



CLEVEDON SCHOOL BOARD OF TRUSTEES

“Boards are responsible for the education outcomes. They ask questions. Principals are responsible for organizational processes to achieve the outcomes. They provide the answers.”

MINUTES - 6.00PM TUESDAY 23 MARCH 2010

<p>Karakia, present, apologies, declaration of interests</p> <p><u>Present</u> M Way K Davies L Beamish A Hulbert K Williams R Tilling E Frizzell</p> <p><u>Apologies</u> None</p> <p><u>MOE</u> A Dow M Glenny</p> <p><u>Minutes</u> S McIntosh</p> <p><u>Declaration of Interests</u> None</p> <p><u>MOE</u></p> <p>Welcome and thank you for coming. MOE here to talk about BOT governance role, and how MOE fit in Motion - grant MOE speaking rights, all in favour.</p> <p>In depth discussion on the boards issues/matters currently confronting them and their perceptions on how to manage this.</p> <ul style="list-style-type: none"> • School performance team ensures governance and management is strong, through providing support and guidance • MOE always comes to BOT first • MOE can provide a range of support - ‘tailored training and support • Chris France appointed by MOE to advise/oversee on BOT elections • Aware of NZSTA in support of employment issues, but MOE can provide assistance 	<p>6.00PM</p>
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- 2 elections - triennial/18 month: new BOT around 7 May - issues need to be addressed appropriately, with right support
- NZSTA/tailored training and support eg Chris France/ further concerns may require other support on request or by requirement
- Eg -Specialist advisor to ensure resolution of issues, not a BOT member but outcomes must be progressed towards
 - Limited Statutory Manager appointed by Minister to manage an aspect of BOT responsibility eg personnel,finance. LSM takes authority from the BOT.
 - Section 7a - provides powers of intervention and/or require action plan
- MOE wishes to support BOT in resolving issues to keep school as a positive part of this strong community

Discussion of BOT perceptions/issues, MOE reps will go away and decide on best intervention

- Previously breakdowns in communication, much work done in this area has taken place but this has compounded problems
- Personnel issues have also compounded issues
- Previous training by external consultants has been received in these areas

BOT may need further MOE support and clarification in area of correspondence/complaints (Chris France would be valuable here and MOE can arrange this quickly)

- BOT chair is experienced BOT member but new to chair - informing community on how to communicate to BOT through use of policy has been a challenge for the BOT
- Governance/Management divide - sometimes letters are not appropriate to be raised at BOT level, important to handle issues at **'the lowest possible level'**
- BOT struggles with employment issues, it has created pressure and tensions, despite good intentions and advise acted on
- Personnel matters are hard - need to follow community protocols/agreed responses, disclosure of information is not allowed and STA advise on this
- Staff turnover - it is not high, staff leave due to pregnancy, illness, promotion 09 - 15%, compares to expected figures
Exit interviews not considered
- Some questions may have come to BOT table inflamed by recent issues - problems have been compounded and clouded core problems, community may be using BOT members as an inroad to BOT and an effort to fragment BOT
- BOT should monitor direction.
- Rigorous appraisal system provides information about staff
- Student feedback from leavers and contributing schools
- Exit interviews is a business model, not generally a common practice in schools
- Issues arising through lack of BOT trust levels/cohesion
- Time must be taken for advise to be sought

Management of personnel issues needs appropriate support to avoid BOT being consumed by personnel issues, also appointment of/leaving teaching staff

- Professional community - active, strong, independent individuals reflected through student achievements. Cyclical - repeating patterns of BOT/community issues
- BOT Chair and Principal must be trusted and supported to deal with operational matters, so BOT can focus on governance

- Need to create effective personal 'firewalls' as a BOT member, to focus on governance
- Community lack understanding of direction eg school as a 'global leader' - led to competitive contesting and the gap has been widening
- BOT strongly empathetic - we care but it is hard to 'do the right thing by everybody' when making governance decisions - must put faith in policies and processes
- Response to anonymous complaints is a concern
- Enjoyed being on BOT but it is a challenge, commitment to finding stability on BOT

What does BOT need to progress and focus on students?

