
*Minutes of Clyde Quay School Board of Trustees Meeting
27 November 2023*

1.0 ADMINISTRATION

1.1 Opening Karakia

Undertaken by Liz Patara with all members repeating after her.

1.2 Assign new Presiding Member

One nomination received of Michelle Little and as no other nominations were received

MOVED that Michelle Little be declared the Presiding Member of the Clyde Quay School Board of Trustees.

Liz / Sarah - AGREED

1.3 Present

<i>Chairperson / Presiding Member</i>	Michelle Little
<i>Principal</i>	Liz Patara
<i>Staff Trustee</i>	Cameron Ross
<i>Board members</i>	Sue Bibby, Nick Dravitzki, Paul Venning-Slater, Andrew Neal
<i>Late</i>	Johnny Tripe, Sarah Todd, Rona Lemalu
<i>Minute Secretary</i>	Debra Weston

1.4 Apologies

Nil

1.5 Disclosures (Conflicts of interest)

No disclosures from Board members present.

1.6 Confirmation of Previous Minutes

Matters arising

Nil

MOVED that the minutes of 16 October 2023 be accepted as a true and correct record.

Nick / Paul Venning-Slater – AGREED

2.0 MONITORING

2.1 Review of Action Items

Action Item	Responsible	Outcome
Discuss how to mitigate vandalism and after hours interferences and how to record them	Paul	<ul style="list-style-type: none">• Carry on with status quo which is to take mitigating steps, repair any damage and if any significant damage would engage with MOE• Not enough vandalism to warrant the purchase of a camera system
EOTC & camp RAMS documents to be read and reviewed by Board	Board	Actioned
Board members to review Strategy Document	Board	Actioned
Website feedback due by 31 October	Board	Actioned
Finance checks to be undertaken in regards to SUE and Bank Staffing Report	Johnny	Actioned
Finance Delegated Authority Document	Finance	<ul style="list-style-type: none">• Purpose is to enable better work practices to occur• Don't need delegations at the moment so will put on hold for now
Increase of fee to ASC and Kindergarten - what does this actual cost look like?	Liz	<ul style="list-style-type: none">• Previous Boards agreed to increase the respective fees by 1% each year• Liz to advise what the charge to Afterschool was for the 2022 year and work out the true share of cost and advise the Board
Board nominations article for newsletter	Liz	Actioned
Opening and closing Karakia	Paul	Actioned

2.2 Principal's Report

Taken as read.

Liz spoke to her report.

Points noted

- Roll numbers trend is starting to pan out
- Johnny asked what happens when class numbers get to big – what interventions are used? Liz advised that the shortfall is filled by teacher aides and Cameron assists also when needed
- All Board members are to use the Board Review button on the Document website to ensure that Board members are reviewing policies on Schooldoc – Michelle, Sarah and Sue advised that they have done this but comments not appearing to get to Liz.
 - Paul has read and completed
 - Michelle – done and provided feedback
 - Sarah – done and provided feedback
 - Nick – Liz to pass on login details
 - Johnny – still to read
 - Rona – still to read
- How is feedback on policies dealt with? – all feedback should be presented to the Board and then the Board needs to decide how to deal with it
- EOTC – On the Ngaio tramp, a child in the second group could have been lost; however precautions could have been improved. If children are still being left behind more precautions need to be considered. A parent has already sent feedback to Anya MacDonald and Joseph McAuley.

Moved in committee at 7.33 and moved out of in committee at 7.59 to discuss support for exceptional children.

Recommendations

The CQS Board notes

- There are 236 students; there have been 5 enrolments since the October meeting
- Student reports were issued October 20
- Rimu (Y7-8) had a successful camp at Highlands Home Christian Camp November 6-10. Staff noted four whānau elected not to send their child to camp and short notice was given.
- Ngaio (Y5-6) Education Outside the Classroom October 24-27 was also successful.
- Senior staff met Thursday 23.11.2023 to finalise 2024 learning programmes and teacher responsibilities.
- Staff Report Term 3 2023 is resubmitted for consideration.
- Cameron to table Inquiry Report term 3 at the meeting.
- The recorded hazards and any property updates.

MOVED that the Principal's report and the recommendations therein be accepted.

Paul / Sarah – AGREED

MOVED that the Staff Report be accepted.

Sarah / Paul – AGREED

3.0 SUB-COMMITTEES

3.1 Personnel

Report taken as read.

Liz talked to the report.

Points noted:

- Elyse Hemara has been appointed to the Year 7 / 8 position.
- Still finishing up with appraisals.
- Teacher Aide hours have been reduced by 20% next year – total of 18.5 hours which amounts to \$23,000 reduction in the budget
- Liz has put a proposal together for consideration to attend the Council for Exceptional Children in San Antonio – Ministry of Education fund this.

Recommendations

The CQS Board notes:

- PL&D since 9.10.2023
- The Board endorses the co-chairs approval:
 - Liz Patara's PLD 2024 to attend the Council for Exceptional Children CEC 2024 Special Education Convention & Expo San Antonio TX March 13-16 2024 fully funded by the Ministry. It is part of the Principals Collective Agreement.
 - Liz Patara funds the Well-being component March 17-24. Celine Texas.
- Records in the accident register and hazard register.
- The term 4 policies and assurances.
- Confirms all members have read/or endorse the term2 & term 3 policies as well as the respective 'Assurances'.
- Michelle Little and Andrew Neal were duly elected October 25 and took office November 1 not November 22

The CQS Board agreed to endorse the co-chairs decision to approve the principals 2024 professional coaching CEC 2024 Special Education Convention & Expo San Antonio TX March 13-16 2024; it is fully funded by the Ministry.

MOVED that the Personnel Report and the recommendations therein be accepted.

Rona / Nick - AGREED

3.2 Finance

Report taken as read.

Nick talked to the Variance Report.

Points noted:

- On track to produce a modest positive surplus
- Liz pointed out that there is \$26,000 outstanding to donations, school fees / activities
- Liz is working on the 2024 budget which will be tabled before the first meeting of the new year.

Recommendations

The CQS Board notes

- That the Committee/Board receives the Finance Report

MOVED that the Finance Report and the recommendations therein be accepted.

Michelle / Rona - AGREED

3.3 Grants

Covered in Property

3.4 Governance & Information Technology

- Paul welcomed Andrew to the Board.
- Points to discuss following the last Election and not being able to fill the vacancy:
 - Noted that we have a 7-member quorum for the CQS Board, it is typical that most primary schools have between 3 & 5 board members.
 - We will have 2 vacancies leading to 2 options
 - Hold another election
 - Shoulder tap
 - Or drop a Board member and make it 6 and then drop again to 5 which is the recommendation from NZSTA
 - Paul's recommendation is to look at reducing the Board down to 5 members and look at co-opting help when required
 - Options are - Alter the Constitution to go from 7 to 6 with an option to reduce to 5 in the next election or keep at 6 or keep 7 and actively try to co-opt another person
- The Board agreed that in the first instance they would look to select a person to fill the vacancy within the next two weeks and if unsuccessful then a vote would be put to reduce the number of Board members in the Constitution.

3.5 Property

Report taken as read.

Michelle talked to the Report.

Points noted:

- Building consent has been granted
- \$75,000 grant is due to be paid to the Board now
- TG McCarthy has paid us \$100,000 in grant
- Obtaining a \$20,000 grant has also been successful
- A Lotteries grant is under consideration at the moment
- SIP fund is currently out for tender
- Roofing contract is still with Mark
- Saville's has agreed to provide Project Management Services for the hall move. Clarification is sought about the total billable hours –
- Property Committee will recheck the costing of the project in January.

