



CLEVEDON SCHOOL BOARD OF TRUSTEES

“Boards are responsible for the education outcomes. They ask questions. Principals are responsible for organizational processes to achieve the outcomes. They provide the answers.”

MINUTES - 6.00PM TUESDAY 27 April 2010

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| <p>Karakia, present, apologies, declaration of interests</p> <p><u>Present</u> M Way K Davies A Hulbert K Williams R Tilling E Frizzell L Beamish - from 6.40pm</p> <p><u>Apologies</u> None</p> <p><u>MOE</u> M Glenny - until 7.00pm</p> <p><u>NZSTA</u> C France</p> <p><u>Minutes</u> S McIntosh</p> <p><u>DOI</u> none</p> <p>Welcome Malcolm Glenny (MOE) and Chris France (NZSTA) -thank you for attending grant speaking rights,Tilling/all in favour</p> | <p>6.00PM</p> |
| <p><u>Major Project Updates</u></p> <p>Introductions</p> <p>Reports - M Glenny, MOE update</p> <ul style="list-style-type: none"> • Waiting for confirmation of actions • Met with RT and MW for further information • Request for LSM has gone into MOE - awaiting signoff • Published by Thurs, appointment from Fri • LSM - Adrienne Rossiter, MG will bring her to meet RT and MW initially. She is | <p>6.05PM</p> |

experienced teacher, Principal, ERO reviewer, MOE, education contractor, experienced LSM including difficult personnel issues. She will be of great assistance to BOT.

- **LSM**

See attached notes - LSM information and gazette notification

BOT stays in place but LSM works alongside with 'division of powers'

LSM has been detailed personnel, finance (resolution of personnel often impacts on finances), communication and complaints - will make decisions in these areas BOT still has control over strategic planning, reporting, curriculum and assessment, property, Health and Safety

Next step -after election LSM will work alongside BOT and attend meetings, she will need speaking rights and she will advise BOT on Governance matters. LSM will consult and report to BOT on decisions and these will be attached to BOT minutes - they are binding.

Memorandum of Understanding - MOE and LSM to be signed. LSM is independent and powers are from statute, not MOE.

MOU includes outcomes to be achieved relating to resolution of personnel issues, support of Principal to manage school effectively, strengthen relationships between school and community, greater understanding of community/BOT of governance role

School funds LSM - LSM will scope/analyse of work to be done and draw up action plan to inform funding needs. MOE may provide financial assistance, this will be considered in scoping phase so school is not put under financial risk (national criteria)

Length of intervention - will depend on action plan, approx 3 terms (speculation on experience) Accountability of LSM is to BOT **AND** MOE (to monitor progress) Review process - statutory requirement after 12 months but may be before on advise of LSM Review meeting - MOE/LSM/BOT Chair (**check BOT Chair policy re decisions/delegations to BOT Chair to speak on behalf of BOT**)/Principal and evidence reported back to BOT, signed off by Minister NZSTA will work with LSM and act on their advice re personnel

New BOT - MOE (M Glenny) will attend first new BOT meeting to advise on what is happening and answer questions. Not possible to advise nominees of reduction in powers/LSM but new BOT and community will be fully informed

L Beamished arrived - 6.40pm

NZSTA (C France) work with BOT ceases at time of election. New BOT training will be provided on a wider cluster basis- to be advised. Other BOT training as requested - model and style to be consistent.

Comments - *positive intervention in that BOT can concentrate on 'what they are here for'/this will provide clarity for new BOT*

What if BOT is mostly new? LSM cannot hold BOT office so training is essential, as well as team building of new BOT

LSM will advise on communication to community on appointment

M Glenny left at 7.00pm

Reports - Strategic Plan update (MW)

- Document taken as read - key points as follows:

Goal 1

- April review shows how much has been accomplished in Term 1 - let's celebrate!
- Enrolments are high (IZ and OOZ) - we are viewed as a school of choice, heading to 380 at end of year. Additional op funding has been provided
- Drop-in - 90% turnout

