

Minutes of Meeting of the Clevedon School Board of Trustees
held Wednesday 13 July, 6pm at Clevedon School

Present:

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

In attendance: Miche'le Crowskey (Minutes)

Meeting opened: 6.05pm

Apologies: Kerry Williams

Moved: Chair

That the apologies be received and accepted.

Carried

Minutes of previous meeting:

Amendment to previous Minutes: The Communications Report stated that there were no photos, just names of students. This relates to the News Centre section of the website.

Moved: Alastair Hulbert

Seconded: Caroline Walsh

That the Clevedon School Board of Trustees receive and accept the Minutes as amended as a true and accurate record of the previous meeting of 15 June 2011.

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: John Metford; Property Network Facilitator, Ministry of Education

- John spoke to the board of trustees and tabled an extensive report about the role of MOE Property Facilitators and the School's Ten Year Property Plan.
- The board of trustees thanked John for attending the meeting and improving our understanding of school property management.
- Clevedon School can now invoice the Ministry for a furniture contribution and for preparation of the ten year property plan.
- The next step is to meet with our Property Consultant and commence scoping of the projects in the Five Year Property Agreement.

Correspondence

- Torque IP Memorandum of Understanding completed;
- Agreement for 5YR Property Agreement to be approved for sign off

Moved: Emma Frizzell

Seconded: Karen Eastgate

That the Ministry of Education and the Clevedon School Board of Trustees 5 Year Agreement for Property be authorised.

Carried

- Rural Broadband Initiative and Ultrafast Broadband; one letter received from the Minister stating why the school was not included and how they will be looking into it and a second letter from the Labour Party saying that she is happy to be an advocate for ultrafast broadband if the school missed out.
- There is a difference between the two broadbands as the rural broadband initiative seems to be an upgrade of existing copper wiring to improve existing levels of service, but there will not be as much functionality as ultrafast broadband.
- The Chair will write letters seeking clarity on Ultrafast Broadband and the Rural Broadband Initiative and advocate the best possible service for Clevedon School.

Moved: Chair

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

Carried

Electronic Resolutions

- Board of Trustees passed the resolutions below by electronic circulation:

Moved: Carol McKenzie-Rex

Seconded: Caroline Walsh

That the School Network Upgrade IT services contract between Clevedon School and Torque IP Ltd be endorsed.

Carried 25 June 2011

Moved: Carol McKenzie-Rex

Seconded: Sheelagh McLeay

That the Board authorises the Mike's Woodshop Ltd quote for the purchase of furniture and equipment for the additional new entrants' class.

Carried 5 July 2011

Curriculum and Assessment

Principal's Report

- There were no applications from out of zone enrolment advertising, but will do another round of advertising for 2012 enrolments.
- Current school roll numbers are down due to students moving out of the area as quickly as new students enrol.
- Heritage-athon sponsorship received from 253 students; well done to all participants. Over \$14,000 collected by students who were sponsored. A fantastic effort!
- A grant for the outdoor PA system has been received.
- Cool Schools – There has been some funding granted for training from the Ministry of Education; An information session will be run for parents to inform about Cool Schools; Staff, including Support Staff, are invited to attend Cool Schools training; The Board understands the need for the whole staff to attend this, given the importance of a cultural shift across the whole school and the need for understanding and buy-in from all involved.
- There was acknowledgement of the Charter/Strategic Plan being completed, submitted and accepted by the Ministry of Education. Thank you Julie – this is a big milestone completed.

Moved: Emma Frizzell

Seconded: Alistair Hulbert

That the Principal's Report be received and accepted.

Carried

Strategic Planning & Self-Review

School Self-Review as per Principal's Report

- The comprehensive report on the self-review was considered.

Moved: Chair

That the report on School self-review be received and noted.

Carried

- A reminder to parents will be highlighted in the new term about the school start time and when supervision commences in the mornings.
- Social Network: A member of staff is investigating pros and cons of a Facebook page for the school as another means of communication with parents. A report will be forthcoming.

Communications Report

- No report for this month

User Pays

- The Board has had a lengthy discussion and has given Julie a clear perspective to manage operationally.

