

Minutes of Meeting of the Clevedon School Board of Trustees
held Tuesday 19 October 2010, 6pm at Clevedon School

Present:

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

In attendance: Adrienne Rossiter (LSM), Miche'le Crofskey (Minutes)

Meeting opened: 6.04pm

Apologies:

Alastair Hulbert (lateness)
Sheelagh McLeay
Kerry Williams

Moved: Chair
That the apologies be accepted.
Carried

Declaration of Interest:

There were no declarations of interest.

Minutes of previous meeting:

Moved: Chair
That the Clevedon School Board of Trustees receives and accepts the Minutes of the previous meeting of 14 September 2010 with the amendment that bullet point 10 under CSS be amended to reflect that the sponsors name was DBR Limited and the amount was \$500.00.
Carried

Matters Arising from previous minutes:

- *Computer equipment quotes referred to funding application*
Quotes have previously been presented for the peripherals/cabling for the ASB harddrives that were donated and these were referred to the CSS first, and more recently to a parent (Jenny Brown) who has kindly agreed to do some funding applications for the school. The Board will also need to make an authorisation, probably electronically, to state that they agree to the application.
- *Year 8 camp booking for 2011*
A booking has been made at Awhitu Peninsula for the dates of 7 March 2011 to 11 March 2010. Year 7 camp or special activities to be further discussed and built into annual planning by senior team.

- *Fibre Optic Network: funding (deferred until Alastair's arrival at the meeting)*
Alastair reported that he has organised a meeting with Rent Plus next week and will let the board know the outcome of this meeting.
- *Transpower: path to Hall*
Has been addressed in property report.
- *Tree Identification in the District Plan*
A reply to council in relation to identifying and listing some of the school's trees in the District Plan may need attention and follow-up. Linda and Emma will ensure a response.

Correspondence

- No correspondence received that requires a reply this month.
- Education Personnel Limited – Letter received for information which may be utilised as a source for personnel interview questions. It states this service is free, so may be useful at some stage.

Moved: Chair

That the inwards correspondence is received and the outward correspondence be approved.

Carried

Communications Report

- Gazette – A commercial advertisement in the community notices section was highlighted. There was agreement that development of Board policy for advertising (i.e. the nature of advertisements, location of ads and pricing) in the electronic Gazette is desirable. It was agreed that businesses should not advertise commercially in the community notices section of the Gazette. Caroline and Karen will follow up and make policy recommendations to the Board at the next meeting.
- Matter arising: Ag Day – This was a fantastic success in 2010 and there could be value in capturing why this was so in a debrief of the Ag Day committee and CSS, whilst also expressing our appreciation by putting on some refreshments and formally thanking all involved. Agreed:
 - Board to invite and coordinate a combined meeting of Ag Day committee, CSS and board members on Wednesday 10 November at 7pm.
 - Emma will organise refreshments for the meeting.
 - The Chair will attend to the invitations including to LSM and any staff who may like to attend. It was noted that staff have already undertaken a debrief from their perspective, and the Chair requested a copy of the notes from this to integrate with this meeting.
 - Caroline to prepare a formal thank you from Board to Ag Day Committee, CSS and all staff, parents, pupils for the next Gazette.

Moved: Chair

That the communications report be received.

Carried

Finance Report

- Ag day financial codes – It was highlighted that there are various Ag day codes in the financial report. It would be useful if LSM, Relieving Principal and the Board's financial portfolio-holders enable clearer and more 'user friendly' coding if possible.
- Financial reporting and support – Further discussion was deferred until the arrival of Alastair.
- Parent donations paid are 48% of those invoiced. Caroline has undertaken to update the thermometer which gives a visual report on this to the community.
- Notice Board – The Relieving Principal agreed to negotiate/allocate responsibility for keeping notice boards up-to-date.

Moved: Alastair Hulbert

Seconded: Caroline Walsh

That the Board authorise the LSM to approach two financial service providers inviting expressions of interest and an outline of service in order that the Board is able to compare pricing/service with our current provider.

Carried

Moved: Chair

That the finance report be received and accepted.

Carried

Property Report

- Transpower – 'In kind' work from Transpower contractors discussed as a possibility for assistance with a path to the hall is now looking unlikely. It may be possible to make a funding application to the Transpower Community Care fund for financial support, and this fund might be suitable for other projects too.
- School Pool paint job quality - The Board agrees with Emma's recommendation of not pursuing the poor paint job further, but workmanship guarantee/warranty should be part of any future tender packages. It was also noted that council has again provided a modest funding grant to assist the school pool being open to the community over the summer holidays.
- Insurance follow up on alarm system electrical storm damage – Linda (Relieving Principal) will follow up with David Bowes.
- Water tank overflow pipe blockage – Emma will follow this up with John.

Moved: Chair

That the property report is received and the recommendations be accepted.

Carried

Personnel Report

No personnel report as this has been covered by other reports.

