

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.”

AGENDA for BOT Meeting Tuesday 27 July

1. Apologies
2. Declaration of interests
3. Minutes of previous meeting
4. Matters arising from previous meeting
5. Ratification of electronic resolution of 1 July 2010 on School Camp proposal
6. Correspondence
- 7 Students achievement report - progress on targets (Scott and Marilyn)
8. ERO response and new review process progress
9. Finance Report (Alastair/Sheelagh/Marilyn)
10. Property Report (Emma/Karen with input from David Bowes)
11. Communications Report (Caroline/Karen)
12. Personnel Report (Kerry)
13. Principal's Report (Marilyn)
14. Roll Return Sign off – Roll Return to be tabled and noted in the minutes that the July 2010 Roll Return was
electronically submitted and post out on the 2nd July.
15. Professional Development Report - key learning, benefits and implementation plan from trip (Marilyn)
16. **s@tcen.** Report - purpose, key benefits and financial overview (Marilyn)
17. Strategic Planning (Karen - general discussion)
18. Ag Day (Marilyn to coordinate report with Ag Day coordinator next week)
19. In committee
20. Next meeting date/agenda closing date

Minutes of Meeting of the Clevedon School Board of Trustees
held Tuesday 27 July 2010, 6pm at Clevedon School

Present:

Carol McKenzie-Rex (Chair)
Marilyn Way
Alastair Hulbert
Caroline Walsh
Karen Eastgate
Sheelagh McLeay
Emma Frizzell
Kerry Williams

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

Meeting opened: 6.03pm

Apologies: None

Declaration of Interests:

There were no declaration of interests.

Minutes of previous meeting:

Moved: Caroline Walsh

Seconded: Emma Frizzell

That the Clevedon School Board of Trustees meeting Minutes of 29 June 2010 be approved.

Carried

Matters Arising from previous minutes:

- *Police vetting:* All board members have submitted their forms.
- *Finance sub-committee/Communications committee meeting:* Meeting has not yet taken place in relation to the strategy of promoting invoicing of parent donations. If it is needed, we can check-in on progress in matters arising at the next meeting.
- *Boiler Report:* The Principal stated that the boiler can be inspected every second year. At the last meeting it was requested that the Principal checks if this needs to be done annually and to update the board at this meeting. The board asked the Principal to verify this advice in writing for the board's records.

Ratification of board's electronic resolution of 1 July 2010 on School Camp proposal

Moved: Chair

That the Board approve the combined Year 7 and Year 8 camp proposal from 6-10 September 2010 at Camp Bentzon, Kawau Island, at a cost of \$250.00 per pupil (pending fundraising outcomes).

Carried

Correspondence

- Adrienne Rossiter (LSM) tabled a letter of complaint which had just been opened the day of the meeting (27 July 2010) relating to the school camp proposal.
- The Chair has also received two further email letters of complaint today which need to be added to the correspondence.
- School camp will be discussed 'in committee' as there is a memo that is confidential to the board that has been circulated by the Principal. All correspondence is in relation to the camp will be further discussed at this point, so that this topic is discussed once.
- The Board requested the Principal follow-up and find out where the school's Audit Management letter is and then coordinate scanning and circulation to board members as soon as possible.
- The board reiterated that they wish the School Administrator or School Secretary to open all correspondence and notify board members or LSM if correspondence is directed to them. Also, it was noted that the correspondence file is available to board members if they would like to come in and peruse this.
- A complaint letter from Liz Russ referred to In Committee.
- A letter from the Ministry of Education in relation to an application for financial assistance which has been declined is referred to Alastair Hulbert to follow-up with our local MP.
- School Network Upgrade Project – This letter confirms that the school is to have a fibre-optic network upgrade at no cost to the school, which is great news.
- There is a letter from ERO in regard to a forthcoming meeting which is referred to agenda item 8 for further discussion.

Moved: Chair

That the inward correspondence be received and the outward correspondence be approved.

Carried

Students Achievement Report – Progress on Targets

Moved: Chair

That the Board grants speaking rights to Scott Cooper and Sue McIntosh.

Carried

- The report is taken as read.
- Power point presentation followed.
- It was noted that the long 'tails' on the achievement graphs are a concern and that the board would always like a presentation of 'next steps' in order that we respond to achievement that needs to be lifted.
- The board is interested to know if parents are aware of the children who need extra help (this is in relation to the long tails represented in the presentation). The board is also very interested in ensuring that parents are informed early in the year of below-average performance levels of their child/children and it was highlighted that it is the school's responsibility to inform parents of any children that are lagging behind.
- It is important to the board that we sustain end-of-year performance in the carry-over to the next year; which may require some catch-up work before assessment testing.

