

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF CLEVEDON
SCHOOL HELD ON WEDNESDAY 28TH OCTOBER 2009 AT 6PM**

Present

Marilyn Way
Karen Davies
Kerry Williams
Laurie Beamish
Alistair Hulbert
Ray Tilling
Emma Frizzell
Sue McIntosh

Declarations of Interest

None

Karakia

Project updates

Policy review schedule

- Similar cycle
- Reasonable timeline
- No action required

Motion: policies tabled for next meeting: Beamish/Tilling/all in favour

Attestations - Curriculum; Personnel, Health and Safety

- Business as usual
- Police vetting requirements relaxed - supervised adults in school not required to be checked
- This will help in getting parents to help on a casual basis
- All TAs and unsupervised adults checked
- The policy including this will be looked at with new guidelines
- Examples discussed

Motion: attestations taken as read: Beamish/Tilling/all in favour

Property Plan / Admin block planning

- No written report
- Interview details electronic
- David Bowes engaged, proactive and already working on prop plan and moving R1 (need to ad on GETS ASAP)

- RT, MW, DB will have a 'walk round' to discuss future prop plans 5yr/10yr - financials will need considering but property is MOE funded, probably won't be drawing on community raised funds due to ICT needs
- Funding details for next 5 yrs tbc, Feb 2010
- Future plans - site services must be inspected by cert contractor, more costly but MOE directive, need consultant we can work with - DB will hopefully meet our needs
- 3 quotes for significant projects
- Use known regular trades people for advice and reporting, they know the ground - names passed on to DB who is taking responsibility and doing the job proactively
- MOE fund will finance initial admin block planning, John Metford (MOE) aware

Motion: ratify engagement of DB: Tilling/Hulbert/all in favour

Motion: RT's verbal rept received Beamish/Hulbert/all in favour

BOT review action plan

Charter to be done next year

- Think about how we will collect community info T1 2010 - who i.e. community, BOT, staff, other stakeholders e.g. local community, colleges
- 3 main areas for plan - charter development/communication/BOT induction
- have questions ready for next meeting and methods of data collection so that plan can be confirmed
- last time the process worked well, use as starting point for next time
- James Nottingham questions also useful
- AH - will format charter work for next meeting
- Email outline to everyone for thoughts
- Provide for succession of new members

Communication - EF with RT as mentor

- Recently the BOT has raised the bar in levels of communication, it has made a difference
- 2 newsletters T4, update and closing off the year (including info re upcoming elections)

BOT induction and training -

- New members to have existing BOT mentor (buddy system)
- Need to discuss continued training on ongoing basis
- These thoughts need to 'become a habit'
- Each agenda - include a short BIT training aspect??

- Follow up on webinars
- Need to be discerning on training providers and have a collective approach
- s@tcen will include BOT training aspect - shared training on student achievement... tba
- Beware of basic training which has little cost and possibly limited effectiveness, quality not quantity and take focused approach
- Manage real or perceived purposes - go back to guidelines to manage potential issues, revisit regularly

RT to co-ordinate induction and training

AH to draw plan up as a grid view plan with names and timeframes - include outcomes, Sue to provide school action plan template

Motion: report received, actions noted Beamish/Tilling/all in favour

BOT Elections

- Returning officer - taken advice, Vivien Smith (office) will take this on
- Feb 1-May 11 is recommended timeframe with election date to be set by school
- Earlier the better
- National advertising starts Feb, increased in Mar/April
- Need to set our date around term time to work for Vivien
- Need time to canvass T1
- 2 BOT positions, 1 possibly for 18 months if we replace resigned BOT member, co-option reviewed annually, co-opted members may stand for election
- RO training Dec/Jan tbc
- KW to begin advertising - go back to previous notes for outline
- Need to be proactive in seeking potential new trustees

Motion: Friday 19 March 2010 BOT election date Beamish/Davies/ all in favour

Motion: Returning Officer to be paid as per MOE guidelines (70%/30% arrangement) Beamish/Tilling/all in favour

Motion: KW's report received Beamish/Tilling/all in favour

RT thanked KW and AH for work on their BOT projects, on behalf of BOT

Y7 camp approval

- Revised costings \$145
- Transport concerns re drop-offs - make clear that transport is back to school in form 1, no 5
- In charge of school - Liz Singh as next most senior teacher in school at the time

- BOT need to make known to themselves the order of delegation of responsibilities for school - MW/SM/KD/ES/TS

**Motion: Y7 camp proposal approved subject to amendment no 5
Beamish/Hulbert/all in favour**

OOZ enrolments and roll for 2010

- 10 for 2010
- Approx 45 NE, several Ooz
- Mostly T2
- Nos consistent with usual expectations
- Small group Y8 leaving, roll will grow a little which is good for our roll return, to be confirmed March
- Classroom space will be available, but need to monitor numbers to keep roll at optimum for staffing
- 2009 roll to 360 (10 under usual) but will build next year to 370
- Review roll term 2 re advertising more Ooz places next year

**Motion: all Ooz applications accepted for enrolment 2010 at NE/Y1 level
Way/Davies/all in favour**

Committees -CSS

- CSS support funding of ICT infrastructure, message to be conveyed to wider community
- CSS will explore community funding of pool heating upgrade
- Successful Ag Day being evaluated by all stakeholders
- Thanks to all concerned

LB thanked CSS and animal team on behalf of BOT

**Motion: CSS minutes approved and feedback to be provided
Beamish/Tilling/all in favour**

Monitoring

Finances

- Lots of expenditure, nothing unpredicted
- Next year will likely be prudent - minimal capital expenditure
- Property Plan may assist working capital position
- Tracking in right directions, but 150th distorts picture, until accounts finalised
- Donations 83% of forecast budget, final reminder to be sent out
- Query Production income
- Hall hireage down

Motion: financial reports accepted as read Beamish/Tilling/all in favour

150th P&L

- Still some goods to be sold
- The aim was to cover costs and this has been achieved
- Good fundraising opportunity for CSS
- Need to get appropriate quotes from commercial enterprises involved with school events

Admin

Minutes of 23/09/09 meeting

Motion: minutes approved Hulbert/Way/all in favour

Correspondence

- Email presented to BOT
- BOT to be proactive in encouraging community to follow processes in place for queries/complaints

Motion: action delegated back to management team Tilling/Frizzell/all in favour

- Hall project, back wall is checked and approved
- No action required

General items

Scale A appointments

- One resignation - 1 permanent to be advertised ASAP
- Staffing needs assessed: 1 FT to release SC for strategic projects, also 2 terms long term relieving and roll growth class midyear
- Best interests, need to advertise for Y7/8, FT unit, strength in PE and EOTC, ICT also
- 2 more units, 1 to be used for outdoor ed etc to build strength in this area
- Units also for s@tcen and digital learning
- Staff already here keen to fill FT contracts
- MW can appoint FT and LTR positions

BOT in support of this direction

Motion: advertise as per discussion, KW to be on appointments committee (pending availability) interviews w/b 30/11/09 (backup AH/EF)

Way/Tilling/all in favour

BOT reps

Motion: reduce parent reps on BOT from 4 to 3 until next election (2 x 3 yr vacancies, 1 x 18 months) Way/Hulbert/all in favour

Carol Dweck conference - expression of interest

- Well recommended, works around challenge and wider perspectives applicable to students
- Principal has been invited to attend 'Dweck et al' conference in Norway next year. Other international mentors will also be in attendance

BOT to consider information and discuss at next meeting

Meeting closed: 9.20pm

Signed _____