Principal Appointment Process/Progress to date

Discussion on preparing for Principal interviews on 30th October:

- All Board members are asked to be present.
- There should be sufficient time between interviews for Board members to do their own 'meet

and greet'

- Interview questions – Kerry is approaching a parent who is a HR specialist (Mike Kensington) for assistance and Adrienne will add some education-specific questions
- Board Chair and LSM to allocate questions to board members
- Board Chair has commenced referee checking and will ensure this information is written-up and ready for Board members to review
- The Board may incorporate school visits at a later date after initial interview conducted, if required.

Moved: Chair

That the Principal Appointment Progress Report be received.

Carried

6.50pm Alastair arrived at the meeting and previously deferred matters were addressed.

Relieving Principal's Report

2011 Classes - Management will try to ensure that the community is informed of classes and teachers for 2011 by the end of this Term.

Teacher Resignations - A formal announcement is to be made in the Gazette in relation to the teachers who have resigned from the school.

Student Achievement - The Board is very interested in how student achievement will be reported at year end, and looks forward to a draft of the report format at the next meeting.

Bus Safety - There is a policy in place for the safety of the children in getting off the bus and for the bus to stop on the correct side of the road, with children staying on the bus until the bus stops at their gate or at their road. The Relieving Principal will reiterate this policy through the Gazette and ask parents to discuss and remind their children about road safety.

Moved: Chair

That the Relieving Principal's Report be received and accepted.

Carried

Out of Zone Enrolments - For information only.

There are 18 applications for 15 places for 5 year olds for out of zone enrolment and there is a formal process in place for determining those who can enrol.

2011 Term dates

- Staff-only dates are from the 24th to 28th January 2011;
- Term One commences Thursday, 3 February 2011;
- Term Four concludes Friday, 16 December 2011.

Dates will be noted in the Gazette by Linda.

Moved: Linda Donnelly
Seconded: Karen Eastgate

That the 2011 Term dates of Term One starting 3rd February and Term 4 concluding on 16th December be approved.

Carried

Uniform Report

- The Board recorded thanks to Sheelagh for a comprehensive and useful report.

Moved: Linda Donnelly
Seconded: Alastair Hulbert

That the School Uniform Shop ceases to operate in its current manner on-site and that the Clevedon School uniform is out-sourced with a contract or letter of agreement being developed with the Papakura Uniform Shoppe AND THAT this decision is communicated to all suppliers and our school community.

Carried

Caroline will liaise with Sheelagh requesting her to ensure the Uniform Shoppe sells and pays the school for existing stock before ordering more, and that all previous understandings with stock/fabric suppliers are finalised and resolved.

A parent with expertise in this field (Cameron King) has kindly offered to advise the Board and has recommended that we ensure performance indicators are drawn into the new contract to ensure deliveries are when required, that any price increases are limited to the CPI and that specification sheets are provided for all garments to ensure consistent quality.

Strategic Plan

Adrienne and Karen presented papers on the plan.

Vision and Mission Statement:

- To be reviewed, as it no longer captures the essence of what came out of the school community strategic planning evening – Linda will discuss this with staff.
- A strong theme emerging has been to prioritise core teaching and learning. It is so important that there is a solid grounding in literacy and numeracy.
- The Board would like the new Principal to review our planning consultation information and have an input into this process and report back to the Board incorporating their own thoughts and ideas.

Reporting Progress Back to the School Community:

- The Board to thank the school community for the invaluable input
- Strategic goals are about getting our core teaching and learning up-to-scratch and then achieving excellence in these areas.
- Most classes will NOT be composite classes from next year, but we may need to have some simply due to enrolment numbers/teacher numbers.
- There will be no job-shared classes.

- A focus will be on the senior school for strong planning, assessment and high calibre teaching to ensure sound preparation for secondary school.
- A camp for Year 8 pupils has been booked in 2011 and Year 7 EOTC will be planned and implemented.

Funding strategic priorities and fundraising:

- Further work needs to take place to clearly identify and agree items/projects that should be funded as a consequence of this strategic direction.
- The Board will need to meet with CSS to discuss further and seek agreement of fundraising priorities, which can then be clearly articulated to the school community.

Policy Review

Karen has prepared an extensive Policy Review document in draft form and has recommended that each member check their own portfolio area first and feedback to Karen for finalisation of the policies and procedures. The first draft will be circulated soon.

In Committee Meeting

8.07pm

Moved: Chair

That the public be excluded for Agenda item 17 pursuant to Section 48 of the Local Government Official Information and Meetings Act AND THAT the reason is to discuss matters of personnel and the ground is privacy.

Carried

The board moved out of committee at 8.34pm

Next Board Meeting

The next board meeting will be on Tuesday, 16 November 2010, 6pm.

Agenda items and reports are due to the Chair by 12noon on Wednesday, 11 November 2010.

Meeting closed: 8.34pm

Signed:
Carol McKenzie-Rex, Chair, Board of Trustees

Date: