

**Minutes of Meeting of the Clevedon School Board of Trustees**  
**held Tuesday 29 June 2010, 6pm at Clevedon School**

## AGENDA

Welcome – Michelle, new minute-taker for board

1. Apologies
  2. Declaration of interests
  3. Minutes of previous meeting
  4. Matters Arising: ERO report, Further elections update, School signatories
  5. Correspondence
  6. Finance Report (Alastair/Marilyn); to include: Parent donation update, Discussion of fundraising priorities for CSS
  7. Property Report (Emma - attached to this email)
  8. Communications Report (Caroline)
  9. Personnel update
  10. Principal's Report (Marilyn)
  11. CSS Report (Emma)
  12. Year 7 & 8 Camp Proposal (prepared by EOTC coordinator)
  13. Behaviour Management Review (Sue)
  14. Board member training
  15. In committee
  16. Next meeting date (and agenda closing date)
- 

### **Present:**

Carol McKenzie-Rex (Chair)

Marilyn Way

Alastair Hulbert

Caroline Walsh

Karen Eastgate

Sheelagh McLeay

**In attendance:** Adrienne Rossiter (LSM), Sue McIntosh (Deputy Principal), Miche'le Crofskey (Minutes)

**Meeting opened:** 6pm

### **Apologies:**

Emma Frizzell

Kerry Williams

Moved: Chair

That the apologies be accepted.

Carried

### **Declaration of Interests:**

There was no declaration of interests.

### **Minutes of previous meeting:**

Moved: Alastair Hulbert

Seconded: Caroline Walsh

That the Clevedon School Board of Trustees meeting Minutes of 25 May 2010 be approved.

Carried

### **Matters Arising from previous minutes:**

#### *Further Elections Update*

There is now a Clevedon School By-Election result which was declared by the Returning Officer on Friday 25 June 2010.

New parent representatives on the Board of Trustees:-

- For balance of term ending in 2011 - When nominations closed there was only one nomination received so the Returning Officer declared **Sheelagh McLeay** duly elected.
- For term ending in 2013 - When nominations closed there was only one nomination received so the Returning Officer declared **Karen Eastgate** duly elected.

#### *School Signatories*

Further information is requested from the Principal/School Administrator by board members who are able to authorise internet based financial transactions - on the purpose of the transactions and what is expected of these board members.

#### *Board Portfolios*

Portfolio leaderships were confirmed at the previous meeting as follows:-

Finance - Alastair

Communication - Caroline

Personnel - Kerry

Property - Emma

Sheelagh has agreed to work with Alastair on the Finance sub-committee and Karen to split her time between Communications and Property sub-committees.

#### *Property Report*

Emma, Karen and Marilyn are to meet with David Bowes to prepare a property report to be ready for the July meeting.

#### *ERO Report*

A letter was read in relation to taking part in the pilot of ERO's new longitudinal review process.

The Communications sub-committee will advance a strategy to release the ERO Report to the school community by the end of term which is this Friday.

Principal undertakes to request that the School Administrator scans and emails the ERO Report to the new board members as soon as possible.

Moved: Caroline Walsh

Seconded: Sheelagh McLeay

That the Board agrees to be part of the piloting of ERO's new longitudinal review process.

Carried

### **Correspondence**

#### *Bubbledome:*

This organisation wishes to use the school facilities to run after school and holiday IT courses. Caroline is asked to lead the exploration of whether this can be feasible, as some board members would like to offer such opportunities to our community, provided there are no costs incurred by the school.

*Police vetting:*

Moved: Chair

That all board members undergo the Police vetting process.

Carried

Note: Completed Police vetting forms to be given to Marilyn or Patsy for implementation.

**Finance Report**

It was noted that all board members must get the whole financial and agenda package. Hard copies of the agenda to be distributed to all board members, except Alastair who is happy to continue receiving by email.

Finance sub-committee to meet on Thursday 1 July 2010, 8am at the school to review financial systems and budget.

Moved: Karen Eastgate

Seconded: Caroline Walsh

That the Finance sub-committee comes up with a strategy to promote and regularly communicate and invoice the parent donation, in collaboration with the Communications sub-committee.

Carried

The Parent Donation report was discussed, as was the possible relationship between fundraising and non-payment of the school donation.

Moved: Caroline Walsh

Seconded: Alastair Hulbert

That the board indicates to the CSS that a priority for the rest of the year will be the parent donation payments AND THAT the board would support and prefer the easing-off of fundraising until such time as the strategic plan is consulted and developed.

Carried

Moved: Caroline Walsh

Seconded: Sheelagh McLeay

That the Finance Report be received.

Carried

**Property Report**

The board discussed the desire to see further attention to gardens, edges, weeds and general presentation of the school, in order that we are making a great first impression. The Principal is to discuss and support implementation in association with the school caretaker.

*Matters Arising:*

- Boiler/heating system - The Board is aware that in November 2009 a visual inspection was carried out of the boiler system at Clevedon School. It was requested that the Principal checks if this needs to be done annually and to update the board at the next meeting.
- Drainage - Issues with the storm water piping for sewage flowing towards the road need attending to immediately. Principal to ensure this is actioned. Other drainage issues to stop run-off from the hall and along tarmac to library need to be addressed also.