- The board is concerned that the next parent three-way-conference has a proposed form with no assessment data on it. The Principal says that the data will be in the portfolios. The board had numerous questions on how the three-way-conference is to be run in terms of parents being able to find out about their children's performance and if it is going to be responsive to parents' needs. It was highlighted that National Standards require that reporting be in "plain language" twice each year, so that parents know where their children are at in relation to the 'standard'.
- The board requests a re-format of the assessment reports to show a column for February assessment test results and then one for June assessment results for ease of reference and clear comparison of progress for parents.
- The board requests that we trial the practice of all the children taking their portfolio home in advance of the three-way-conference so parents can review and discuss these with their children, as appointments with the teacher at the school are for such a short duration. If any problems arise out of this trial, then the board is happy to receive this feedback and review this practice.

Moved: Chair

That the Student Achievement Report is received and that Scott Cooper and Sue McIntosh be thanked for their time and effort to prepare the reports and present to the board.

Carried

ERO Response and new review process progress

- The new ERO review process is about to get underway and will likely be a regular item on the agenda.
- There is a meeting arranged on 5 August 2010 between the Board Chair, the Principal, Malcolm Glennie (Ministry of Education), Terry Rodgers (one of the ERO reviewers) and Shane Foley (ERO). Adrienne Rossiter (LSM) is unable to attend this meeting as she will be away.
- The general purpose of the meeting is:
 - To ascertain the priorities for progress at the school.
 - To talk about some of the outcomes that we would like to achieve through the longitudinal review process.
- As the board's representative, the Chair welcomes and invites any feedback on this and attached to the Principal's Report on this agenda is a plan that is being tabled at the initial ERO meeting to help identify priorities. This will be discussed further in agenda item 13.

Scott Cooper left the meeting 7pm.

Finance Report

- The Finance sub-committee has been unable to arrange a meeting between the members to-date and they apologise for this.
- Some of the points raised by the Finance sub-committee are as follows:
 - There were a number of unpaid accounts which have not been incorporated in the report which mean the month's deficit is understated.
 - There are big swings in the financial performance from month to month and therefore a cashflow report is needed (monthly planning) showing income and expenditure.

- Sheelagh and Alastair still need to (and plan to) have a meeting with Colleen (Edtec) and the Principal is requested to facilitate this meeting.
- It was stated that the board needs to have confidence that the Principal has a real grasp of and control of financial management and is not totally reliant on the outside provider. The board has some questions as to whether this is indeed the case?
- The finance sub-committee would also like to see financials well in advance of board meetings. The Principal stated that the School Administrator can help provide some advance information to the finance sub-committee board members prior to meetings.
- It was also instructed that the Principal's credit card be cut up.
- *Internet banking protocols:* A follow up is needed on internet banking which was expressed at the last meeting, as board members have been signed-up to undertake this and they would like a clear outline of their roles, responsibilities and expectations around this. Protocols on payments need to be reviewed and work needs to be done as soon as possible to review/update financial (and other) policies and procedures.

Moved: Chair
That the Finance Report be received.

Carried

Property Report

Moved: Emma Frizzell

Seconded: Caroline Walsh

That the board approve the key changes to the 10 year property plan as proposed.

Carried

- *Noticeboard:* The placement of the new information noticeboard is yet to be finalised and this was left with the Property Portfolio leader to further review and make a recommendation on.
- *Swimming Pool:* Kerry Williams volunteered to further follow-up on this in regards to clarifying the history of the work and any warranties, etc. As the school owns the pool, and not the Ministry, it is not covered under the 5 year plan for maintenance and repairs.
- *5 Year Plan:*

Moved: Emma Frizzell

Seconded: Caroline Walsh

The board approves the 5 year plan as proposed, to be submitted to the Ministry of Education.

Carried

- There will be a 'focus group' meeting with staff and members of the board's property sub-committee on 12 August 2010 in regard to the Modern Learning Environment Template.

Moved: Chair
That the Property Report be received.

Carried

Communications Report

- *Bubbledome*: The proposal does not cover all the costs that would be incurred by the school, therefore the board cannot proceed with this request to allow them to provide after-school and holiday programmes based at the school.
- *Photocopying*: Copying the board report is proving more difficult than members would have thought because of the condition of the administrative photocopier. The board would welcome a proposal and recommendations on the upgrade of the copier/fax equipment at the school, and an electronic approval resolution is a possibility if this is forthcoming soon.

Moved: Chair

That the Communications Report be received.

Carried

Personnel Report

- There was a session for staff with Employment Assistance Programme providers today (supported by the board) – on managing difficult people and resolving conflict in the workplace. There has been request for a follow-up session for staff and for senior management, to be held separately. The board will support this to occur through the EAP contract.
- A board morning tea is to be held, with the board members bringing a plate, on Thursday 12 August 2010 at 10.30am.

Moved: Chair

That the Personnel Report be received.

