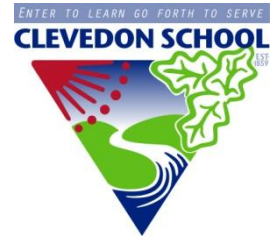


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Minutes of Meeting of the Clevedon School Board of Trustees
held Wednesday 17 August 2011, 6pm at Clevedon School

Present:

Carol McKenzie-Rex (Chair)
Julie Schumacher (Principal)
Karen Eastgate (Deputy Chair)
Caroline Walsh
Emma Frizzell (late arrival 6.25pm)
Alastair Hulbert (late arrival 6.05pm)
Kerry Williams

In attendance: Miche'le Crofskey (Minutes Secretary)

Meeting opened: 6.03pm

Apologies: Sheelagh McLeay

Moved: Chair

That the apologies be received and accepted.

Carried

- Welcome to Marama Crosby for the presentation on Behaviour Management.

Minutes of previous meeting:

Moved: Caroline Walsh

Seconded: Julie Schumacher

That the Clevedon School Board of Trustees receive and accept the Minutes of the previous meeting of 13 July 2011 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.

Behaviour Management:

(from Strategic Planning and Self-Review agenda item)

- A behaviour management survey was sent home to parents. It was noted that many families are unaware of behaviour management policies and this has highlighted the need for the school to make sure that everyone is more aware.
- It was thought that a presentation for parents could be useful to go over what school behaviour management policies are.
- There was a need to have clarity around school rules - everyone should know what the school rules

are.

- The Board thanked Marama for her attendance and for her work and involvement in the review.

Moved: Caroline Walsh

Seconded: Karen Eastgate

That the Board adopts the Clevedon School Behaviour Management Policy.

Carried

Correspondence

- Email in relation to the Shell rebranding exercise to 'Z'; there is an opportunity to put a proposal forward to register as a funding beneficiary. Kerry will follow this up with Julia King.
- Preliminary notification of paid union meeting for support staff. The Board noted that there are regular incremental payments for support staff in the collective employment contract that need to be implemented at the appropriate times.
- An email letter was received from J MacLean about her school hall booking for a fundraising event and requesting ability to serve wine and nibbles. The Chair to further investigate our policies and respond accordingly.

Moved: Chair

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

Carried

Curriculum and Assessment

Principal's Report

*Including: Summary of Support Programmes – Heather Chapman
and Milestone Report to ERO – End of Term 2*

- Predicted roll by year end is 369
- Terry Rogers from ERO called and commended the school on the documentation submitted. The ERO team will be here for a day in Term 4 as part of the school's longitudinal review process.
- The Student Support Report is very a comprehensive report. There were positive comments on how progress of students is demonstrated and reported. Please pass on Board thanks to Heather Chapman for the report.
- The Board expressed sincere thanks to Julie Schumacher and her team for the considerable amount of quality work and progress evidenced in the ERO Milestone Report and the Strategic Plan Progress Report.

Moved: Alastair Hulbert

Seconded: Kerry Williams

That the Principal's Report be received and accepted.

Carried

Moved: Caroline Walsh

Seconded: Emma Frizzell

That the Board receives and notes the Strategic Plan progress report.

Carried

Moved: Karen Eastgate

Seconded: Caroline Walsh

That the Board receives and notes the Finance Assurance Checklist.

Carried

Moved: Emma Frizzell
Seconded: Karen Eastgate

That the Summary of Student Support Programmes by the Reading Recovery teacher be received and noted.
Carried

Moved: Kerry Williams
Seconded: Alistair Hulbert

That the ERO Milestone Report as at July 2011 be received and noted.
Carried

Strategic Planning & Self-Review ***Communications Report***

- No report for this month

Progress report on Annual Strategic Plan

- Included in Principal's Report

Policy and Procedures

Policy review cycle:

Moved: Caroline Walsh
Seconded: Emma Frizzell

That the Board adopts the Clevedon School policy review cycle.
Carried

- The Board thanked Julie Schumacher and Karen Eastgate for the work that has gone into producing a comprehensive review cycle for the Board over the next 3 years.

Policy Ratification and Review:

Moved: Kerry Williams
Seconded: Karen Eastgate

That the Board adopts the Clevedon School Enrolment Scheme policy.
Carried

Education Outside the Classroom (EOTC):

Moved: Kerry Williams
Seconded: Karen Eastgate

That the Board adopts the Education Outside the Classroom (EOTC) policy.
Carried

Board Operations Policy:

The Chair has given board members until next month to return their self-review questionnaire, looking at their portfolio roles, performance and the overall performance of the board of trustees.

Employment/Personnel

- The Board is waiting on the Ministry to confirm if the school can make a permanent Deputy Principal appointment. In preparation for confirmation that we can advertise, Kerry and Julie will put together a package for the Deputy Principal position to be ready to go.

Asset Management /Property & Finance

Finance Report

- Photocopying is still showing up. The Board needs to review the budget for photocopying.
- Can the possible credit from Ricoh in relation to change of rental of photocopier be re-investigated?

Moved: Karen Eastgate

Seconded: Caroline Walsh

The Board of Trustees confirms its support for expenditure on computer benches from the MoE furniture modernisation funding.

Carried

Moved: Chair

That the Finance Report be received and accepted.

Carried

- A big thank you to Principal, teachers and support staff - for all the effort to keep within our very austere budget.