Summary of issues

- Employment issues/processes
- BOT cohesion/trust
- Communication
- Community awareness of confidential matters
- Breaches of Code of Conduct
- Need to bridge the gaps - intent/roles/governance/community understanding and alleviate stress for all concerned

Impact on staff?

- Safe work environment is an issue
- BOT not focusing on kids
- Teaching staff just getting on with the job
- Personnel matters have impacted on support staff

Level of support wished for

- Support essential, credit to chair for stepping up
- Non statutory support for whole BOT essential - work through problems together as a BOT
- Cohesion and trust needs to be addressed, so that BOT is able to handle cyclical issues
- Principal and BOT chair trust level/loyalty (x5) has enabled progress and stopped repeat of historical patterns for Principal/school
- Elections may be a positive chance for the BOT to build and develop
- Ongoing support is necessary

MOE (M Glenny)

- BOT and community communications and relationships
- Processes not secure
- Governance/management
- Staff getting on with it - achievement is not affected
- Need advice on-hand

Initially Chris France should be put in place to see BOT through the next month, prior to election

MOE revisit at invitation of new BOT, to review long term way forward

NB Gary Reading attending May meeting (tbc) - roles and responsibilities

<ul style="list-style-type: none"> • Concern around personnel matters - specialized support would mean BOT could focus on other matters (MOE cannot fulfill this but can put appropriate people in place) • Also Principal could concentrate on running the school <p>G Reading (STA) aware of closure being required on this matter</p> <p>Additional support around personnel required, statutory level may be required: BOT may wish to discuss/think about this and chair can advise MOE</p> <p>MOE will return on request, as a matter of urgency, for a special meeting</p> <p>Thank you Alison and Malcolm</p>	
<p><u>Major Projects Updates</u></p> <p>Reports - BOT Work Plan/Board Projects (RT)</p> <ul style="list-style-type: none"> • Plan organised by Principal/Chair • Unable to assign roles until after election, apart from EF, AH, MW • Tabled, discuss at May meeting by new Board <p>Reports - Annual Strategic Plan with 2010 Targets (MW/SC)</p> <ul style="list-style-type: none"> • Budget figures now added • Targets added, including National Standard reference • Targets build on prior knowledge and include each class, Junior Reading and Senior Maths targets • Targets based on 2009 end of year 'teacher overall judgements' - our criteria have been merged to National Standards • Our data shows our students do well against national norms • Teachers have been 'cautious' with OTJ's - we will address this through more moderation of assessments in school/cluster • Global targets align to National Standards - this is aspirational • Analysis will take place mid and end of year • Class targets - confidential information around individual teacher/class data, high trust, groups identified and targeted to improve overall achievement • All students will be taught and tested - research shows that specific focus groups will positively affect whole class achievement • Thank you to staff for efforts in this area <p>Motion: approve 2010 Strategic Plan Way/Beamish/all in favour</p> <p>Reports - Sign off 2010 Budget (MW)</p> <ul style="list-style-type: none"> • Amendments made to codings etc since draft budget tabled • Small deficit of \$594 predicted, after Property Plan provision adjustments • Staff expenses up • ICT cluster carryover from 2008 • Uniform - disposal of old stock costs • Interim accounts not received - still with auditors • EdTech - request them to come and talk to BOT about accounts, as part of new BOT training (no other accounts available at this stage) • Operational grant - 4 installments based on roll, confirmed after March roll return, hopeful that we will get an increase in predicted op funding • Budget cannot be changed once approved - we do not get less than predicted income, variance noted/alerted regularly, additional funds may be reallocated • Principal gets fuller reports - look at these in BOT training 	<p>8.05PM</p>