- Current Integrated Study very topical - some great teaching and learning opportunities
- Progress in e-portfolios
- Targets - aligning to National Standards, process well underway
- International Study of Reading at Y5 - T4
- A Easton will be participating in Techlink study to be published nationally
- P4C training and schoolwode implementation planned
- LML group identified and working together

Goal 2

- s@tcen underway and training planned
- Dates for Lit/Num/Nat Standards PD - they are too late in terms of implementation, but we are doing our best!
- Need for formal moderation of assessments and OTJ's identified
- NS is a 'work in progress'
- Appraisal goals aligned to s@tcen - goals around my students/my practice - high trust model in group discussions to positively effect student understanding of their learning
- Many advisers have been assisting school
- Lots of PD taking place and planned
- Mini-conference planned (Sustained Success - M Renton) after staff/cluster indicated preference/support for this. Fee negotiable (thank you James Nottingham) Catering op for CSS

Goal 3

- Classroom computers not compatible with new server, plan being drawn up to inform decisions around solving this
- Remote access more reliable
- Property plan already approved but funding is up by \$200,000 (doubled) - roll growth topup, furniture grant etc This will support work of 5 year plan in upgrading and refurbishing school. David Bowes to revisit 5ypp including additional funds recently advised by MOE.
- Resource audits have taken place and purchases made

Goal 4

- Ongoing challenge, NZSTA and MOE have been assisting
- Distributed leadership
- Y8 leaders in place
- CSS working hard - note, Jennifer Duncan has driven fundraising work recently for signage
(EF to write letter of thanks on behalf of BOT) Good example of successful project initiation by passionate parent(s) and following procedures/protocols

Goal 5

- House tee shirts a hit!
- Lots happening related to this goal
- Kiwisport is being embraced - thank you A Easton
- Lots of events taken place/planned
- Behaviour review coming up - MW has attended leadership session on Restorative Practice at International Leadership Conference - this is an approach we wish to explore as it links to school culture - students and adults

Goal 6

- Reporting timeline in BOT papers - few adjustments to be made
- Aligning school standards to National Standards (aspirational - political motivation)
- Our students achieve well, but National Standards will challenge us
- NS tied into year groups

- Important to focus on PROGRESS
- Some refining may take place on advice as we try to make the policy work
- Te Reo and links with Art PD T1 - Maori perspective, thank you A Forgie

Motion: Report approved Beamish/Hulbert/all in favour

Reports - Reporting to Parents - National Standards (SC)

- See Goal 6 points above
- Report provided
- Trialling written reports to parents at dropin - we will be simplifying these to make clearer for parents
- 3 way conference and EOY reports have been modified in terms of NS requirements
- Survey of parents (written by K Mitchell) - electronic through Survey Monkey - will inform BOT of parent perceptions of reporting processes ***Advertise that information cannot be attributed to named source***
- Implementation of Standards rubric for BOT to consider (staff have placed school mainly at 'developing' area with aspects of basic and integrated) - ***BOT to feedback on their comments/understanding with respect to rubrics to MW by Friday 7 May***

Motion: Report approved Williams/Davies/all in favour

Reports - CSS Cadbury Fundraiser for new signs (EF)

- Jennifer Duncan and Karen Eastgate ran chocolate drive for signage to improve communication
- Report provided with further ideas
- 3 quotes outlined for improving current signage and providing new sign
- Recommendation (Duncan/Frizzell) - to accept cheapest quote - De Sign Signwriters
- J Duncan has offered to liaise with MCC and project manage
- Note: specific CSS fundraiser - not in budget, it has been driven by parent passion
- Next time - perhaps BOT to approve fundraiser and purpose (change in budget) in advance - proposal to BOT (electronic advise was provided in this instance)
- EF to liaise with JD and De Sign re permits

Motion: Budget to be adjusted to reflect accepting these funds for specific project Tilling/Frizzell/all in favour

Motion: accept proposal to appoint De Sign Signwriters to proceed as advised Tilling/Hulbert/all in favour

Motion: previous motion binding on basis that building permit is financially feasible - LB to follow up and report back to EF Limit of \$1000 to come out of CSS funding, electronic notification to be provided to BOT
Tilling/Frizzell/all in favour

