

Minutes of Meeting of the Clevedon School Board of Trustees
held Tuesday 16 November 2010, 6pm at Clevedon School

Present:

Linda Donnelly (Relieving Principal)
Sheelagh McLeay
Kerry Williams
Caroline Walsh
Karen Eastgate
Emma Frizzell
Carol McKenzie-Rex (arrived 6.40pm)
Alastair Hulbert (arrived 6.50pm)

In attendance: Adrienne Rossiter (LSM), Miche'le Crofskey (Minutes)

Meeting opened: 6.04pm

Appointment of Deputy Chair

Moved: Kerry Williams
Seconded: Caroline Walsh

That the Board appoints Sheelagh McLeay as Deputy Chair of the Clevedon School Board of Trustees.

Carried

- The Deputy Chair proceeded to chair the meeting.

Apologies:

Carol McKenzie-Rex (Chair) – for lateness
Alastair Hulbert – for lateness

Moved: Chair

That the apologies be accepted.

Carried

Declaration of Interests:

There were no declarations of interest.

Minutes of previous meeting:

Moved: Chair

That the Clevedon School Board of Trustees receive and accept the Minutes of the previous meeting of 19 October 2010.

Carried

Matters Arising from previous minutes:

- *Uniform transition to Papakura Uniform Shoppe*
 - ✓ The stock of uniforms has been delivered to the Papakura Uniform Shoppe. It is

- ✓ predicted that it will take considerable time for stock movement.
 - ✓ Monogram differences may need to be corrected on future uniforms made.
 - ✓ Large skirts are able to be on-sold to a school in Papatoetoe with a similar uniform colour to Clevedon School.
 - ✓ Large fleece vests are not likely to be worn by the senior children and it will be difficult to sell these. Suggested that vests can be for staff to wear on school outings. These will be returned to the school.
 - ✓ There are currently two lines of hats, one for junior students with 'Clevedon' on them and senior student hats with a wider brim.
 - ✓ The Sports Resources PE shorts are made of a different fabric to the shorts that the junior students have. The Board needs to further discuss provision of a consistent sports uniform for teams attending events outside the school.
 - ✓ A stocktake will be done monthly on the uniforms held with the Uniform Shoppe and the school will then invoice for stock sold.
- *Gazette Advertising Policies*
Control of advertising has been looked at in regard to who may advertise and for what period of time and at what cost. Existing advertisers have been checked. One has pulled-out but the others are happy to carry on. The original arrangement was that they would be on the email tree and this would be in full colour but any gazette printing will be in black and white. Advert positioning is to be consistent. Advertisers have been re-invoiced for the period June to June 2011, and invoicing periods will be reassessed next year.
- *End of Year Student Reporting Format*
A copy of the reporting format was to be reviewed but had not been received by the Board members. Linda will email through a copy to the Board members tomorrow.
- *Strategic Plan Funding Priorities and Meeting with CSS*
It was agreed at the Ag Day debrief that the Board Chair and other Board members might attend the December CSS meeting to discuss fundraising priorities and timings.

School Uniform Agreement – electronic resolution

Moved: Sheelagh McLeay

Seconded: Carol McKenzie-Rex

That the Clevedon School Board of Trustees appoints the Uniform Shoppe Papakura to be the official supplier of the school uniform and that the addendum agreement as presented be entered into.

Carried 2/11/2010

Correspondence/Communications

- 40km Speed Limit past the school – Relevant authorities have been notified of the school's submission on this issue advocating the speed limit reduction;
- A thank you card has been sent to Michael Kensington for his assistance with preparation of questions for our Principal interviews;
- Aquanauts – Emma will check to make sure an acknowledgement of thanks has been conveyed;

- Proposed Plan change for Clevedon Village – Promotion of submission information has been in the gazette and the Board should note progress with this in relation to future Property Plans;

Moved: Linda Donnelly

Seconded: Emma Frizzell

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

Carried

Relieving Principal's Report

Bridge the Gap Programme

- This proposal is at no cost to the school;
- There is Police vetting process in place for all personnel who come into the school;
- Sports coaching and training can be coordinated with existing PE/fitness times;
- The school's current injury policy will cover students participating in this programme.

NOTE: Linda will touch base with Bridge the Gap and advise that there was a positive response from the Board and that this proposal will be considered further for 2011, pending input from the new Principal.

Staff List for 2011

- Julie would like 4 teams with a Team Leader for each team.
- Short-listing for new staff will take place on 29 November and interviews on 5 December 2010.
- Positions are open to existing staff to apply for.
- It was agreed to publish the proposed staff list for 2011 in the gazette.

Carol McKenzie-Rex joined the meeting at 6.40pm.

Alastair Hulbert joined the meeting at 6.50pm.