- EdTech monitors budget closely
- BOT expenses up 2009, due to 150th commitments - request breakdown from EO
- Query BOT attendance fees - budgeted on attendance at meetings and number of meetings, 2009 extra meeting - request further information from EO
- Non-claim of BOT fees may be able to be journalled out and donated back to school
- R & M equipment - decrease in 2010 budget (34010), will this effect property longterm? 5 Year plan will cover this, standards will be maintained
- Auditors come Nov/Dec and look at fine details, very thorough

Motion: approve 2010 budget Tilling/Hulbert/all in favour

Reports - Community Newsletter (AH)

- Thank you Alistair
- Some positive feedback around school PD plan

Reports - Election Update (RT)

- Jim Wakelin engaged as Returning Officer
- JW has been in touch with STA and MOE
- 1 election - 2 x 3 year terms
- 1 by-election - 18 month term, date to be set by new board
- New nominations required
- Prior nominees must notify previous RO to ask for return of statements - notified by new RO
- Community will be informed by post and local paper
- BOT must back away from election dealings

Reports - Property Plan Approval (RT)

- 10 year plan finishes July
- New plan will provide new funding
- Just received information from D Bowes with new plan
- MOE have requested electrical, drainage and heating reports (independent) to determine next 5 years spending (BOT viewed these)
- Property plan has taken these reports into consideration
- 5 year plan - \$225,000, 10% must be held back
- NB preference not to use Wet and Forget due to use of tank water
- Will not require as much paint maintenance for 5 years

Motion: approve Property Plan as drawn up by project manager Tilling/Frizzell/all in favour

Reports - Key Building Project Update (RT)

- Code of compliance received
- Tenders for refurbishment close beginning April

Policies - BOT Policy Review, including correspondence.

Approval - Delegations

Motion: approve Delegations policy as read Tilling/Willaims/all in favour

Tabled - Curriculum Delivery, Community Communication and Consultation

- Correspondence will be covered within Communication policy, may need to clarify correspondence guidelines within this

<ul style="list-style-type: none"> - K Williams to provide examples of clear guidelines from other schools, this may be a procedure not a policy but we need to agree protocols - 16. Typo to be corrected - Send amendments through to Principal <p><u>Board Forum</u></p> <p>Action - Breach of the Boards 'Code Of Conduct' and discussion by whole board for need of censure</p> <ul style="list-style-type: none"> • Chairs role is difficult task , particularly with recent issues • Chair has reviewed advice on Chair's role - lead BOT, ensure focus of whole BOT and ensure adhesion to Code of Conduct by all Trustees • One of BOT acting outside BOT remits • Safety of BOT members • Chair has acted on advice of STA • Further advice to be sought - matter adjourned <p>Kerry Williams left at 9.30pm</p> <p><u>BOT Committees</u></p> <p>CSS Minutes - (EF)</p> <ul style="list-style-type: none"> • Fundraising priorities through BOT • P Howieson to bring staff views to CSS <p>Taken as read</p>	
<p><u>Monitoring</u></p> <p>Finances</p> <ul style="list-style-type: none"> • Jan/Feb tracking well, small surplus • Tight rein on expenditure - budget on 'worst case scenario' • Expenditure cutbacks have helped • School is maximizing resources with small budgets - community fundraising higher than other schools and this makes a significant difference to learning resources • Donation accounts are out- look for picture asap <p>Property</p> <p>Motion: taken as read Frizzell/Beamish/all in favour</p>	
<p><u>In-Committee</u></p>	
<p><u>Administration</u></p> <ul style="list-style-type: none"> • Minutes of the previous meeting confirmation - February 2010 Approved Tilling/Hulbert/all in favour Record Frizzell in favour of 50/50 split of expenses for Principal PD • Correspondence & General Items 	

MOE re National Standards MOE - assistance to the Board NZEI notifications N Manning tabled, reply provided - no further action required	
Meeting Close	10.50PM