

Minutes of a Meeting of the Clevedon School Board of Trustees
held Wednesday 15th June, 6pm at Clevedon School

Present:

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

In attendance: Miche'le Crowskey (Minutes)
Meeting opened: 6.06pm

Apologies: None

Minutes of previous meeting:

Moved: Sheelagh McLeay
Seconded: Caroline Walsh

That the Clevedon School Board of Trustees receive and accept the minutes of the previous meeting of 18th May 2011 of 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 conflicts of interest declared.

Visitor from Ministry of Education: Bruce Adin, Regional Manager

- There has been no apology to the school over MoE treatment.
- It was agreed to compile information on costs to school due to the need for an overdraft (interest and fees – for possible reimbursement), as the promised advance did not occur at the end of 2010.
- The Chair to write to Ministry of Education (yet again) to outline the understanding of the terms of reference for the original review (i.e. to review the operations grant advance, financial assistance for the LSM and inaccuracies in correspondence) and to request copy of written review.
- The Regional Manager asked for correspondence to be compiled and sent (again); the Regional Manager and board agreed that any further assessment would be done within 2 weeks;
- After two weeks the board will go back to the Ombudsman and explore other advocacy options.

Correspondence:

- Regional News – contains information on the 10 year property plan including dental clinic upgrades

- Pay System – changeover scheduled for July 2012 now.

Moved: Chair

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

Carried

Electronic Resolution – circulated and passed by BOT on 1st June 2011

Moved: Carol McKenzie-Rex

Seconded: Kerry Williams

That the Clevedon School Board of Trustees approve the 2010 Annual Report and audited financial statements.

Carried

Curriculum and Assessment

Principal's Report

- Data highlights the need to emphasise the importance of teaching and learning in the first 2 years of school.
- Achievement data is now available to tell us where every child is at.
- Literacy self-review has been occurring.
- Board supports the Principal's planning for an additional junior teacher in the second half of the year to be accommodated in Room 12. Resources for the new class will be sought from throughout the existing school in the first instance, but there may need to be some modest additional investment.
- ICT – network upgrade: The contract for this is coming soon and Principal will circulate via email for approval.
- ICT planning support: The board is comfortable to engage a consultant who has the knowledge and skills to assist with ICT planning, but prefers one who is at 'arms length' and independent from any interests in the resultant purchasing and service provision.
- Policy Reviews that are on-going: Document management processes were outlined; Behaviour management review is on-track with community surveying happening now.
- Reporting to parents for junior students - The new methodology for junior student reporting is being explained and communicated to parents.

Moved: Caroline Walsh

Seconded: Alastair Hulbert

That the Principal's Report be received.

Carried

Strategic Planning & Self-Review

Communications Report

- Website – It was noted that there are names but no pictures of students in the News Centre.

- Gazette – Request to have BOT meeting highlights/key issues outlined in the gazette that follows each BOT meeting. There is also a need to communicate the BOT’s Annual Report to the community in a brief, narrative style through the gazette.
- The Chair will work on a summary of the Annual Report and the Principal will develop a synopsis of student achievement data for 2010 in order to share this information with the community.

Moved: Emma Frizzell
 Seconded: Kerry Williams
 That the Communications Report be received
Carried

Employment/Personnel

Personnel Update – Covered by the Principal’s Report

Asset Management /Property & Finance

Finance Report

- Technology - It was noted that it could be useful to communicate to parents the nature of technology studies where Year 7 and 8 go to Rosehill College by bus. There are still some technology payments outstanding and families are being invoiced regularly.
- It was agreed that ‘user pays’ will be an item for discussion under Finance Report at the next meeting.
- Student Management System – There are much improved processes in place for tracking of payments made from parents.
- Staff PD – It was noted that there is always more investment in the first half of the year, so that the benefits of learning and development can be implemented during the year.
- Photocopying – The initial budget was incredibly unrealistic and this needs to be recognised in the budget refresh exercise.
- Student Links system – The school will be using email and texts which will help to reduce paper and personnel time for recording of student attendance/absences and there are also useful implications for newsletters, homework sheets, etc.
- Coal – There is a need for additional coal, which is on order.

Moved: Emma Frizzell
 Seconded: Karen Eastgate
 That the finance report be received and accepted.
Carried

Matters Arising

Funding Resolutions

Moved: Sheelagh McLeay

Seconded: Caroline Walsh

That Clevedon School makes an application for library books up to the value of \$2,000.00 from the Sir John Logan Campbell Residuary Estate Grants for Charitable Purposes Fund.

Carried

Moved: Sheelagh McLeay

Seconded: Caroline Walsh

That Clevedon School makes an application for Ag Day ribbons, sashes and rosettes and visitor/staff name badges to a value of \$2,301.57 from the Whitehouse Tavern.

Carried

Moved: Sheelagh McLeay

Seconded: Caroline Walsh

That Clevedon School makes an application for information and communication technology purchases/upgrades and other equipment from the Transpower Community Care Fund.

Carried

Moved: Sheelagh McLeay

Seconded: Caroline Walsh

That Clevedon School makes an application for classroom sport kits to the Mt Wellington Foundation.

Carried

Property Report

- Boiler needs to be checked – The board thanks the Property Portfolio leader for ensuring this is monitored and that it occurs on a regular basis.
- The MOE's Property Liaison Officer will be attending the July meeting of the BOT.

Moved: Caroline Walsh

Seconded: Karen Eastgate

That the Property Report be received and accepted.

Carried

Annual Report / Audit Report

- Audit Management Report response:
 - Sheelagh outlined the response she has drafted for the board.
 - There was extraordinary expenditure in 2010 that would not be expected in 2011.
 - There are better and more-timely reports coming from the new financial service provider.
 - Steps are being taken to lessen the reliance on donations.
 - There is a dedicated parent group preparing fundraising applications on behalf of the school.
 - The board is reviewing relevant policies and procedures.

- The board is in the process of renewing the 10 Year Property Plan and this will be reviewed on an annual basis.
- Board members were supportive of the proposed response to the audit management report and asked that it be transferred to letterhead, signed by the Chair and sent to the auditor.
- There is a need to look into the period of appointment of auditor (BDO) and when this expires. (Sheelagh and Julie to follow-up on this)
- The Chair requested that next year's Annual Report be better pulled-together as a total package. The board requested the Finance committee/portfolios keep a close eye on the 2011 audit, including Annual Report preparation.

Legislation, Policies and Plans

- Karen has been compiling information on Board Operations and will circulate proposed amendments via email once she is able to type again. Board members are invited to send further comments and feedback.
- The Chair tabled an ERO Board Assurance checklist that can be worked through section-by-section, twice a year.
- It was agreed to put a section of the Assurance checklist on the agenda for each board meeting. The Principal can report on status of the various compliance matters and the board can review and ensure that key obligations of the board are being met.

In Committee

8.15 pm

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 8.30pm

Next Board Meeting

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

Meeting closed: 8.35pm

Signed: _____
Carol McKenzie-Rex, Chair

Dated: _____