Structure of classes across the school in 2012

- The Board has discussed the school structure for 2012 and supports the Principal's perspective and from this Julie will arrange a session for parents next term on "School Structure & Assessment".

Employment/Personnel

Personnel Update – Refer to the Principal's Report

Asset Management /Property & Finance

Finance Report

Moved: Caroline Walsh

Seconded: Emma Frizzell

That the Finance Report be received and accepted

Carried

- The Board congratulates the Principal, CSS, the Fundraising parents, our School Administrator and all the Staff for all their efforts to prudently manage our budget.

Matters Arising from the Finance Report:

Funding Resolutions:

Moved: Sheelagh McLeay

Seconded: Alastair Hulbert

That the Board of Trustees makes an application to First Sovereign Trust for classroom furniture.

Carried

Moved: Sheelagh McLeay

Seconded: Alastair Hulbert

That the Board of Trustees makes an application to the Trillian Trust for cameras.

Carried

Moved: Sheelagh McLeay

Seconded: Alastair Hulbert

That the Board of Trustees makes an application to the Todd General Fund for a school canopy.

Carried

Moved: Sheelagh McLeay

Seconded: Alastair Hulbert

That the Board of Trustees makes an application to the Four Winds Foundation for a school canopy.

Carried

Moved: Sheelagh McLeay

Seconded: Alastair Hulbert

That the Board of Trustees makes an application to the Auckland Council Creative Communities fund for musical instruments.

Carried

Moved: Sheelagh McLeay

Seconded: Alastair Hulbert

That the Board of Trustees makes an application to the Trusts Community Foundation for outdoor games.

Carried

Moved: Sheelagh McLeay

Seconded: Alastair Hulbert

That the Board of Trustees makes an application to the Aotearoa Sports Foundation for indoor games.

Carried

Ministry of Education Letter re: LSM funding and failure to provide an operations grant advance

- The Regional Manager will not assume any responsibility or provide any support. The Board of Trustees has advocated these matters for some time and will now turn its time and energy elsewhere.

Property Report

- Need new policies and procedures in place for both the school pool and hall hire;
- Julie Schumacher and Karen Eastgate will put together a policy review cycle;
- ReadyNet (NZSTA recommended) emergency management tool – Emma Frizzell will contact NZSTA to find out more about it;

- Maintenance and operation of the pool; an analysis of the running costs of the pool will be collated and then brought to the Board for further discussion and a decision about future management.
- Additional cleaning; The board would like to investigate the cost of having commercial cleaners for some of the intensive cleaning jobs that will improve the look and feel of the school. A cost estimate will be brought back to the Board of Trustees for consideration.

Moved: Sheelagh McLeay

Seconded: Julie Schumacher

That the Property Report be received and accepted.

Carried

PowerSwap recommendation for reduction in power costs through a new provider

- Need to clarify if the kW usage has a pricing threshold in relation to the recommended supplier. Board members asked that PowerSwap look into whether there are any added costs over the estimated usage.
- Once clarified, the Board are happy for the Principal to authorise approval of a change of power company in order to save future cost.

Legislation, Policies and Plans

Board Assurance Checklist – Section 6 Asset Management

- Julie will follow up on the asset register and has noted already that she will be working on the policy review cycle over the holidays.
- Emma Frizzell will check into the insurance/contents.
- The board would like to look at the Assurance Checklist for Finance at the next meeting.

Moved: Chair

That the Board receives the Board Assurance Checklist on Asset Management.

Carried

Policies and Procedures

- Further work to do before adoption of Board Operations.

Karen Eastgate left the Board meeting at 9.30pm

In Committee

9.30 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 10.27pm

Other

Moved: Alastair Hulbert

Seconded: Sheelagh McLeay

That the Board of Trustees determines that school events involving children are to be alcohol-free.

Carried

Next Board Meeting

- The next board meeting will be on Wednesday, 17 August 2011, 6pm.
- Agenda items and reports due to the Chair/Principal by 12noon on Wednesday, 10 August 2011.

Meeting closed: 10.30pm

Signed: _____
Carol McKenzie-Rex, Chair

Dated: _____