Property Report

- Property portfolio holders and Principal have met with David Bowes, Property Consultant, about proceeding with preliminary design work to commence implementation of 5 Year Property Plan.

Moved: Emma Frizzell

Seconded: Karen Eastgate

That the Board appoints David Bowes of ConsultUs Limited as our Property Consultant to support implementation of our 5 Year Property Plan.

Carried

- Monthly property meetings are occurring with follow-up reports to the Board. The Chair expressed thanks to the Portfolio lead and members. This is a very busy portfolio and the work is very much appreciated by the Board.
- Emergency Management systems were highlighted and discussed by the Board.

Moved: Caroline Walsh

Seconded: Kerry Williams

That the Board adopts the Ready Net Emergency Preparedness network system as a complement to our existing policy and procedures.

Carried

Moved: Kerry Williams

Seconded: Alastair Hulbert

That the Board's Property Portfolio sub-committee to support school development and improvement through the 5 Year Property Agreement with the Ministry of Education (5YA) be lead by Emma Frizzell with members to include Julie Schumacher, Karen Eastgate and Caroline Walsh.

Carried

Moved: Chair

That the Property Report be received and accepted.

Carried

Grant Update Status

Moved: Chair

That the Board receives and notes the report on the current status of school funding grants.

Carried

- The Board acknowledged the great support that our school is receiving from the group of parents involved in development of funding applications.

Ag Day Minutes

Moved: Chair

That the Board receives and notes Ag Day Minutes from 9 June and 14 July 2011.

Carried

- A big thank you too for Ag Day Committee members. These parents are working hard and doing a wonderful job for the school.

Development of school concept plan

- This is about taking a more holistic approach to development and improvement of our school's physical spaces and assets, concurrent to our work on the 5 Year Property Plan.
- Clevedon School could be more of a community hub, with greater after school/ holiday and wider community utilisation for education and recreation.
- This idea proposes development of a well-consulted master-plan which can give us a big-picture concept for development, enabling the plan to be broken into 'manageable bites' for the purposes of focussing on funding/fundraising and progress.

Moved: Carol McKenzie-Rex

Seconded: Kerry Williams

That the Board's School Concept Plan sub-committee to support school vision and master-planning development and improvement be lead by Karen Eastgate with members including Carol McKenzie-Rex, Emma Frizzell and Caroline Walsh.

Carried

- Julia King from Parent Fundraising group will be approached to see if she will be willing to co-facilitate the project and the Working Group.
- CSS committee to be approached about involvement and representation on the Working Group.

Moved: Caroline Walsh

Seconded: Kerry Williams

That the Board supports the development of a School Vision and Concept Plan by accepting the services of Dion Gosling in his proposal from Studio 106 Architects to the value of \$5,000.00, to be partially funded from our recent Property Plan credit.

Carried

Asset Register

Moved: Karen Eastgate

Seconded: Caroline Walsh

That the school Asset Register be updated by rationalising all minor assets pre 2005 with a value of less than \$1,000.00.

Carried

Submission to draft Franklin Local Board plan

- The submission focused on requesting the Franklin Local Board to support (through advocacy) the roll-out of ultra-fast broadband to rural schools, including Clevedon School. The Local Board was also asked to consider partnering with our school in the development of the school as a community educational and recreational hub.
- In addition, the submission touched-on the desire of our school to operate our pool for our wider community over summer, and that a council grant might support this to occur.

Moved: Kerry Williams

Seconded: Karen Eastgate

That the Board endorses its submission to the draft Franklin Local Board Plan.

Carried

Swimming Pool analysis – projected costs for 2011/2012

Moved: Caroline Walsh

Seconded: Alastair Hulbert

That the Board opens the school pool to the wider community on the following basis:

- the cost of a key per family is \$125.00 with \$25.00 refunded on return of the key at the end of season
- that a minimum of 100 keys are sold before the pool can open
- that an application be prepared to the Franklin Local Board for a grant of \$2,500.00 to assist opening the school pool to the wider community over the 2011/2012 summer.

Carried

- Carol, Caroline and Julie will work to ensure that there is clear communication to the school and wider community on the costs of the pool to the school and the rationale of this Board decision.

Legislation, Policies and Plans

- It was noted that teacher registrations are coming up for renewal. The Board discussed and is comfortable with supporting this financially.

In Committee

8.55 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 is noted as to discuss matters of personnel and the ground is privacy.

Carried

- The Board moved out of committee at 9.30pm

Other

Parent Consultation Meeting

- Preparations are occurring to hold a parent evening on 31st August 2011 and Board members noted the importance of consulting with our parent community on a regular basis.
- Items for discussion and feedback from parents to include:
 - school development plan
 - ICT vision for school

- Cool Schools and Behaviour Management
- School structure for 2012
- Clevedon graduate
- Health consultation
- Opening the school pool to the wider community over summer
- Parents will be asked to 'bring a plate' and school will provide tea, coffee, juice and the Board is generally happy to top-up food and beverage through BOT expenses funding.
- Board members who are available are invited to assist the set-up of the School Hall between 6 – 7pm

Next Board Meeting

- The next board meeting will be on Wednesday, 21 September 2011, 6pm.
- Agenda items and reports due to the Chair/Principal by 12noon on Wednesday, 14 September 2011.

Meeting closed: 9.50pm

Signed:

Carol McKenzie-Rex, Chair

Dated:
