



Board of Trustees Meeting

18 June 2025

6.30pm



CQS Board of Trustees Agenda

18 June 2025

ADMINISTRATION		
Subject	Person	Time
Opening Karakia	Chris Myatt	6.30pm
Present	Chair - Michelle Little 6.35pm	
Apologies		
Confirmation of Previous Minutes - 12 May 2025		6.40pm

MONITORING		
Review of Action Items	Responsible	Outcome
Living wage - all employees at CQS	Cameron/Michelle	Living Wage - date to be confirmed, options to be sent to Board Members.
A pay error for one staff member needs to be rectified.	Cameron/Michelle	Board would like immediate action to fix this.
Policy around monitoring to be created	Chris Myatt	New policy to be reviewed. Ongoing - out of cycle.
Looking into whole school cameras - office and grounds.	Chris & Monty	Ongoing. Hall Camera has been mounted. Pohutukawa will also have one.

Look into further funding options to make this multisport turf happen.	Property Committee	Funding options. Sarah is going to send an email to all Board Members with an update.
Capital project working document - need to work through this. Finance committee and Michelle - need to make some finance decisions	Finance Subcommittee	DRAFT to be completed.
Board exploring accountancy options and reports that are created for the Board	Finance Committee	Ongoing.
Newsletter - Weekly School. A Blurb around the annual report being pulled together.	Sarah	Will be actioned once the annual plan is finalised. (June)
Keep moving forward with Education Services	Neil/Michelle	A meet and greet with the preference would be ideal.
Living wage - all employees at CQS	Cameron/Michelle	Living Wage - date to be confirmed, options to be sent to Board Members.
A pay error for one staff member needs to be rectified.	Cameron/Michelle	Board would like immediate action to fix this.

GENERAL BOARD MATTERS

Subject	Person	Time
Principals Report - Appendix I	Cameron	6.45pm
Policies up for review - School Docs	Michelle	6.55pm

BOARD STRATEGY

Subject	Person	Time
n/a		nil

SUB-COMMITTEES

Subject		Person	Time
Community Engagement		Sarah	7.03pm
Personnel		Cameron	7.06pm
Property		Michelle	7.07pm
Finance		Chris	7.29pm

COMMUNICATIONS		
Subject	Person	Time
Correspondence	Cameron	7.38pm
Up-coming Newsletter items	None	

MEETING CLOSURE		
Subject	Person	Time
Next Meeting Date	Monday 28th July	6.30pm
Review of Action Items		
Appoint Karakia for next meeting	Leon	
Closing Karakia	Chris Myatt	7.47pm

ADMINISTRATION



CQS Board Meeting Minutes 18 June 2025

ADMINISTRATION		
Date:	Start Time: 06.36pm	Finish Time: 7.47pm
Meeting No.	Location: Online, Google Meet	
Present:	Board Chair	Michelle Little
	Principal	Cameron Ross
	Staff Trustee	Leon Davidson
	Board Members	Neil Passey, Chris Myatt, Susan Bibby,
	Secretary	Laurelle Winiata
Apologies:	Sarah Todd & Monty Paliwal, Andrew Neal - <i>joined at 7.35pm</i>	

Welcome/Karakia: Chris Myatt
Conflicts of Interest Register: Nil
Minutes of Last Meeting: Resolution: That the minutes of the meeting dated 12 May 2025 be accepted as a true and accurate record. Moved: Chris Seconded: Leon

MONITORING - PREVIOUS MEETING		
Action Item	Responsible	Outcome
Living wage - all employees at CQS	Cameron/Michelle	Living Wage - resolution approved. ACTION
A pay error for one staff member needs to be rectified.	Cameron/Michelle	Was not an error. Staff member paid correctly - payslip systems were not being recorded clearly.
Policy around monitoring to be created	Chris Myatt	Legal advice received. Do not record during school hours. Slight adjustments to be made and circulated to the Board. Change before

		holidays Term Two. ACTION
Looking into whole school cameras - office and grounds.	Chris & Monty	Ongoing. Hall Camera has been mounted. Pohutukawa will also have one. ACTION
Look into further funding options to make this multisport turf happen.	Property Committee	Waiting for audited financials. Ongoing
Capital project working document - need to work through this. Finance committee and Michelle - need to make some finance decisions	Finance Subcommittee	DRAFT to be completed. Waiting for audited financials. Ongoing
Board exploring accountancy options and reports that are created for the Board	Finance Committee	Ongoing.
Newsletter - Weekly School. A Blurb around the annual report being pulled together.	Sarah	Will be actioned once the annual plan is finalised. (June) Waiting for audited financials.
Keep moving forward with Education Services	Neil/Michelle	To be covered in subcommittees.

Moved: Cameron

Seconded: Neil

GENERAL BOARD MATTERS	
Principals Report	Principals Report - Appendix I. Taken as read. Mover: Chris Seconded: Sue
Administration	
In Committee	n/a

POLICY REVIEW & BOARD ASSURANCE	
Policies for Review	Michelle ran through the way to review school policies on the School Docs website. Confirmation that board members at this meeting have signed off Term One Policies on School Board Docs. Term One's Policies Passed. If all Board members can please review Term Two's policies on School Docs by the end of the Term. ACTION
Recommendations:	n/a

HEALTH & SAFETY REGISTER	
Register	n/a
Register Date:	n/a
Recommendations:	n/a

Moved:

Seconded:

BOARD STRATEGY	
Board Strategy Initiative	n/a
Action:	n/a

Moved:

Seconded:

SUBCOMMITTEES

COMMUNITY	
Community	Appendix II Minutes taken as read.
Recommendation:	<ul style="list-style-type: none"> • Review of website - is everything up to date? • Process to be created for updating website

Moved: Cameron

Seconded: Michelle

PERSONNEL	
Personnel	Appendix III Taken as read.
Action:	n/a

Moved: Chris

Seconded: Sue

PROPERTY	
Property	Appendix IV Minutes taken as read. <u>Bike parking</u> Bike parking could be added near the entrance to school from the staff car park or near large bin/trees by shipping container on edge of the staff parking lot.

	<p>Quotes below:</p> <ul style="list-style-type: none"> • Shelter and cycle rails quotes for \$20k. • Cyclehoop Bikehanger \$11.5k • Two companies with quotes for hoops like bike parking. Approx \$200 to \$600 <p>Look into a grant for this...ACTION</p> <p><u>Multiturf</u> Waiting for audited financials to see how much we have as working capital.</p> <p>Looking to do the multiturf in two phases.</p> <p>Need \$125k - \$130k and currently have \$85k approx.</p> <ul style="list-style-type: none"> • Options are available to proceed with multiturf, discussing and exploring these. <p>A memo and recommendation will be sent out in between board meetings for review, and resolution.</p>
Action:	<ul style="list-style-type: none"> • Look into a grant for the bike parking

Moved: Leon

Seconded: Sue

FINANCE	
Finance	<p>Appendix V</p> <p>Taken as read.</p> <p>Still looking at accounting options for additional information. Still working through this process.</p> <p>Went through the process of meeting with Education Services - after meeting with them, not for us and they do not use xero. P All our data would stay with them and it would be harder to leave if needed. Better to have the information in our hands. reference is not to go with them.</p> <p>Second runner we also meet online, this company do use Xero and they are based up north.</p> <p>Looking to invest in ourselves to start and then be able to advise our current provider to ask for what we want.</p> <p>Tracking solidly at this stage.</p>
Recommendation:	n/a

Moved: Chris

Seconded: Cameron

COMMUNICATIONS

Correspondence	Appendix VI Taken as read.
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Moved: Leon

Seconded: Michelle

ACTION ITEMS MOVING FORWARD		
Action Item	Responsible	Outcome
Living wage - all employees at CQS	Cameron/Michelle	Living Wage - back date to start of the year. Resolution approved. ACTION to Put in place new wage. DONE .
Policy around monitoring to be created	Chris Myatt	Legal advice received. Do not record during school hours. Slight adjustments to be made and circulated to the Board. Change before holidays Term Two. ACTION
Looking into whole school cameras - office and grounds.	Chris & Monty	Ongoing. Hall Camera has been mounted. Pohutukawa will also have one. ACTION
Look into further funding options to make this multisport turf happen.	Property Committee	Waiting for audited financials.
Capital project working document - need to work through this.	Finance Subcommittee	DRAFT to be completed.
Board exploring accountancy options and reports that are created for the Board	Finance Committee	Ongoing.
Newsletter - Weekly School. A Blurb around the annual report being pulled together.	Sarah	Will be actioned once the annual plan is finalised. (June) Waiting for audited financials.
Term Two Policies for review - School Docs	All Board Members	If all Board members can please review Term Two's policies on School Docs by end of the Term. ACTION
Community Subcommittee - Website	Andrew/Sarah	Review of website - is everything up to date? Process to be created for updating website. ACTION
Bike parking	Sue	Look into a grant for the bike parking

Next Board Meeting Date: Monday 28 July 2025 at 6.30pm	
Appoint Karakia for next meeting: Leon	
Closing Karakia: Chris	Meeting Closed: 7.47pm

BoT Presiding Member
Michelle Little



MONITORING

Clyde Quay School Principal's Report

Date: 11 June 2025

Roll Tracking

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2025	196	213	215	213	217	218						
2024	190	204	209	211	212	217	222	229	229	230	228	230

Expected enrolments:

Term 2 - 6

Term 3 - 10 (includes 2 OOZ from T2 ballot)

Term 4 - 2

Withdrawals:

Term 1 - 3 (2 x moved overseas / 1 x moved Out of Zone)

Term 2 - 2 (2 x moved overseas)

Term 3 - 3 confirmed (3 x returning overseas)

Comments

2 out of zone enrolments (Yr 1 / Yr 3) in the T2 ballot - both will receive offers of placement next term.

