

Minutes of meeting of the Clevedon School Board of Trustees
Held Tuesday 14 September 2010, 6pm at Clevedon School

Present:

Carol McKenzie-Rex (Chair)
Linda Donnelly
Alastair Hulbert
Caroline Walsh
Karen Eastgate
Sheelagh McLeay (minutes)
Emma Frizzell
Kerry Williams

In attendance: No one

Meeting opened: 6.02pm

Apologies: Adrienne Rossiter

Moved: Chair
That the apology be accepted.

Carried

Declaration of Interests:

There was no declaration of interests

Minutes of previous meeting:

Moved: Caroline Walsh
Seconded: Linda Donnelly
That the Clevedon School Board of Trustees meeting minutes of 17 August 2010 be approved.

Carried

Matters arising from previous minutes:

- *Uniform*
 - Sheelagh McLeay to provide a report on uniform for next meeting.
- *Computer equipment quotes & CSS response*
 - CSS is yet to receive copy of the quote re wiring, additional monitors and other hardware. Caroline Walsh will provide copy to Emma Frizzell.
- *Big school fundraiser*
 - Positive feedback received re possible Blooming Arts and parents willing to assist.

- Motorbike ride logistics to be further investigated including Karen Eastgate canvassing for a location to stage such an event.
- *School's liability insurance*
 - Insurance cover is at the maximum level.

Ratification of board's electronic resolution of 2 September 2010 re 5 year property plan

Moved: Emma Frizzell

Seconded: Karen Eastgate

That the Board accepts the changes to the 5 Year Property Plan to reallocate funding of \$25,000 to Blocks 2, 4 and 9.

Carried

Correspondence

Report received Year 7/8 Camp

Following the Year7/8 camp, Mr. Easton (staff member) provided a report to the Board with a summary of the camp along with recommendations. The Board acknowledged the report and approved one of the recommendations that the camp take place earlier in the academic year for Year 8 students. Further discussion on the 2011 camp for Year 7 can take place at a later stage.

Moved: Linda Donnelly

Seconded: Caroline Walsh

That a provisional booking be made for the 2011 Year 8 camp early in the year, along the lines of the Chosen Valley Christian Camp, Drury which appears to be available from 14-16 February 2011.

Carried

2011 – Technology Education

A Memorandum of Understanding from Rosehill Intermediate in respect of Technology Education for students within the intermediate years was received. Discussion re this education being provided by alternative host schools concluded that no other suitable intermediate schools would be able to accommodate Clevedon's intermediate students in respect of technology education for the 2011 academic year.

Moved: Chair

That the Board approves entering into the Memorandum of Understanding with Rosehill Intermediate.

Carried

School Fibre Optic Network Upgrade

The MOE proposes funding 80% of the cost of upgrades to our school's high speed broadband network. The balance is to be funded by the school. The approximate cost for Clevedon being \$100 per student (in the vicinity of \$36k).

Moved: Emma Frizzell

Seconded: Alastair Hulbert

That the Board approves Clevedon School's inclusion within the scoping phase of the MOE's fibre network upgrade project.

Carried

Other correspondence

- Clevedon Young Peoples' Club (CYPC) has offered an annual award to be presented to a student excelling in music. The Board acknowledged this generous offer and requested that the senior management team consider the award in the context of other current awards and a review of the awards in general. The board will express the school's appreciation for this offer to the CYPC.
- Nick Tucker of Ricoh has offered the award of a digital camera to a student excelling in Art. The Board will acknowledge and express appreciation of this offer and asks the senior management team to consider how this award will "fit" with other current awards. If proceeded with, consideration should be given to naming the award in memory of Mrs. Utley as she was a dear friend of Mr. Tucker's mother.
- Manukau City Council has requested the Board support specific trees on the school grounds being protected under the district plan. The Board agreed to support this request.
- RentPlus Ltd has approached the school to provide support in relation to how the school can fund its 20% share of the fibre optic network upgrade. Alastair Hulbert to follow up to establish if there is merit for our school in this proposal.
- Submission for proposed speed limit changes – A Clevedon School submission has been sent to Manukau City Council requesting that Clevedon School be included within the council's 40km speed limit zone around schools. The Board thanked Emma Frizzell for drafting this submission.

Moved: Chair

That the Board endorses the submission to Manukau City Council for inclusion in the programme to establish a 40km/hr speed limit zone around the school.

Carried

Moved: Chair

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

Carried

Communications Report

The Communications Report was received with no questions being raised

Moved: Chair

That the Communications Report be received.

Carried

Finance Report

- To date parent donations collected represent 58.56% of budget. Budget represents 60% of total possible donations. Donations collected therefore represent 35.13% of total possible donations. It is understood that Alfriston School achieves a 90% rate of recovery on total possible donations with Maraetai achieving in the high 80%.
- A thermometer is to be published as the school moves into its final term. The Communications team are to follow up on this.
- Following Mr. Easton's success with regard to receiving funding in respect of the Gymnastics programme it was suggested Clevedon School actively seek funding following similar funding applications. Carol McKenzie-Rex is to follow up to see if a parent would be willing to lead this project.
- The Finance Committee again questioned the quality of the financial information received from EdTech however acknowledged that a change in provider is something to consider at a future time.
- At this stage it is simply not possible to extrapolate current year to date data to determine the year end result. Linda Donnelly agreed that the expense line does shift month on month providing no continuity of understanding in respect of likely cash outflows.
- The 2011 Budget process is due to commence. Linda Donnelly is to follow up on the budget time line.