Carried

Principal's Report

- The Board was formally advised of the resignation of Paula Howieson who is relocating with her family to Australia at the end of Term 3.
- The LSM is requested to conduct an exit interview for the board.
- The board would like to have a questionnaire for families whose children leave Clevedon School before Year 8 graduation. Karen Eastgate offered to develop a draft questionnaire for the board to consider.
- The requirement for cover of Paula Howieson's position in Term 4 was discussed. The board indicated that a temporary reliever would be the preferred option until the position was filled permanently.
- The Principal was requested to bring a package (advertisement, job specification, timeline, etc) back to the next board meeting outlining exactly how she proposes that the position be filled both short-term and long-term.
- The Principal was requested to communicate resignation information to the school community - that the position will be filled permanently, but for term 4 there will be a temporary reliever.

Also, the Principal will clearly communicate the reasons for the resignation (i.e. relocation)

- *Fundraising:* It was reiterated that the school needs to let parents know what the school is fundraising for and to communicate it consistently and to make it part of normal and regular communication. At this stage, the CSS fundraising activities are to accumulate funds for priorities which will arise out of the school's forthcoming strategic planning exercise.

Moved: Chair

That the Principal's report be received.

Carried

Priorities for Progress

- The board declined to be involved in the plan's suggestion of each board member adopting a composite year cluster in the school to attend events and activities.
- The Principal and Deputy Principal are requested to approach their appraiser, Jo Augustine, to discuss gifted and talented student programmes in her school. The board has asked for further feedback and reporting on the implementation of gifted and talented programmes at Clevedon School.
- It was noted that the 'priorities for progress' plan is a work-in-progress and further comment/feedback is welcome.

Moved: Emma Frizzell

Seconded: Caroline Walsh

That the Priorities for Progress Report at July 2010 be received.

Carried

Roll Return Sign Off

- The board notes that the roll return was electronically submitted and posted on 2 July 2010.
- A question was raised as to whether there was a maximum roll, and the Principal responded that there is an out-of-zone enrolment scheme which will be further reported to the board at an appropriate stage.

Professional Development Report of Principal

- The board questioned the quality of the report as it was noted that the report was not what the board had requested.
- The Principal had been asked to prepare a written report for this meeting on the experiences and the key learning areas from her recent professional development trip overseas, outlining benefits for students, staff and school and how learnings will be implemented.

Moved: Chair

That the board instructs that the Principal's professional development report be resubmitted for the next meeting as per the board's original request.

Carried

S@tcen Report

- Board members are still unclear on the purpose of the project and how it will be implemented.
- There is a concern that board members are struggling to define and describe the purpose and key benefits of the project to parents.
- The broad concept of 'putting students at the centre' is understood by the board, but there appears to be no clarity on progress and measurement of outcomes in this report. Teacher feedback on the assistance and benefits of the programme would be welcomed by the board.
- It was requested that a report be resubmitted as requested at the last meeting - a succinct report on purpose and keys benefits of s@tcen, along with budget information.

Moved: Alistair Hulbert

Seconded: Caroline Walsh

That the S@tcen report be received AND THAT a progress report be submitted to the next meeting which responds to the board's feedback.

Carried

Strategic Planning

- The board will organize and hold a meeting for the school's parent community on Wednesday 11 August 2010 at 7pm in the school library to discuss the payment/non-payment of the school donation, and matters arising. The meeting is to be chaired by Adrienne Rossiter, the Limited Statutory Manager (LSM).
- The board will hold a strategic planning meeting for the school's parent on Monday 30 August 2010 at 7pm in the School Hall. This meeting might involve splitting into smaller groups or breakout groups to cover issues and preparation/organisation of this planning session will be lead by Karen Eastgate with support from Adrienne Rossiter, and other board members as required.

Ag Day

- The LSM has had some constructive feedback on Ag Day, and it would be good to communicate this to the Ag Day committee and CSS as appropriate.
- There was some feedback that parents (and grandparents) enjoy classrooms being open so they can check-out the children's work. The board was of the view that perhaps security issues might be overcome by organisation of a teacher roster to walk through the classrooms while they are open on the day.
- The board supports the status quo of wearing of uniforms on Ag Day, as long as children with animals can wear appropriate footwear such as gumboots. There had been some parent feedback that perhaps uniforms shouldn't be compulsory.
- There was some nostalgic feedback that some parents/students missed the morning dress-up parade, which was not part of Ag Day last year.
- The Deputy Principal will pass this feedback on to the Ag Day Committee.
- It was noted that CSS utilise Ag Day as a major fundraising opportunity for the school.

Sue McIntosh left the meeting 9pm.

In Committee Meeting

9.00pm

Moved: Chair

That the public be excluded for Agenda item 19 pursuant to Section 48 of the Local Government Official Information and Meetings Act. The reason being to discuss matters of personnel and the ground is privacy.

Carried

The board moved out of committee at 10.35pm

Next Board Meeting

- The next board meeting will be on **Tuesday 16 August 2010, 6pm.**
- Agenda items and reports are due to the Chair by 12noon on 11 August.

Meeting closed: 10.35pm