Staffing based on roll of 232.

July 1 roll return - 224

End of year with no extra withdrawals - 233

Actions

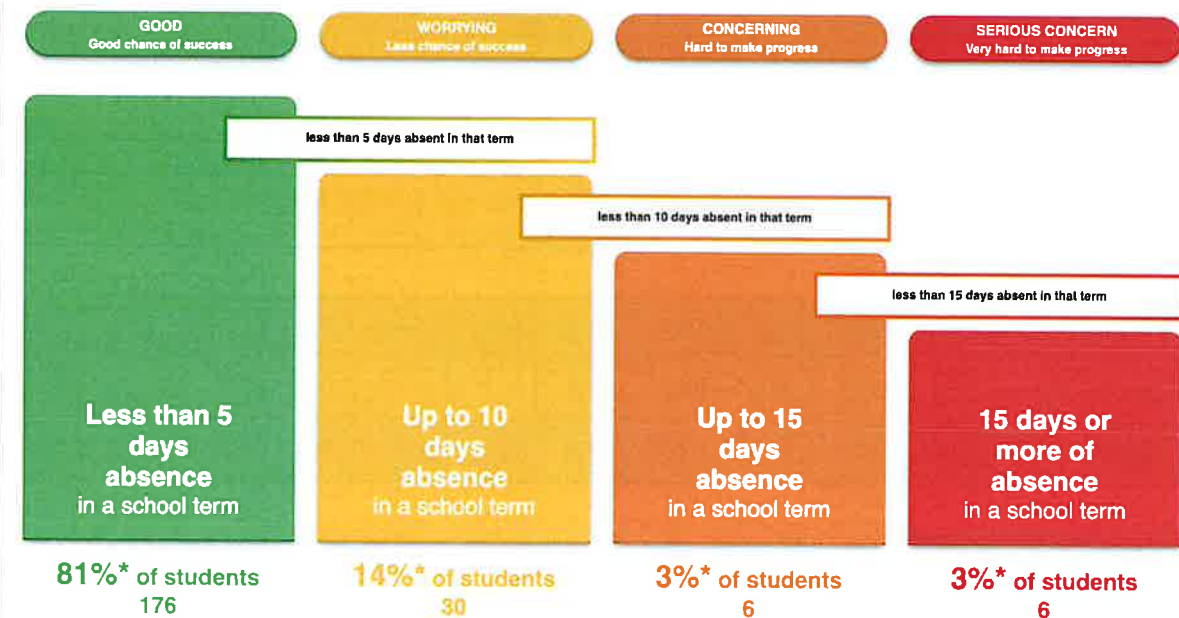
Low numbers in Year 3 - will want to keep OOZ enrolments open at this level

Large Y8 group so starting roll will likely drop below 200.

Year level tracking:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
26	26	15	23	37	27	28	35

Attendance



Comments	Actions
<p>All 6 students under "Serious Concern" were travelling overseas to see family.</p> <p>6 Students in "Concerning"</p> <p>2 x were also in T1 concerning</p> <p>1 justified / 1 have spoken to parent</p> <p>Of the 4 others -</p> <p>1 x overseas trip</p> <p>3 x mostly medical</p> <p>1 x medical / justified reasons</p> <p>Currently we are tracking above the 80% target for this term</p> <p>Will continue analysis at the end of the term and look for children who have featured in yellow/orange/red in both terms.</p>	<p>Attendance Plan to be developed and implemented by the start of 2026.</p> <p>Cameron to draft and present at Week 9, Term 3 Board Meeting.</p> <p>Concerning and Serious Concern</p> <p>- Cameron to communicate with whānau and offer attendance support if required. (Start of Term 3)</p>

Curriculum

ERO Visit:

Initial feedback from the ERO Advisors was very positive. Noted strengths were in areas such as relationships, engagement and Te Ao Māori. Next steps will likely be centred around whānau engagement and the reinvention of the professional growth cycle.

Next steps - currently waiting for draft report. Shared with Board and once accepted will be published.

