

Minutes of Meeting of the Clevedon School Board of Trustees
held Tuesday 17 August 2010, 6pm at Clevedon School

Present:

Carol McKenzie-Rex (Chair)
Linda Donnelly (Relieving Principal)
Alastair Hulbert
Caroline Walsh
Karen Eastgate
Sheelagh McLeay

In attendance: Adrienne Rossiter (LSM), Sue McIntosh (Deputy Principal), Miche'le Crofskey (Minutes), Scott Cooper (ICT/staff)

Meeting opened: 6.00pm

Apologies: Emma Frizzell, Kerry Williams

Moved: Chair
That the apologies be accepted.

Carried

- The Board welcomed the Relieving Principal, Linda Donnelly.

Declaration of Interests:

There were no declarations of interest.

Minutes of previous meeting:

Moved: Caroline Walsh
Seconded: Karen Eastgate

That the Clevedon School Board of Trustees meeting Minutes of 27 July 2010 be approved.

Carried

Matters Arising from previous minutes:

Boiler Report

Moved: Caroline Walsh
Seconded: Alistair Hulbert

That the Board refers the boiler advice to the property portfolio (Emma Frizzell) and the school caretaker (John Edgar) to ensure that the boiler is inspected annually by an independent contractor, that there is regular maintenance and that the boiler operator is trained.

Carried

- Note: The school's liability insurance will be reviewed by Linda.

Complaint Responses

- Karen reported that all complainants have been responded to. There are two awaiting written

responses from the Chair, although these have been responded to verbally.

- A record sheet for complaints has been implemented, where the Principal and/or the Chair need to sign-off once the complaint has been addressed.
- Complaint records are to be kept in the 'in committee' file in the Principal's office.
- The overall complaints policy is to be reviewed.
- The Board records it's thanks to Karen for all the work done on complaints and the set-up of a workable and responsive procedure.

S@cen Report

Moved: Caroline Walsh

Seconded: Karen Eastgate

That the Summary Report on s@cen prepared by the lead teachers be received.

Carried

- Kerry Mitchell has asked to step down as the s@cen consultant and requested that the Board appoints another consultant from the same company.
- The Board has asked the LSM to approach the S@cen consultants to request that this professional development programme be put on hold until such time as our Relieving Principal can investigate the programme further.

Ratification of electronic resolutions

- The Board records that the following resolutions were made and passed electronically:

Location of the new Information Sign

Moved: Emma Frizzell

Seconded: Karen Eastgate

That the school information sign be installed on the grassed area in front of the Principal's office.

Carried (02/08/2010)

Leasing Photocopiers

Moved: Sheelagh McLeay

Seconded: Carol McKenzie-Rex

That the Board approves entering into a leasing and service contract with Ricoh in respect of the supply on one new photocopy machine and one refurbished photocopy machine.

Carried (06/08/2010)

Funding Application for gymnastics programme

Moved: Chair

That the Clevedon School Board of Trustees authorise an application for funding assistance to the Manukau Counties Community Facilities Charitable Trust in order to support a gymnastics programme for our pupils at the Gymsport & Recreation Centre in Papakura.

Carried (11/08/2010)

Correspondence/Communications

- Deposit for the Kawau camp ferry has been paid (and approved for payment) to the Receiver.

- The annual National Survey on primary and intermediate schools was tabled; Karen Eastgate, Carol McKenzie-Rex and Linda Donnelly will each complete a survey on behalf of the Board.
- 11/8/2010 NZSTA Emergency Staffing Contract for the school's Relieving Principal is to be filed in Linda's confidential file.

Moved: Chair

That the Board approves the Auckland delegate of NZSTA is able to vote at the NZSTA Special General Meeting on the Board's behalf so that general meeting business can be transacted.

Carried

Moved: Chair

That the Communications Report be received.

Carried

Matters Arising:

Exit Survey

Moved: Karen Eastgate

Seconded: Caroline Walsh

That the Board adopts the Clevedon School Exit Survey as part of usual practice when families depart before the end of Year 8.

Carried

- The Board would like to record their thanks to Karen for the design.

ERO response and new review process

There is a meeting of ERO representatives, LSM, Relieving Principal and Board Chair tomorrow. The meeting outcomes will be reported to the board via email.

Parent Donation

Moved: Caroline Walsh

Seconded: Karen Eastgate

That the report circulated from the meeting held on 11 August 2010 on the parent donation payments be received.

Carried

Matters Arising:

- Adrienne (LSM) and Linda (Relieving Principal) will prepare information on the school decile, operations grant and those things relating to parent donation and these useful informational snippets will be published over time in the school gazette. Caroline and Karen can help to co-ordinate this.
- Adrienne (LSM) and Linda (Relieving Principal) will prepare a letter/invoice in relation to the payment of the parent donation. The School Secretary to send this out soon.
- Karen Eastgate will take a lead in further preparing for our community strategy meeting on 30 August and will do some more promotion around this.

