

Minutes of Meeting of the Clevedon School Board of Trustees
held Wednesday 16 March, 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)

Meeting opened: 6.05pm

Apologies: Emma Frizzell (lateness)

Moved: Chair
That the apology from Emma Frizzell for lateness be accepted.

Carried

Minutes of previous meeting:

Moved: Chair

That the Clevedon School Board of Trustees receive and accept the Minutes of the previous meeting of 23rd February 2011 as a true and accurate record.

Carried

Matters Arising from previous minutes:

There were no matters arising.

Conflict of Interests:

There were no conflicts of interest declared.

Correspondence

- ***New Principal & Teachers Collective Agreements***
 - Copies are available from the Principal or Office Administrator if Board members wish to read these.

- ***NZSTA Conference***
 - It is \$600 per person. It was agreed that the Board will forego attendance in 2011.

- ***Local MP letter re: our concerns about correspondence and support from the Ministry***
 - Chair to respond to our MP that the MoE Auckland is currently reviewing its actions and relationship with Clevedon School.

- Chair to contact MoE officials about their proposal to undertake a review by independent contractor. Board agrees that money to fund a contractor would be more effectively spent as a grant to Clevedon School.
- ***EdTech contract for IT Network Services***
 - The contract is in accordance with a meeting between EdTech representative and the Principal, as described at the last Board meeting.
 - However, the contract is prepared solely for the signature of the Principal. The contract is not prepared for co-signing by the Board Chair.
 - This is a significant item of school expenditure and the Board would expect to be a signatory of the contract.
 - The Board asked for the contract to be amended accordingly and it can be considered and signed-off at the next meeting on 13th April.
- ***Employment Relations Education Leave***
 - Clevedon School staff (across all staff) who are NZEI members now receive 5 paid days per annum to attend courses on employment relations.

Moved: Chair

That the Board notes the Employment Relations Education Leave provisions for 2011.

Carried

- ***Memorandum of Understanding (MOU) between Counties-Manukau District Health Board and School for siting of the mobile dental unit***
 - The MOU supports the mobile dental unit to be on-site and use of power and water.

Moved: Karen Eastgate

Seconded: Sheelagh McLeay

That the Board authorises the Memorandum of Understanding between Counties-Manukau District Health Board and Clevedon School for the siting of the mobile dental unit in school grounds.

Carried

- ***Ballot Dates for 2012 out of zone enrolments***
 - Schools are required to set common dates for selection of out of zone enrolments.
 - The MoE has set dates and these are adjusted a bit on last year to avoid holidays, as terms have changed with Rugby World Cup.
 - Adrienne suggested that Julie could contact Ken Whyte at the Ministry for further detail on the process around out of zone enrolments.

Moved: Sheelagh McLeay

Seconded: Caroline Walsh

That the Board notes that the ballot dates for 2012 out of zone enrolments will be:

- (i) application closing date Thursday 27th September 2011
- (ii) ballot date Tuesday 4th October 2011

Carried

- **First Time Principal's course**
 - The Board notes that Julie is attending this programme which includes residential courses, a mentoring programme, e-learning, evaluations and self-assessments.
 - The Board needs to be aware of this, along with the workload and generally busy schedule at the school.
- **Te Koru Puawai o Aotearoa membership**
 - The Maori organisation that partners with NZSTA.
 - The Board agrees to forego membership in 2011.

Electronic Resolution –Year 7/8 Camp:

Moved: Carol McKenzie-Rex

Seconded: Alastair Hulbert

That the Board approves the safety planning/risk analysis and management systems for Year 7 & 8 attendance at Camp Raglan – Children's Bible Camp, from 14th to 17th March 2011.

Carried 25/2/2011

Self Review Tool – Board's role in the use of National Standards and the Curriculum

- The Board to focus on one section of self-review per meeting.
 - Tonight's review: "What are our professional strengths and learning needs?"
 - Julie recorded Board response and our self-assessment of where we are now on the continuum.
- Emma Frizzell arrived at 6.40pm

Learning Programmes / Student Achievement / Student Engagement:

Principal's Report

- Points raised and discussed:
 - Camp – feedback is excellent.
 - Working bee – great turn-out and thanks from Board to all involved.
 - Donation for attendance at camp – the options for ensuring the donor is kept informed and for donation of balance to support Christchurch families was canvassed and Principal to action.
 - School activities and events – these have been excellent, please pass on thanks to the staff for all the hard work.
 - ERO review meeting – tomorrow morning 17th March at 8.30am, involving Principal, LSM and BOT Chair.
 - Thank you Julie for a very comprehensive and useful report.