- Exterior maintenance of buildings – Waterblasting and chemical maintenance needs to be scheduled. Principal to meet with caretaker on all these issues and report-back on progress to next meeting.
- Ride-on mower is under repair - Alastair to investigate and report a comparison of price and effective performance between mower upgrade and contract ride-on mowing.
- Swimming pool - There is an issue with paint flaking off bottom of pool. There does not appear to be a guarantee for work done, which was only within the last year. The board was informed that this was caused by heavy rainfall and poor preparation. It is requested that Emma review the history with Ray Tilling, investigate whether there is any consumer protection (with Citizens Advice Bureau's free service) and report to board at next meeting.
- New notice board placement:

Moved: Alastair Hulbert

Seconded: Caroline Walsh

That the Board believes the notice board should be within school grounds and considers that there may be three options for placement – at Kawakawa Bay Road gate, on the sports field or outside Principal's office – and that the Property portfolio leader is delegated the placement decision in association with senior school management.

Carried

Note: Board members will also conduct an informal survey amongst parents as to best location for new notice board.

### **Communications Report**

The board would like to send congratulatory letters or cards in recognition of extra-special and excellent achievement by pupils or staff, such as in external competitions or awards.

Moved: Karen Eastgate

Seconded: Sheelagh McLeay

That the Communications sub-committee initiates acknowledgements for school excellence on behalf of the board.

Carried

### **Personnel**

The board noted actions in this portfolio - organisation of a morning tea as an opportunity for the staff/board to meet and greet each other, along with the appointment of a board minute taker.

### **Principal's Report**

*Professional Development:*

The Principal is to prepare a written report for the next meeting on the experiences and the key learning areas from her recent PD trip, outlining benefits for students, staff and school and how learnings will be implemented.

*Internet TV:*

The school was approached by an Auckland-based company to place school video footage on Livenet internet TV on a free trial basis. The board noted that care is to be taken with permissions and also to ensure that this does not become a distraction from priority areas of teaching and learning. It was contemplated that this project may be most appropriate for children who are achieving highly.

*S@tcen report:*

The board would like a succinct report on purpose and keys benefits of s@tcen, along with budget information.

*Minute-Taker contract:*

It was requested that the Principal ensure Miche'le Crofskey's contract is implemented as instructed.

*Ratification of school appointments:*

Moved: Chair

That the Board ratifies the following appointments:

Patsy Gleadell as School Administrator

Sarndra Kelly's increased Teacher Aid hours

Diana Gallagher's fixed-term term 3 and 4 position for roll growth

Carried

Moved: Alastair Hulbert

Seconded: Caroline Walsh

That the Principal's report be received.

Carried

**CSS Report**

*Ag Day – day in lieu:*

The report requested consideration of Ag Day in lieu day being taken on the Friday instead of the Tuesday of Labour Weekend.

Moved: Karen Eastgate

Seconded: Caroline Walsh

That the board confirms that the Ag Day in lieu day remains as Tuesday 26 October 2010.

Carried

Moved: Caroline Walsh

Seconded: Sheelagh McLeay

That the CSS Report be received.

Carried

**Camp Report**

Moved: Karen Eastgate

Seconded: Sheelagh McLeay

That board representatives attend and listen to the perspectives of Year 7 and Year 8 parents on the combined camp proposal at the scheduled meeting to be held on Wednesday 30 June 2010, 6.30pm in the Library AND THAT the Principal chair this meeting with the board chair speaking to matters that the

board will need to consider in its decision-making.

Carried

Note: The board chair to compile feedback from the meeting and circulate to board members for the purposes of making an electronic/email decision by Thursday, so that the decision and further information can be sent home to parents by end of term on Friday.

### **Behaviour Management Review**

Moved: Chair

That the Behaviour Management review be received.

Carried

### *June Parent Survey:*

There was some good feedback on the fact that the school is surveying community opinion on various issues. Thank you to the Deputy Principal for this initiative. It was requested that we consider getting some input from people with survey expertise, the ease of return of surveys and ensure we don't bombard the community. Also, the board is very interested in the raw data, especially the comments from such surveys.

### **Board Member Training**

It is noted that six board members (Emma, Caroline, Carol, Karen, Sheelagh and Marilyn) will be attending the free board of trustees training on offer. The first session is at Papakura High School on Wednesday 21 July 2010 at 7.30pm. A second date will be scheduled in consultation with participants of the first session.

The Chair thanked the board for their efforts to attend and noted that this is a great opportunity for board members to build their team-working.

### **In Committee Meeting**

9.00pm

Moved: Chair

That the board goes into committee to discuss personnel matters.

Carried

The board moved out of committee at 9.55pm

### **Next Board Meeting**

The next board meeting will be on Tuesday 27 July 2010, 6pm.

Agenda items and reports due to the Chair by 12noon on 21 July.

The Chair would like a written report from each portfolio area if possible – with updates, actions, initiatives, ideas and/or recommendations.

**Meeting closed:** 9.55pm

Signed: \_\_\_\_\_

Date: \_\_\_\_\_