Moved: Chair

That the Finance Report be received

Carried

Property Report

No questions arose from the Property Report.

Moved: Emma Frizzell

Seconded: Kerry Williams

That the Property Report be received.

Carried

Clevedon School Supporters - CSS

Emma Frizzell provided a verbal report in respect of CSS activities since the last board meeting.

- The balancing payment in respect of the new high visibility sign is due. It is approximately \$2k and is payable from the CSS account.
- Transpower has offered non-monetary assistance (e.g. labour/machinery) to the school in respect of a project to compensate the community for recent disruption. Emma Frizzell is to follow up with them to establish if they could assist in building a pathway from the hall to the upper class room area so that students do not have to cross the carpark.
- Ag Day meetings are being held with Emma Frizzell and Rae Poole meeting with Tracey Sholson and Linda Donnelly.
- Ag Day fund raising target is \$15k.
- BNZ are providing Ag Day certificates to all entering an animal for competition on the day.
- Money collection on the day is to follow a similar process as last year. Patsy Gleadell (School Administrator) is to be responsible for counting and locking collected money in the safe on the day.
- Some Ag Day providers have requested a tax invoice in respect of donations made to the school. Emma Frizzell has drafted a tax invoice template.
- Patsy Gleadell will be required to organize a mobile EFTPOS machine for the day. She will need to contact the bank to arrange this.
- Linda Donnelly is to discuss with Patsy her role on Ag Day to make sure she is aware it is a "school day" with a day off in lieu provided.
- DBR Limited has kindly offered to sponsor deposits in respect of certain Ag Day activities in the sum of \$500.
- Emma Frizzell to look into whether it is possible to advertise the Ag Day on the Living Channel in its community notices.

Moved: Caroline Walsh

Seconded: Alastair Hulbert

That the Board approves the tax invoice template and the payment of a deposit in respect of Ag Day activities.

Carried

Moved: Chair

That the verbal CSS report be received

Carried

Personnel Report (verbal)

- Principal appointment packs sent out. None returned. Patsy Gleadell (office administrator) will be required to work over the school holidays. She will require a laptop to collate information and payment for this additional work. Linda Donnelly to arrange/manage.
- Mike Kensington (parent) has offered to prepare a behavioural questionnaire for the Principal interview process. The Board acknowledges and gratefully accepts this offer of support.
- The Board extends its congratulations to Jodie Spurdle and James Christie following their engagement.

Moved: Chair

That the verbal Personnel report be received.

Carried

Principal's Report

- The Principal advised the Board that the school will be required to advertise one, possibly two Scale A teacher positions.

There are places available to out of zone students for the coming year in both year 0 and 1. Further consideration is to be given at the next Board meeting as to whether the school should look to attract out of zone students into years 7 and 8.

Moved: Karen Eastgate

Seconded: Emma Frizzell

That the Board approves the School placing advertisements for out of zone Year 0 and Year 1 student places.

Carried

Moved: Linda Donnelly

Seconded: Emma Frizzell

That the Board approves \$50 a head spend by the staff for their end of year function.

Carried

Moved: Chair

That the Principal's report be received with thanks.

Carried

ERO Action Plan

The action plan was duly noted by the Board with no questions arising.

Strategic Plan

- The Board acknowledged that the strategic planning meeting provided a good deal of valuable information and was pleased with the contributions from the parents and staff present.
- The LSM's involvement in the Strategic planning process is key and therefore the information collated will be further reviewed at future Board meetings.
- Input has been requested from the staff and student body and this is being collected by teaching staff.
- Karen Eastgate has collated this information and is to close the feedback loop.
- Karen requested results/achievement data re the student body in terms of ethnic groups, gender breakdown, etc along with comparative data from another decile 10 school. Linda Donnelly will request this information from Scott Cooper but also indicated that much of the data has already been provided to the Board.

Moved: Chair

That the Strategic Planning Community Feedback be approved with thanks to the team.

Carried

Policy Review

Karen Eastgate reported that she had reviewed proforma (best practice) policies from information provided by the LSM.

Moved: Chair

That Karen Eastgate undertakes to combine the existing school policies with proforma policies as a first draft of the Clevedon School Board of Trustees Policies.

Carried

In Committee Meeting

8pm

Moved: Chair

That the public be excluded for Agenda item 15 pursuant to Section 48 of the Local Government Official information and Meetings Act and the reason is to discuss matters of personnel and the ground is privacy.

Carried

The Board moved out of committee at 8:46pm

Next Board Meeting

- The next Board meeting will be held on Tuesday 19 October 2010, 6pm
- Agenda items and reports due to the Chair by 12 noon, Wednesday 13 October 2010

Meeting closed: 8:47pm

Signed: _____

Dated: _____