Literacy:

BSLA starting in Ngaio after Joseph and Abby attended training in Week 3.

Comments	Actions
Curriculum programmes running smoothly. Teachers learning the new programmes and implementing in class. Next step is to reflect on Maths No Problem! And how/if it needs manipulation.	

Student Achievement

Teachers entering Term 2 data currently, ready for the end of term.

2025 Wellbeing@School survey completed (Year 4-8)

Will share analysis at Term 3 Meeting

Comments	Actions
	Data Analysis Term 2 to be shared at next Board Meeting. Wellbeing @School Survey at Week 9

Documentation and Policies

Term 2 policies	Review opens 28 April
• Planning and Preparing for Emergencies, Disasters, and Crises	Board review
• Communication During an Emergency, Disaster, or Crisis	Board review
• Emergency Closure	Board review
• Emergency Management	
• Disaster Management	
• Crisis Management	

[2025 - 2027 Policy Review Schedule](#)

Please check the policies and assurances each term. Board members must review these.

Comments	Actions
SchoolDocs are forecasting changes that should make it easier to log in and confirm that policies have been read.	Each Board member to confirm that they have read the Term 2 Policies.

Personnel and Professional Development

Professional Development:

BSLA -

Xandra, Joseph and Abby completed 3 x professional development days on BSLA (Year 5/6)

Cameron -

Beginning Principal's Mentoring

City Principal's professional learning group with Mark Sweeney

Comments	Actions

Home and School Partnership

Open Afternoon / Book Fundraising - 5 June

Assemblies have continued in the Tararua Tramping Club.

WAF has other fundraising on the horizon.

Comments	Actions
Information sent home via newsletter re Open Afternoon and Book "BBQ".	Cameron to meet with Phernne to align fundraising schedule.

Health & Safety

Register from 10 Feb to 26 March

Has a collective staff review of the registers taken place, to ensure that they are up to date and complete?	Yes
How many hazards are overdue for remediation?	0
How many notifiable incidents have taken place this month (since the last Board report)	0
How many notifiable incidents are still due for reporting to Worksafe (since the last BOT Report)?	0
How many times did physical restraint have to be used this month (since the last Board report)	0
Are there any unusual events worth noting with regard to incidents and/or hazards?	0

Comments	Actions
Hall move - Will need to ensure that new playground is working for us from a H&S perspective.	<p>Ensure Robert is aware of the changes to playground and is completing the appropriate hazard checks with the new playground set up.</p> <p>Duty teachers to monitor new areas to check for H&S.</p>

Strategy / Annual Plan Reporting

Annual Report shared with Board.
Strategy analysis uploaded to the MoE reporting area.
Waiting for return of audited finances.
Will need to re-upload and then post to website,

Comments	Actions
	Post final Annual Report to website when available. Set framework for the formation of the new Strategic Plan (Timing and who is involved)

Report compiled by Cameron Ross

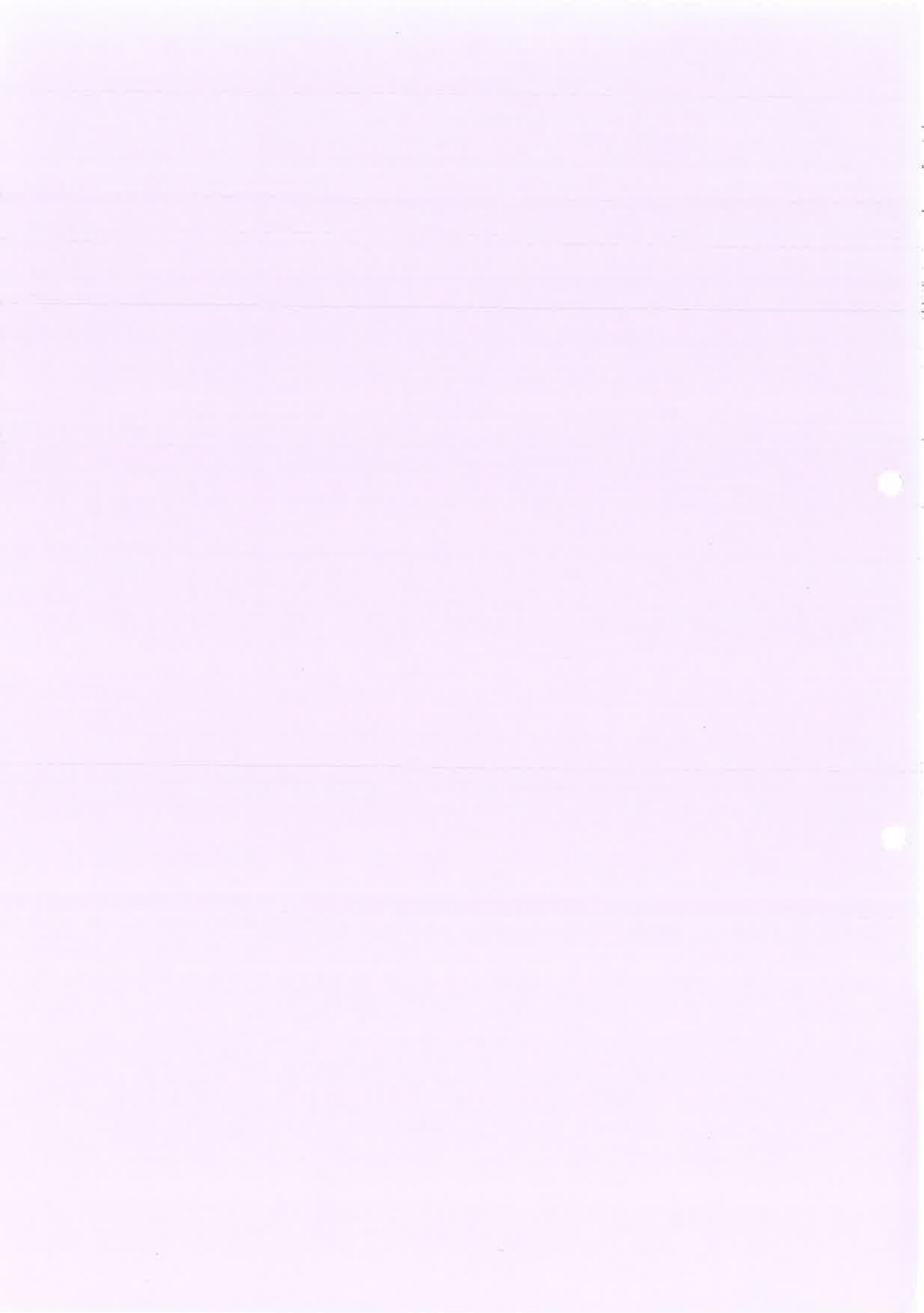
SUB-COMMITTEES

Personnel Subcommittee Minutes

Date: 11 June 2025	Present: Cameron Ross, Michelle Little, Monty Pailwal, Leon Davidson, Andrew Neal	Apologies:
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Summarized Matters for the Attention of the Board

Context	Discussion / Outcome	Action for Board	Action Required - Timeframe - Person
Living Wage	Michelle sent email to Board regarding the acceptance of paying the Living Wage to all staff, and presented options regarding the timeframe for back pay. Those who responded agreed that it should backdate to the start of this year,	Sign off agreement that staff not on a Living Wage will be increased to the current Living Wage of \$28.95 per hour. This will be backdated to the start of this year.	Cameron to meet with affected staff and liaise with Laurelle/Ed Pay to action new wage and back pay.
Security Cameras	Chris to formulate policy around security cameras. One camera is installed on the hall - this will remain off until the policy is agreed and shared with the community.	Email of policy to be shared and voted on	Chris to share policy via email for Board Approval. Cameron to share with community through newsletter when ready. Security cameras installed and turned on. Monty to work with Cameron re: security hub and ensure that settings are correct for monitoring in line with policy.
Principal's Report	Cameron shared Principal's Report	Term 2 Ballot: Confirm 6 places in Year 0-4 for Out of Zone Enrolments.	Notice on website and in newsletter May 22 advertising Out of Zone places



CQS BOARD - Community Subcommittee Agenda

Date: 11 June 2025	Attendees: Cameron Ross, Sue Bibby, Leon Davidson, Sarah Todd, Andrew Neal	Apologies:
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Responsibilities of Community Subcommittee	<ul style="list-style-type: none"> • Annual Strategic Planning and Performance • Community engagement and consultation • School Board - Community communications, including website, newsletter • Liaison with Whanau & Friends of CQS Inc • Support for School and Community Events • School promotion, marketing and communications
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Summarized Matters for the Attention of the Board

Item	Detail	Proposed action for Board	Action Required - Timeframe - Person
Annual report 2025	<ul style="list-style-type: none"> • Cameron shared w Board • Waiting for confirmation and review from Board 	<ol style="list-style-type: none"> 1. Board members read through and ensure understand summary 	
Annual Plan Progress reporting	<ul style="list-style-type: none"> • Cameron to outline approach for the Annual Plan progress reporting • Principal reports on progress against annual objectives. • Assess student achievement data, well-being indicators, and other metrics. 	<ol style="list-style-type: none"> 1. Note - Cameron to produce a monitor/tracker for Annual Plan deliverables 2. Board to discuss whether we want a mid-year review on our progress (advised by MoE but up to us) 3. Note student achievement reporting is presented separately 	Cameron/TBC
ERO	<ul style="list-style-type: none"> • ERO visit went well 	Report shared w Board, review as desired	N/A