Uniform Report

Moved: Chair

That speaking rights be granted to Scott Cooper and Sue McIntosh.

Carried

Moved: Chair

That the uniform report be received.

Carried

Matters Arising:

- The Board delegates the uniform issue to Sheelagh McLeay with Caroline Walsh making initial enquiries with suppliers regarding stock liability. Sheelagh will take on in a month's time.
- Once stock and supplier issues are clarified a bit, Karen and Caroline will do some communication in the Gazette with information and options on the uniform.
- Entering a contract with the Uniform Shop in Papakura was canvassed as one option that could be investigated and consulted with the school community for the future.

Three-way conference, tuition and student achievement survey and feedback

- The Board thanked Sue and Scott for compiling the parent survey and feedback from teachers and students.
- It was highlighted that Teacher support for conferences is needed – especially for beginner teachers.
- It was noted that this sort of feedback is helpful for us to improve how the school conducts this reporting next time, which is positive and constructive, and that there may be a case for structuring the reporting differently between junior and senior school – to meet different needs.

Moved: Sheelagh McLeay

Seconded: Caroline Walsh

That the Student Achievement and Tuition Survey and Teacher and Student feedback reports be received.

Carried

Finance Report

- Quotes for monitors, keyboards and mice to go with the 10 ASB hard drives, plus engineering, cabling and electrical upgrade was reported and tabled by Scott Cooper.

Scott Cooper and Sue McIntosh left the meeting at 7.15pm

- Linda and Sheelagh met with Edtech (financial provider); Edtech need to provide answers on Transport Network Group.
- The LSM is to approach the Financial Advisor at the Ministry of Education for the purposes of a loan for Clevedon School.
- Alastair visited the local MP who appeared to be quite supportive of the school and may advocate on the Board's behalf for the Ministry to meet costs associated with their decision to intervene in Clevedon School.
- Sheelagh will continue to look at expenditure with the Relieving Principal.

Moved: Caroline Walsh
Seconded: Alistair Hulbert
That the Finance Report be received
Carried

Matters Arising:

Computer equipment quotes:

It was agreed that computer quotes be referred to the CSS for them to consider whether this upgrade might be a suitable use of Ag Day fundraising. Parent donation payments might also cover these items.

Big general fundraiser may be needed:

It was discussed that the school's financial position might benefit from a large fundraising effort and some suggestions included motorbike trail ride or arts/garden tour.

Moved: Sheelagh McLeay
Seconded: Alastair Hulbert
That the Board refer computer equipment quote to the CSS to get their assessment of it as a possibility for fundraising.
Carried

Property Report

- Emma Frizzell is going to follow-up on the information regarding the pool.
- There was a general consensus that the Board is comfortable with the property committee reviewing the property plan again.

Moved: Chair
That the Property Report be received.
Carried

Personnel Report

- Principal to check that the Relief Cleaner contract has been attended to.

Moved: Chair
That the Personnel Report be received.
Carried

Relieving Principal's Report (verbal)

- Linda will continue talking with staff, and assessing needs and collating information. There are still more staff to see.
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Moved: Chair
That the Relieving Principal's verbal Report be received.
Carried

Recruitment of a new Principal

- The Board needs to advertise in the Teachers Gazette before 3 September 2010 – LSM has some examples of advertisements and will send some models to Karen, Caroline and Kerry.
- The Board needs to prepare a package for applicants. We will need to communicate the ERO report status and that school has an LSM who will leave once a new Principal appointed.
- Set a timeline – advertisements, shortlist, interviews and visit shortlist candidates in their schools (if possible). This will allow a preferred candidate to give 2 months notice in order to commence in 2011.
- A draft advertisement will be sent around to all Board members to review and give feedback on.

BOT Policy Review

- There is a need to review and update some of the Board's policies and procedures. Complaints, finance and health & safety policies and procedures mentioned as having some priority.
- Karen has agreed to lead this process for the Board and with guidance from the LSM. The process will utilise a consultative approach.

Ag Day Minutes

Chair

That the Board notes the Ag Day Minutes of 28 July 2010.

Carried

CSS Minutes

Chair

That the Board note the CSS Minutes of 28 July 2010.

Carried

Next Board Meeting

- The next board meeting will be on Tuesday, 14 September 2010, 6pm.
- Agenda items and reports due to the Chair by 12noon on Wednesday, 8 September 2010.
- Apologies for next meeting: Adrienne Rossiter (LSM); Miche'le Crofskey (Minute Taker)

Meeting closed: 8.15pm

Signed: _____

Date: _____