Election update

- 4 nominations for 2 parent rep places - R Tilling, K Williams, R Ellis, C McKenzie-Rex
- Staff rep, 2 nominations - J France, C Walsh
- Election on 7 May

Discussion - Board member numbers/date of by-election (KW)

- Parent community interested, possibly increase parent rep number to 5 to align with by-election
- Consider logic - with 5 reps agreed, we are committing to 2/3 nominees at **every** election, there is the option of co-opting, however they are then not 'elected' by community
- BOT 'responsibility' to find nominees
- What will another trustee add to BOT? Skill sets/interest
- Lower number better - co-opt expertise
- Small, proactive BOT is effective and stays united on Governance role
- STA advise of legal difficulties of not getting required number of reps at elections resulting in possible MOE intervention.
- LSM will be responsible for some areas

This will be deferred to new BOT

Check finish dates for co-opted BOT members

Advice - review agenda template to include action column

- Used in the past but phased out due to board then deciding not required.
- Minor topic, possibly review by new board

Inform - ERO visit (MW)

- Initial planning with BOT Chair/Principal Weds 12 May (new BOT takes office 14 May)
- ERO W5/6
- 2 reviewers - Kerry Rogers and Jane Hislopp
- Documentation already under preparation
- Pre-review Information - corrections/additions being addressed
- BOT to advise any comments/additions etc ASAP

Updates - BOT policy review

- March tabled Curriculum and Communications policies
- Pre-agreed answers should be appendix to policy - remove from policy

Motion: approve policies as read Tilling/Way/all in favour

- Tabled Policymaking and Staff Discipline policies

Ratification of R1 refurbishment

Recommend Holmes and Browne to refurbish R1 - all BOT responded electronically to accept

NZSTA advice - this is acceptable but evidence needs to be available in hard copy for ERO and attached to BOT minutes, ratifying recommendations

BOT Committees

CSS

- CSS meeting next week to review progress
- Classic Car Rally this weekend

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| <ul style="list-style-type: none"> • Ambassador programme working well | |
| <p><u>Monitoring</u></p> <p>Property Report taken as read</p> <p>Finances - March P&L & Balance sheets</p> <ul style="list-style-type: none"> • Tracking well, with surplus • Operational funding increase of \$21K • Staffing entitlement increase being explored • LSM expense will have to be factored into budget • Risk Management= insurance against BOT liabilities (\$5000 xs) • Breakdown of BOT expenses provided. Why? <p>DRAFT INTERIM 2009 Annual Report and Financial Statements</p> <ul style="list-style-type: none"> • TNG information included - small deficit for 2009 • Income in advance to be queried • Cyclical maintenance adjusted • Old uniform loss adjustment • Salary arrears reflected in accounts • BOT occupations wrong - K Williams needs amending to 'Social Worker' L Beamish, amend to 'Kaitiaki' <p>Motion: approve March P&L Balance sheets as read Tilling/Beamish/all in favour</p> <p>Motion: approve Annual Report as read Tilling/Hulbert/all in favour</p> | |
| <p><u>In-Committee</u></p> | |
| <p><u>Administration</u></p> <ul style="list-style-type: none"> • Minutes of the previous meeting confirmation - March 23 2010 Note - budget figures cannot be changed on original hard copy, but variance may be noted in BOT minutes - funds may be reallocated or additional funds allocated Minutes - should be sent out 5 days before meeting, BOT Chair has had distractions from this recently <i>Advice - is this procedure documented? Need to check and follow up - new BOT to review this procedure (Chair to edit or 'open edit')</i> <p>Motion: Approved Tilling/Frizzell/all in favour</p> <ul style="list-style-type: none"> • Correspondence & General Items NZSTA News - copies circulated MOE re funding 5 year property agreement, increase in funding ERO notification of review date - email and letter Clevedon Sustainable Development Plan workshops request (J Williams has rsvp'd to attend) Letter of thanks from trainees - S Pahi, S Green, D Paora | <p>9.00PM</p> |

B & S Tuatao - request for OoZ place for August 2010 - *reply in the affirmative*
(MW)

10.04PM

Meeting Close