Community engagement & comms		CSC to produce a website content refresh process. - Including for Laurelle to support content	Sarah and Chris to draft and document the process
Community events	<ul style="list-style-type: none"> • Tricky Chats event went well - though ticket sales and fundraising not substantial. • Proposed official hall opening in T3 • Book BBQ event will be merged with Open Evening 25th June 	Simpler event given June timing (as opposed to Feb/summer). No requirement or Board support.	Leon/ Cameron
AOB			

Property Subcommittee meeting

Date: 11/6/25 via google meet
Invited: Michelle, Cameron, and Sarah
Apologies: Neil
Minutes: Sarah / Michelle
Next meeting: Prior to next board meeting

Review of Action Points:

- Bike Parking
- Hall Move
 - 5YA Funds
 - SIP Funds
- Multisport Turf
 - Grant Funds
- Karaka Asbestos removal
- 5YA Roofing Project

Projects

Bike Parking

- Still a priority, but will likely be able to be actioned once Hall and Multisport turf are closer to completion.

SIP Project

- This is remaining open until Hall costing is confirmed

Hall Move (Block D)

- Hall has been signed off for occupation by WCC. Soft opening tomorrow morning where the students and teachers can view the hall before it will be occupied by Y3/4 Karaka classes from 12/06/25
- Autux and final painting will happen in school holidays - provided lead time for Autex is available.
- Interim sports storage is being considered for rear of hall
- Table tennis tables will be put into storage for the term
- Budget situation - ML to provide update when latest figures are available

Block E and C (Karaka 1, 2 & 3)

- Karaka classroom wall studs (Block E) are too thin, new cladding system requires new (additional) studs. This will be covered by MoE project funds and will necessitate internal wall recladding and covering. PM will update with amount of wall affected once known.
- 5YA funds are currently in negotiation to be utilised for any additional work needing to be addressed during the recladding project. 5YA funds already allocated to projects won't be used. But unassigned funds put aside may be needed for Karaka related fixes.

Multisport Turf

- We have now received contractor quotes for all work needed, apart from Smartgrass.
- ST to follow up with Ian about the last bit of turf to be laid by Thinkturf.
- With all costs now in (or anticipated) we have projected costs of around \$140k. We have raised funds and received grants totalling \$65k, and an additional \$20-30k from the Hall Move and Improve contingency budget to be confirmed. This leaves us with a projected shortfall of \$40-50k for the board to source. Once audited 2024 accounts are complete, we will be in a position to know our options regarding financing this project.
- The property subcommittee will supply a board memo detailing the specifics of this project, and recommendations for funding once the final information is available.

Security Cameras

- Complete and installed. Additional camera available, and potential to install in Pohutukawa under deck cover

Cultural Research and Property Works

- Pokau to start cultural research project once confirmed by BoT.