Recommendations

The CQS Board notes

- Building Consent Approval for the Hall Move has been gained.
- Success of two Grant Applications
- SIP Project progressed to tendering
- No further progress on other projects

The CQS Board endorses

- Grant application to Lion Trust for \$100,000 for Hall Move Project
- Grant application to NZCT for \$75,000 for Hall Move Project
- Grant application to One Foundation for \$75,000 for Hall Move Project
- Previously distributed Grant application to Four Winds Trust for \$8,562 for Sunshade for Harakeke

MOVED that the Board receive the Property Report and that the recommendations therein be approved.

Rona / Paul- AGREED

Michelle put 4 resolutions to the Board for the Grants application for approval – all were agreed and passed.

That the Board approves the following grant applications to:

- Four Winds Trusts for \$8,562 for the Sunshade for Harakeke
AGREED
- Lion Foundation for \$100,000 for the hall move project
AGREED
- One Foundation for \$75,000 for hall move project
AGREED
- NZCT for \$75,000 for hall move project
AGREED

3.6 Community Engagement

- Phernne Tancock is intending to step down as Chair of WAF to concentrate on grant writing and the hall move project.
- It will be incumbent on the Board to promote and secure a WAF committee
- The Board will need to look at replacing Phernne and needs to put a notice in the newsletter as a starting point once Phernne has made it common knowledge.

4.0 BOARD STRATEGY

4.1 Strategy Initiative 2023

- A survey has been put together for community consultation – Sarah will put this out shortly
- Strategy needs to be formalised by 1 March

4.2 Board Development

Sarah has undertaken Board Strategy training and Treaty of Waitangi.

5.0 COMMUNICATIONS

5.1 Correspondence

INWARDS

Date/Date Rec'd	Received From	Media Type	Subject	Action
7 Nov	Ministry of Ed	Magazine	Education Gazette	For Board FYI
14 Nov	Wellington City Council	Email	Proposed changes for Elizabeth Street crossing	For Board to comment
21 Nov	Ministry of Ed	Magazine	Education Gazette	For Board FYI
27 Nov 23	Cameron Ross	Letter	To thank the Board for supporting him in his undertaking of professional development	For Board Information

OUTWARDS

Date	To		Subject	Sent by
27 Nov	Peter McKeefry	Email	Alerting P. McKeefry to the fact their woodpile is too high and a potential hazard	Liz

There has been no response from Peter McKeefry as yet, nor has the wood pile diminished.

Michelle congratulated Cameron on completing his Aspiring Principal's course.

MOVED that the inwards correspondence be accepted and the outwards correspondence be approved.

Liz / Sarah – AGREED

5.2 Up-coming Newsletter Items

- Survey – to be sent out by Community Engagement subcommittee
- Board wrap up for the year – to be written by Sarah

5.3 Planned Events

- Mathathon – money should start to come in next week

6.0 MEETING CLOSURE

Michelle thanked Paul and Johnny for their time on the Board over the years

6.1 Meeting Dates for 2024

- Monday 12 February 2024
(Karakia to be undertaken by Michelle)

6.2 Review of Action Items

Action Item	Responsible	Outcome
Increase of Afterschool Care cost	Liz	To advise what the charge was last year and to work out the true share of cost and advise Board
School Docs Board Review Button	Liz	Liz to check that she is receiving the Board Review emails are being received Nick and Rona to confirm feedback by end of week so Policies can be signed off
Board members to look at shoulder tapping potential board members	All board	To be done over the next two weeks
Michelle to ask Mark to provide email and to copy Board in to provide an email trail	Property	
Notice in newsletter to advertise for a chair for WAF (once given permission)	Community Engagement	
Strategy survey	Cameron	Cameron to have a look before being sent out
Strategy Survey	Community Engagement	To send out survey
High resolution logo for WCC	Cameron	Will provide a high resolution logo
Wood pile at McKeefry house	Liz & Cameron	To cone off unsafe area and check that the pile has diminished
Board wrap up for newsletter	Communication committee	
Website link	Cameron	To share before going live

6.3 Closing Karakia
Undertaken by Paul

Meeting closed 9.25 pm

Confirmed

A handwritten signature in blue ink, appearing to be 'Paul', written over a solid black horizontal line.

BOT Presiding Member
12 February 2024