Moved: Kerry Williams

Seconded: Emma Frizzell

That the Principal's Report be received.

Carried

Roll Return

Moved: Chair

That the Board notes that the Clevedon School roll return was compiled and sent to the Ministry of Education prior to the deadline of 11 March 2011.

Carried

Student Achievement Data

Moved: Karen Eastgate

Seconded: Emma Frizzell

That the March 2011 baseline data report on student achievement for reading and spelling be received.

Carried

- There is more data to be presented at the next meeting.

Strategic Plan

- It is generally agreed that we will have broad goals around:
 - National Standards
 - Teaching and Learning
 - Literacy and Numeracy
 - Home-school partnership
 - ICT
 - Developing school culture
 -

Behaviour Management Procedures

- It may be timely to review this policy soon.
- It was signalled that the Principal is familiarising herself with school policy and Ministry procedures in order that any response to significant behavioural issues is consistent and fair.

Asset Management/Finance & Property

Finance Report

- General agreement that the new format and commentary is very good.
- Need to keep in mind that the budget is tight and formulated with limited knowledge of some of the actual expenditure needs; so leeway on some line items may be required as long as bottom-line is achieved.

Moved: Emma Frizzell

Seconded: Karen Eastgate

That the Jan/Feb2011 Finance Report be received and accepted.

Carried

2010 Draft Annual Accounts

- Our draft accounts need to be submitted for audit by 31 March.

- Sheelagh will forward advice on uniform stock to Julie and Patsy.
- Chair to circulate the draft Annual Accounts and request further feedback from Board members, especially Finance portfolio-holders.
- Once feedback received, the Chair will send a proposed electronic resolution around before the end of the week, asking the Board to approve the draft financial accounts for audit.

Property Report

- The Clevedon Tennis Club suggestion to use the School Hall in return for a donation will need to be declined as it is likely they will wish to have alcohol as part of their function. This is the Board's consistent policy and decision, where Hall users are not able to have alcohol on site. The only exception is where the event is directly operated and managed by the School itself. Kerry Williams will relay this to the Clevedon Tennis Club and thank them very much for their offer.
- A meeting is to be coordinated between the Principal, the Property Project Manager and the Board's Property portfolio-holders. The Board wishes to ensure that there is a high level of attentive, responsive, consultative service and support around our Property project management requirements.

Moved: Caroline Walsh

Seconded: Sheelagh McLeay

That the Property Report be received and accepted.

Carried

School climate and environment

Clevedon School Supporters (CSS) – AGM Minutes

Moved: Kerry Williams

Seconded: Caroline Walsh

That the Board notes the Clevedon School Supporters AGM Minutes and thanks the new committee and members for the grant of \$10,000 to the school, as well as for all the work associated with the CSS incorporation and Garden Tour/Party.

Carried

- The Principal gave a verbal update on the ticket sales for the Garden Tour/Party – and anything the Board can do to assist ticket sales will be much appreciated.

Plans and policies

- Commence review cycle later
- Caroline to load new policy onto school website – thanks Caroline.

In Committee

8.50 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 9.25pm

Other Business

Funding Application

Moved: Sheelagh McLeay

Seconded: Emma Frizzell

That Clevedon School applies for funding from the Whitehouse Tavern for computer workstations to the value of \$25,000.

Carried

Limited Statutory Manager

- This may be Adrienne's final Board meeting in her LSM capacity. An appropriate thank you and farewell will be coordinated and accorded at a later stage, once the LSM revocation is confirmed officially.

Next Board Meeting

- The next board meeting will be on Wed 13 April 6.00pm
- Agenda items and reports due to the Chair/Principal by 12noon on Wednesday, 6 April 2011.

Meeting closed: 9.30pm

Signed: _____
Carol McKenzie-Rex, Chair

Dated: _____