

**Minutes of Meeting of the Clevedon School Board of Trustees**  
**held Wednesday 2 February, 6pm at Clevedon School**

**Present:**

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

**In attendance:** Adrienne Rossiter (LSM), Miche'le Crofskey (Minutes)

**Meeting opened:** 6.05pm

A WARM WELCOME TO JULIE SCHUMACHER, COMMENCING AS OUR NEW PRINCIPAL, AND WELCOME BACK TO EVERYONE ELSE.

**Apologies:** None

**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 15 December 2010.

Carried

**Matters Arising from previous minutes:**

- Uniform for external representation such as sports – Caroline will be following up and this item will be deferred for further discussion at a future meeting.

**Conflict of Interest:**

There were no conflicts of interest declared.

**Election of Board of Trustees Chair / Deputy Chair 2011:**

- For the purpose of election the Chair was handed over to Julie Schumacher who called for nominations.
- Nominated by Alastair Hulbert/Seconded by Caroline Walsh:  
Carol McKenzie-Rex (accepted).
- There were no further nominations for the role of Chair.

Moved: Alastair Hulbert

Seconded: Caroline Walsh

That Carol McKenzie-Rex is confirmed as the Chair of the Clevedon School Board of Trustees for 2011.

Carried

- The Chair was handed back to Carol McKenzie-Rex who called for nominations for Deputy Chair.
- Nominated by Kerry Williams/Seconded by Sheelagh McLeay:  
Karen Eastgate (accepted).
- There were no further nominations for the role of Deputy Chair.

Moved: Kerry Williams

Seconded: Sheelagh McLeay

That Karen Eastgate is confirmed as the Deputy Chair of the Clevedon School Board of Trustees for 2011.

Carried

**Correspondence:**

- A few items of correspondence referred to the in committee meeting

Moved: Chair

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

Carried

**Electronic Resolution – Temporary Overdraft Facility:**

Moved: Carol McKenzie-Rex

Seconded: Sheelagh McLeay

That the Board approve an immediate temporary overdraft facility with the ASB to be repaid on receipt of our operational grant from the Ministry of Education in January 2011.

Carried 17/12/2010

**Learning Programmes / Student Achievement / Student Engagement:**

Principal's Report

- Looked at realignment of PRIDE (guiding values) as these need to be “lived” at the school as part of everyday.
- Clear learning times – key learning taking place in morning before lunch. The lunch break will be cut down to 45 minutes.

Moved: Emma Frizzell

Seconded: Kerry Williams

That the Principal's Report be received and accepted.

Carried

- The Board expressed thanks to Julie Schumacher for a very comprehensive Principal Report written in a clear, plain English style that is easily understood and which also demonstrates considerable work, initiatives and progress.

### Board Feedback on development of the School's Charter

- We have now reached a point where the parent community have been consulted and staff have been able to spend some time reviewing and developing the Charter with our new Principal and management team.
- The logo to be appended to the Charter was discussed briefly - just to ensure that the "Enter to Learn" by-line is not lost.
- Positive feedback from the Board relating to planning for parent/teacher interviews in Term One.

Moved: Alastair Hulbert

Seconded: Caroline Walsh

That the Board supports the charter framework developed to date as presented by the Principal.

Carried

### **Community consultation**

#### Communications Report

- It was noted that there will be a contribution from the Board in the first issue of the school gazette next week, and Caroline will prepare this on behalf of the Board.

### **Employment**

#### Personnel Update

Moved: Caroline Walsh

Seconded: Emma Frizzell

That the Board ratifies the appointment of Samuel Kett, a Beginning Teacher, on a one year fixed-term contract for 2011.

Carried

- Board to organise a morning tea to meet the new staff. Kerry will co-ordinate this.
- Caroline is working to update the website to include the new staff photos and biographies. She will also upload the new Charter framework to the website.

### **Asset Management /Finance & Property**

#### Finance Report

- There was no Finance Report available at this meeting. It is expected that a Finance Report will be available for the next meeting which is later this month.

#### Property Report

- The proposed administration area extension and upgrade has been turned down by the Ministry of Education. The Board now has an opportunity to re-vamp the Property Plan to facilitate further classroom and toilet area improvements.

Moved: Kerry Williams  
Seconded: Caroline Walsh  
That the Property Report be received.  
Carried

#### Budget 2011

Moved: Karen Eastgate  
Seconded: Alastair Hulbert  
That the Board adopts the 2011 budget for Clevedon School.  
Carried

- The LSM will check and clarify some minor queries, including the “swimming gear” entry in the budget.

#### Assets reconciliation for audit

- The new Financial Service Provider will commence a process for the assets reconciliation to take place over 2011.

#### Parent Donation

- Implementation of the parent donation request letter is delegated to the Principal. The Board would like a mail-out reminder at the beginning of every term.
- The letter will advise method of payment options and highlight the tax rebate status of the donation. Outlining what the donation is to be utilised on is also deemed important.
- The Office Administrator and/or School Secretary will have copies of previous request letters that can be used as a template for the 2011 letter.
- The school gazette can be used to keep the school community up-to-date on the percentage of donations received and for thanking those families who have paid the donation.
- There was general consensus that the level of donation should remain the same as last year.

Moved: Alastair Hulbert  
Seconded: Caroline Walsh  
That the Board approve the annual donation amounts for 2011 to be as follows:  
1 child \$240.00; 2 children \$360.00; 3+ children \$460.00  
Carried

## **School climate and environment**

### School Camps

- It was agreed that it is not practical to continue with the proposed Year 8 camp planned for the fourth week of the school term as the school has three new teachers starting for Year 7 and 8 and there has been no planning for the camp other than pencil-booking 3 nights.
- The Board was supportive of the Principal's plan to postpone the 2011 camp and instead target having purposeful, quality camps for both Years 7 and 8 on a two-yearly basis
- It was suggested that the Principal communicate with Year 7 and 8 families to inform the changes that management wishes to make to future School Camps.

## **Plans and policies**

### BOT Policies & Procedures

- Karen is to make further changes to the BOT policies and procedures based on recent feedback and will email out to Board members.
- Adoption of the Board's policies and plans will be an agenda item at the next meeting later this month.

### BOT Action Plan for 2011

Moved: Emma Frizzell

Seconded: Sheelagh McLeay

That Clevedon School returns to the triennial election cycle for election of Board of Trustees members.

Carried

- This means that there will be an election later this year – but these parent-elected positions will be for an 18 month term, and all elected Board positions will then be subject to the triennial elections in 2013.

Moved: Caroline Walsh

Seconded: Karen Eastgate

That the Board adopts its Board of Trustees Action Plan for 2011.

Carried

## **In Committee**

7.41pm

Moved: Chair

That 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

**Other Business**

- Reports for BOT agenda - It was clarified that Board Reports can go directly to the School Administrator, as she will be supporting agenda preparation for the Board of Trustees meetings. It was noted however, that any requests for staff support would normally go via the Principal.

**Next Board Meeting**

- The next board meeting will be on Wednesday, 23 February, 6pm.
- Agenda items and reports are due by 12noon on Wednesday, 16 February 2011.

**Meeting closed:** 9.00pm

Signed: \_\_\_\_\_  
Carol McKenzie-Rex, Chair

Dated: \_\_\_\_\_