SYA Roofing Project

- Waiting on Architects quote

Action Points

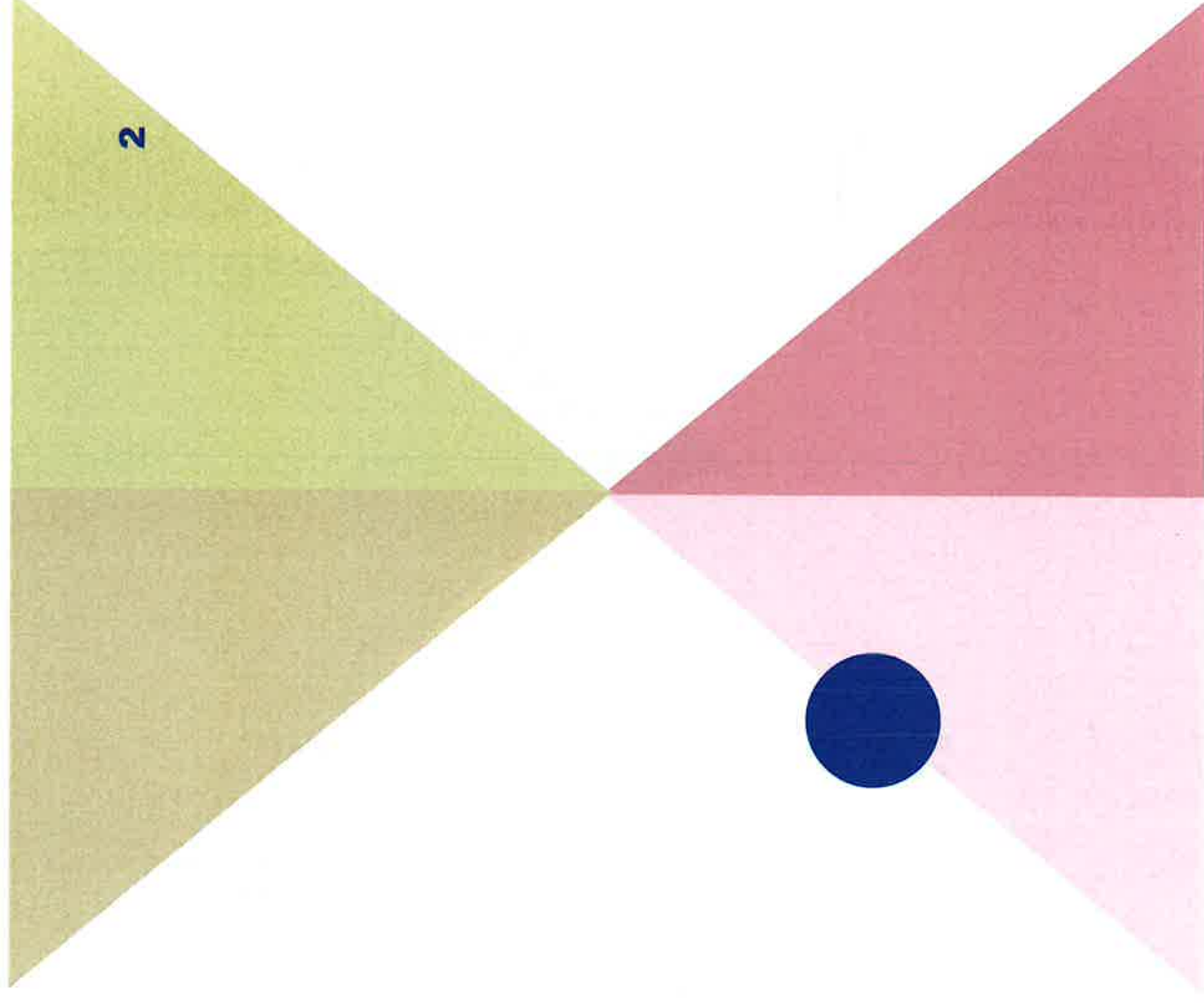
- Prepare board memo with details around Multisport Turf for board consideration.
- ML & PT + project team if interested to have meeting with Architect

Clyde Quay School
Te Kura o Matatangi

**JUNE 2025
FINANCE REPORT
FOR 18 JUNE BOARD MEETING**

AGENDA

1. Previous Minutes
2. Actions
3. Key Activities
4. Finance Summary's
5. Annual Plan
6. Finance Radar



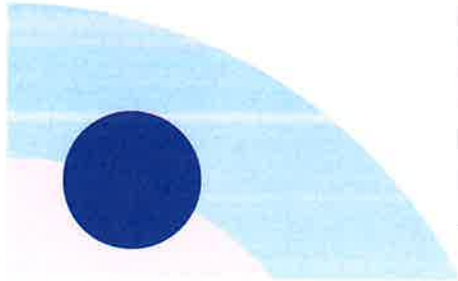
1. PREVIOUS MINUTES

3

- Sub-committee meeting was held 11 June. Attendance: Neil, Michelle, Cameron, & Chris.
- Accountants reports discussed at length and therefore added to represent minutes:



Microsoft Word
Document



2. ACTIONS

4

Current Actions	Update	Subcommittee/ Board Action	Date Raised	Owner	Due Date	Status
Review current accountancy services to determine we are maximizing the services that CQS and Board is receiving,	Board considering options with proposals being sent through for considerations.	Board	3 September	Michelle	TBC	In-progress
Multi Sport Turn Proposal regarding any funding requirements to be brought to Finance committee.	Proposal to move forward to be presented to CQS Board on 12 May.	Board	12 May	Sarah	June 25	In-progress



3. KEY ACTIVITIES

5

The purpose of this paper is to provide the Board of Trustees with a summary of the key activities that relate to finance since the last Board Meeting.

- 1.** Accounting options being considered to uplift finance insights (Chair, Principal endorsed) (*Continued*)
- 2.** Multi Turf funding requirements researched and remain work in progress. (*Continued*)
- 3.** Received and reviewed May Finance Reports.

