer also Principal's report for property matters.

Moved: Caroline Walsh

Seconded: Sheelagh McLeay

That the Property Report be received and accepted.

Carried

School climate and environment

Ministry Letter;

- The school will respond to the letter but will wait to see if Adrienne (LSM) receives any further responses from Ministry first.

ERO;

- Free Professional Development will be available.

Charter:

- Charter/Annual Plan preparation extension required to be able to collate and analyse data etc – so this will likely be ready for adoption at the April BOT meeting.

Moved: Alastair Hulbert

Seconded: Emma Frizzell

That the verbal updates on the Ministry of Education relationship, ERO and the school's Charter status be received.

Carried

Clevedon School Supporters (CSS) Update;

- AGM held last week – acceptance of the incorporation of independent body as Clevedon School Supporters Incorporated;
- New Chair is Rae Poole, Secretary is Leanne Chamberlain, and Treasurer is Steph Kayes.
- A resolution was passed to gift 2010 funds to the school.

The Board wishes to acknowledge Emma Frizzell for her significant contribution to the School through Clevedon School Supporters (CSS) and her role as the CSS Chair over a number of years. Thank you very much Emma, your efforts are very much appreciated.

Moved: Chair

That the verbal update on Clevedon School Supporters Inc. (CSS) be received.

Carried

Plans and policies

Adoption of Clevedon School BOT policies

- Karen will work with Julie to re-prioritise the order of the reviews for the Board;

Moved: Julie Schumacher

Seconded: Emma Frizzell

That the Clevedon School Board of Trustees Policies & Procedures Handbook be adopted.

Carried

Thank you to Karen, as this has been a very large amount of work and it is very important for the Board's governance role.

Allocation of board portfolios 2011

Moved: Caroline Walsh

Seconded: Sheelagh McLeay

That the Board of Trustees allocate board portfolio roles for 2011 as follows:

- Finance/Assets – Sheelagh (Lead), Alastair to assist
- Property/Health & Safety – Emma (Lead), Karen to assist
- Personnel – Kerry (Lead), Alastair to assist
- Communications – Caroline (Lead)
- Policies & Procedures – Karen (Lead)

Carried

Board Training for 2011

- If anything specific comes up in relation to a particular portfolio then it can be raised at the meeting and discussed whether those skills need to be updated.
- In general, the Board is open to training and development opportunities.

Charter/Annual plan progress update

This was covered in the Principal's report.

In Committee

8.36 pm

Moved: Chair

That the Board moves into committee and the public be excluded for this agenda item 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 8.55pm

Next Board Meeting

- The next board meeting will be on Wednesday, 16 March, 6pm.
- Agenda items and reports due to the Chair/Principal by 12noon on Wednesday, 9 March 2011.

Meeting closed: 9.00pm

Signed: _____
Carol McKenzie-Rex, Chair

Dated: _____