

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES ON TUESDAY 23<sup>RD</sup>**  
**FEBRUARY 2010**

**Present, apologies, declaration of interests**

Ray Tilling  
Alistair Hulbert  
Karen Davies  
Marilyn Way  
Laurie Beamish  
Kerry Williams – (left 6.00pm during K Mitchell’s question session)  
Emma Frizzell – (arrived 5.35pm during K Mitchell’s presentation)

**Kerry Mitchell – The Education Group**

**Visitors – Craig Palmer**  
    Karen Eastgate  
    Carol McKenzie-Rex (left 5.30pm during K Mitchell’s presentation)  
    Mark Freemon (arrived 5.20pm during K Mitchell’s presentation)  
    Mark Chamberlain (arrived 5.45pm during K Mitchell’s presentation)

**Apologies – Sarah Corson**  
    Nancy Manning

Kerry Mitchell: background

Where Clevedon is at  
S@tcen (Students at the Centre) cluster and objectives  
Reporting/National Standards  
Measuring success – impact of change

Questions

**Thank you Kerry**

**Information for potential BOT nominees**

- Chair explained governance role – support of teaching profession to promote student achievement and setting of Charter every 3 years (this has to be MOE approved)
- NEGs/NAGs – education and administration guidelines for BOT
- Expectations – each BOT member brings different things to BOT but have common goal of supporting children’s’ learning outcomes
- Special projects eg CSS, 150<sup>th</sup>, uniform etc
- Being a BOT member is challenging and rewarding – how can I help the school community?
- 10 meetings/year, 2-3 hours each – it takes a bit of getting used to roles and responsibilities on BOT, but training and guidance is provided
- Quality information leads to informed decision making according to the ‘big picture’ view of the school, BOT input is not about ‘micromanagement’
- Procedures, policies, processes in place to guide BOT members in best supporting the

school and its progress

- We are all passionate about the school – staff, management, BOT are here to progress the school and make a difference for the children
- Governance manual is available

### Questions

How do you educate yourself to be on the BOT?

- If you are passionate about the school, go for it!
- Use the policy framework
- Use training opportunities – there will be plenty on offer after upcoming elections
- Take time to ask questions and clarify
- Be prepared to grow together
- Be visible – build relationships
- Sit and listen – grow your knowledge

BOT Personnel – each explained their role

- Chair
- Currently 2x co-opted members (marae and CSS representation)
- Currently 3 parent reps but 2 are coming up – 2x3 years and 1x18 month
- 1 x staff rep and Principal
- Must be more elected members on BOT
- Plus ‘minute taker’ (not a BOT member)

Work plan explained – project based

How does it work with the Principal being on the BOT?

- BOT is ‘the employer’ but Principal is on the BOT – this is an anomaly but necessary for the Principal to provide ‘expert advice/knowledge’ around supporting BOT – competency of Principal secured through an independent appraisal system
- NZSTA also support BOTs in their work

How can my key skill set be used on the BOT for the ‘betterment’ of the school?

- Communication is paramount
- Examples given of how BOT members can use their strengths eg previous Chair – PR strength
- Need to keep the ‘students’ at the heart of BOT work – find ‘shared vision’ and how it can assist the school/students
- High turnover of BOT at Clevedon has been a problem in terms of building the team
- BOT needs to understand community perspectives and explain available information – state the facts (listen and act appropriately)
- Need to be prepared to figure out if ‘issues’ are ‘real’ or ‘perceived’
- BOT roles change dependent on directional needs

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_