4. FEBRUARY FINANCIAL SUMMARY 6

The purpose of this report is to provide the Board of Trustees with a summary of the financial activities of Clyde Quay School for the year to May 2025

() = Deficit	Actual	Budget
Month	(\$16,308)	(\$20,615)
Year to Date	\$3,742	(\$30,705)
* Year End Projection/Budget	(\$18,181)	(\$53,235)

Result: For the month a *deficit* of (\$16,308), **positive** to budget.

Income

From the Ministry, the 2nd quarterly instalment of the operations grant (\$91,871) and accompanying non-teach support PE & CA funding (\$9,781). Local funds income was from family donations (\$3,000) and interest (\$1,170). Also a donation from One Foundation for the astroturf project (\$20,000).

Expenditure

Salaries (3 payments) totalled \$32,643 (\$25,962 last month). Other significant costs were fees for the swimming (\$3,540-Swimming Trust, NZ Coach Services-\$678, Wellington City Council-\$1,604) and the Wellington Basketball Assn (\$1,304). Also payment #4 of 4 to the Ministry (\$14,359) and claim #3 to Maycroft Construction (\$51,367) for the hall relocation project.

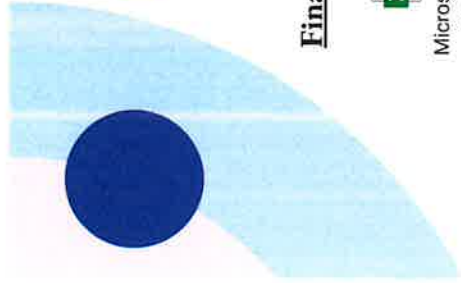
	This Month			Year to Date			Full Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Same Stage
Ministry Funding	201,558	205,611	4,053	812,915	819,238	6,323	2,908,680	2,908,680	793,139
Fundraising/Donations	6,507	6,740	233	39,388	42,001	2,612	75,017	75,017	37,630
Investment Income	1,171	1,500	329	3,230	6,000	2,770	22,500	22,500	6,871
Other	655	5,053	4,398	29,964	22,765	(7,199)	59,567	59,567	24,775
Total Income	209,891	218,904	9,014	885,478	890,004	4,526	2,665,774	2,665,774	862,415
Learning Resources	134,568	151,648	17,080	530,536	568,238	37,652	1,689,259	1,689,259	474,682
Property	68,794	64,257	(4,537)	259,714	254,386	(5,328)	762,395	762,395	254,953
Administration	11,956	15,729	3,773	51,194	61,968	10,774	169,877	169,877	67,383
Extra Curricular	7,335	3,917	(3,418)	16,163	12,512	(3,651)	39,495	39,495	10,534
Trading	166	200	34	10,440	8,533	(1,907)	12,133	12,133	7,357
Depreciation	3,380	3,768	388	13,648	15,072	1,424	45,250	45,250	11,681
Total Expenditure	226,198	239,519	13,321	881,736	920,709	38,973	2,718,409	2,718,409	826,590
Net Surplus / Deficit	(16,308)	(20,615)	(4,307)	3,742	(30,705)	(34,448)	(52,635)	(52,635)	35,825

5. ANNUAL PLAN

7

The purpose of this paper is to provide the Board of Trustees with a summary of progress of annual plan matters as they relate to finance. Reporting in July will move to the revised Annual Plan in-progress.

#	2024 Expectations Reg 9(1)(d) & (f)	Intended Actions Reg 9(1)(b)	Responsibility Reg 9(1)(c)	Measurement Reg 9(1)(d)	Due	Delivery
Goal 2: Operational Excellence: Teaching and learning are fully enabled through strong, capable leadership that enhances our school's social, economic, and environmental wellbeing now, and	Maintain strong, sustainable financial planning to meet short-medium term financial stability	Clear, regular and consistent annual financial reporting	Management, Finance sub committee	CQS Annual Budget (2024), Audited Annual Accounts 2023	Term 1-2	Completed
		Optimise income and expenditure	Management, Finance sub committee	Board reporting	Term 1-4	On track
		Identify risks, provide mitigations/treatments and manage contingency funds appropriately	Management, Finance sub committee	Board reporting	Term 1-4	On track
		Proactively manage financial impact of roll fluctuations	Management, Finance sub committee	Board reporting	Term 1-4	On track



6. FINANCIAL RADAR

8

Finance Checklist attached:



Microsoft Excel
Worksheet

COMMUNICATIONS

Correspondence for Board of Trustees' Meeting 18 June 2025

INWARDS

Date/Date Rec'd	Received From	Subject	Action
May 2025	ASB	Bank Statements	n/a
June 2025	Parent	Email re: photos, expensive & timings	

OUTWARDS

Date	To	Subject	Sent by