Workplace Support

This is still currently in place with a small number of staff using this service which is due to finish at the end of the year.

Moved: Caroline Walsh

Seconded: Emma Frizzell

That the Relieving Principal's Report be received and accepted.

Carried

The Deputy Chair handed the meeting over to the Chair at 6.54pm.

ERO Self Review Report

This report compiled by Linda, Adrienne and the Chair was taken as read.

Moved: Sheelagh McLeay

Seconded: Caroline Walsh

That the ERO Self-Review Report be received and accepted.

Carried

Communications Report

- No change in levels of parent donations received. Reminders to be sent as soon as possible.
- Adrienne to reiterate the importance of parent donations in next gazette.
- A strategy for parent donations communication will be developed for 2011 in consultation with our new Principal.
- An analysis of unpaid donations was deferred, pending progress next year.
- Caroline will prepare a thank you to the staff and volunteers involved in the school uniform stocktake and transfer.

Moved: Chair

That the Communications Report be received.

Carried

Personnel Report

These issues to be discussed In Committee.

Finance Report

- Sheelagh has been assessing the potential of three financial providers.
- It was requested that Sheelagh complete her investigations and prepare a summary report and recommendation/s, which can be circulated for consideration/decision of Board electronically in order that implementation can occur for the new calendar year.

Moved: Kerry Williams

Seconded: Alastair Hulbert

That the Finance Report be received.

Carried

Property Report

- School Mower – A replacement mower needs to be deferred for decision/consideration of options in 2011. However, should the mower break-down completely there are Board members willing to loan one in the interim;
- Woodchip/bark – Needs replacing in playgrounds. Two possibilities were considered (1) Approach CSS and (2) Make a request in the gazette to see if anyone is prepared to fund this specifically;
- School Pool opening to community needs attention to contracts and promotion – Caroline kindly offered to follow-up on this;
- BNZ Closed for Good – Emma will put together a complete list of jobs to be done around the school for the funding application.
- The evacuation procedures proposed by ReadyNet are considered to be adequately covered in the Board's proposed policies.

Moved: Chair

That the Board approves the new fire call out procedure as outlined in the Property Report.

Carried

Moved: Chair

That the Board submits an application to BNZ Closed for Good for school maintenance.

Carried

Moved: Caroline Walsh

Seconded: Linda Donnelly

That the Property Report be received and accepted.

Carried

ICT Contracts and Planning

- There are leases on ICT equipment that the school is currently locked-into.
- Julie, Caroline and Adrienne are to further develop an ICT plan for Clevedon School to include integration with the proposed Network Upgrade that is to be funded in full by the Ministry of Education.

EH Dawe Memorial Bequest – signatories for term deposit transfer

Moved: Caroline Walsh

Seconded: Emma Frizzell

That the Board changes its authorised signatories for the ASB Bank Limited account of the EH Dawe Memorial Sports Fund by deleting Gavin Beere and Diane Myers and adding Carol McKenzie-Rex, Julie Schumacher and Alastair Hulbert.

Carried

Draft Budget for 2001

- Board members noted the draft budget and thanked Adrienne, Patsy and Finance portfolio members for the work on this to date.
- It is requested that the budget be further developed with input from our new Principal.

Ag Day Debrief

Moved: Emma Frizzell

Seconded: Kerry Williams

That the Ag Day Debrief Report be received.

Carried

Clevedon Christmas Parade

Moved: Emma Frizzell

Seconded: Sheelagh McLeay

That the Board supports a Clevedon School float and representation in the Clevedon Christmas Parade.

Carried

Moved: Caroline Walsh
Seconded: Linda Donnelly

That the Board gives permission for the Clevedon Christmas Parade to use the school grounds as a start and finish base for the parade on 11 December 2010.

Carried

NOTE: John to be requested to make sure “no dogs” signage is prominent where parade-goers enter and exit the school grounds.

Plans and Policies

- Members are reminded to respond to Karen with amendments to their portfolio areas in order for the final version of the policies to be ready for adoption at the next Board meeting.

School End of Year Prizegiving

- This will be on 14 December 2010 and Linda to advise Carol of the time for attendance.

Date of Next Board Meeting

Moved: Chair

That the December Board of Trustees meeting be moved from Tuesday, 14 December 2010 to the following evening, Wednesday 15 December 2010, to avoid a clash with the Year 8 Graduation Dinner.

Carried

In Committee Meeting

7.53pm

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 to discuss matters of personnel and the ground is privacy.

Carried

The board moved out of committee at 9.05pm

Next Board Meeting

The next board meeting will be on Wednesday, 15 December 2010, 6pm.

Agenda items and reports due to the Chair by 12noon on Thursday, 9 December 2010.

Meeting closed: 9.05pm

Signed:
Carol McKenzie-Rex, Clevedon School Board of Trustees Chair

Date: