Minutes of Clyde Quay School Board of Trustees Meeting 14 November 2022

1.0 ADMINISTRATION

1.1 Present

Chairperson	Paul Venning-Slater
Principal	Liz Patara
Staff Trustee	Cameron Ross
Board members	Sarah Todd, Johnny Tripe, Sue Bibby, Michelle Little
Minute Secretary	Debra Weston

1.2 Apologies

Nick Dravitzki, Rona Lemalu

1.3 Disclosures (Conflicts of interest)

No disclosures revealed.

1.4 Confirmation of Minutes

MOVED that the minutes of 27 September 2022 meeting be accepted as a true and correct record.
Sarah/Johnny - AGREED

2.0 MONITORING

2.1 Review of Action Items

Liz to provide link to Education Training Act so that the Community and Engagement committee can prepare a paper for Board.	Liz	Done
A marketing working group be set up to plan for the recruitment and retention of students.	Communication sub- Committee	3 parents have come forward (Alana Gray, Kaye Su and Jane O'Laughlan) to run this group. They will look at ways to use social media, etc. Sarah will ask them for an initial report for next meeting.
Finance to come back on optimum roll requirements	Finance Committee	Covered in Finance
Finance Committee to meet and see if the budget will afford a six-month teacher aide positon	Finance Committee	Covered in Personnel

Community engagement will come back with a report design and rollout for the strategy regime	Community Engagement committee	• Scope circulated • Sarah working her way through the model which she will put into a template to circulate to Board Members • Liz or Cameron may need to be involved in curriculum part • Working on 5 focus areas; Thriving students, operational excellence, community engagement, honoring Te Tiriti o Waitaingi, Living our Values • Engagement with community timeline to be worked on – working on Feb as a timeline • Board to meet via zoom to work on document
Specifications required for VES so that quotes can be obtained before applying for a grant		• Preference is for mobile units. • School to advise Grants Committee what they want and they will put in an application
Michelle to forward Liz information on ventilation units.	Michelle	• Information forwarded • Discussed with staff and there was no extra need so machines not applied for • Michelle communicated the outcome to the parent

2.2 Principal's Report

Taken as read.

Liz spoke to her report.

- Roll sitting at 236 compared to last year where we were at 242
- Looking at between 198 to 213 to start 2023 which will increase to 234 by Term 4
- An email has been circulated to Wellington ECE's seeking applications for 2023.

2.3 Staff Report

Taken as read.

It was agreed to publish the report on the website.

Liz talked to her report.

Recommendations
The CQS Board notes:

- The November roll is 236 students at the same time in 2020 it was 260. The downward trend continues compared to 2021.

The CQS Board notes:

- Board Report on Inquiry Learning.
- The Ministry of Education has approved another 30 hours of professional development for Accelerated Writing.
- An application for Better Start Literacy Approach has been submitted and the outcome notified late November.
- Student reports were issued October 28 and parents encouraged to make an appointment to discuss results should they wis.h

The CQS Board notes the recorded hazards and any property updates will be given at the November 14 meeting.

The CQS Board notes the Health and Safety table

MOVED that the Principal's Report & Staff Report and the recommendations therein be accepted.
Johnny / Michelle – AGREED

3.0 SUB-COMMITTEES

3.1 Personnel

Report taken as read.

El Rancho – payments are coming in, waiting on one more vet to come in, all preparations are just about finished. Although it is meant to be self-funding there will be approx. 5 families that can't afford to pay so the Board needs to approve to fund those children.

Ngaio EOTC – major success

Teacher Aide position closes November 21 –12 applications have been received but it looks likely that there are only 2 suitable applicants. In the interim Liz is covering 3 sessions while the position is vacant.

Principals appraisal – has gone to Paul for approval.

Recommendations

The CQS Board notes:

- That CQS endorse/ or approve EOTC Ngaio 8-11 November and EOTC Rimu El Rancho 28-2 December
- The CQS Board receives report on principal appraisal.
- The CQS Board notes PLD since September 27.

MOVED that the Personnel Report and the recommendations therein be accepted.
Paul / Johnny AGREED

3.2 Finance

Report taken as read.

Johnny talked to report noting:

- We anticipate a deficit
- It is challenging to predict costs
- Goal should be every budget cycle to have a zero end result
- In next month going to look at 2023 figures and get back to the zero discipline
- If we need to lose a line item, we need to look at its impact
- In 2024 the Board is aiming to spend within budget
- Is the funding from MOE sufficient to run the school? If not, then we need to demonstrate where that deficit is and why aren't we given enough but without doing that analysis we just need to make sure that we spend the money in the right place at the right time
- Next year should give us a clearer picture
- Our operating grant 2023 includes our new EQI rating which replaces deciles.
- Johnny would like information from the MOE regarding the new EQI

Recommendations

The CQS Board notes:

- The draft budget 2023 shows a deficit $100,032 but a cash deficit -$75,600
- BDO auditors have started the 2022 audit and were onsite November 9.

The CQS Board

- Amendment agrees to fund $25 per staff member attending the end of year function.
- Agrees to a 1% increase for Afterschool Care and Pikopiko Kindergarten fees.

Paul / Sarah AGREED

Paul spoke on the TA funding update advising that we need to set up a working group to put in a proposal to the Ministry seeking extra funding. Paul is happy to have his name on the proposal.

3.3 Grants

No report

3.4 Information Technology

No report received

3.5 Community Engagement

Marketing strategy report will be prepared in time for December 12 Board meeting

3.6 Property

Report taken as read.

Michelle talked to her report noting:

- Architects – weathertightness – plans have been accepted and design documentation being finalized, with tender going out next year.
- MOE has agreed to an anticipated start date being the end of term 1
- Project timeline is significant it will start the classroom first and then the hall each will take a min of 16 weeks – 32 weeks next year. In order to minimize disruption, the hall will be temporarily moved so the children can move in there to allow the classroom work to start.
- Work needs to start as soon as possible after the tender process has finished.
- Michelle will request a lessons learnt from Mark for the Pohutukawa works.
- Playground – plans are being developed which will then be taken to the wider school community. Look to start end of term 1 to tie in with hall move.
- Meeting tomorrow afternoon with MOE to ensure we keep the remediation funding if the hall move doesn't go ahead.
- Exterior painting paused till next year to coincide with interior paining.
- The Kindy has received a request from Te Kainganui ECE to temporarily relocate to their premises during the Easter break to allow for their renovations to start and it was then

MOVED that the Board allows the sub-lease, the anticipated share of the sub-lease fee to be discussed later.

Recommendations

The CQS Board notes

- The board to note the current status of the project
- The board to note the playground master plan will be presented to the community in the new year
- The board to note that the 10YPP process is underway and ongoing.

MOVED that the Board receive the Property Report.
Sarah / Paul AGREED

4.0 BOARD STRATEGY

4.1 Strategy Initiative 2022

Nothing to add – too detailed for now.

Subcommittee of Johnny, Michelle, Sarah and Paul formed of which Sarah will set up a zoom call.

4.2 Board Development

- Sarah attended the NZSTA course.
- Paul advised that during Covid19, NZTSA had stopped the registration costs but now were re-starting it at $572 per member. It was agreed that the resources on their site are useful

AGREED to renew the NZTSA subscription for 2023 and re-evaluate for 2024.
Paul / Sarah Agreed

5.0 COMMUNICATIONS

5.1 Correspondence

Sarah asked what happens to the emails sent to the Board emails? Paul will look at the process to see what makes sense. Ideally the Co-chairs should be responsible for the inbox.

Electronic copies of the education gazette are now on line along with NZSTA

INWARDS

Date/Date Rec'd	Received From	Media Type	Subject	Action
30 Sept 2022	Ministry of Education	Magazine	Education Gazette	Chair accesses online
21 Oct 2022	Ministry of Education	Magazine	Education Gazette	Chair accesses online
26 Oct 22	Ministry of Education	Email / survey	Code of Conduct & eligibility requirements	Consultation
28 Oct 22	Pikopiko Kindergarten	Email	Request from Te Kainganui ECE who are having building renovations done from 14 April to 1 May 2023 and wanting to relocate to Pikopiko Kindergarten during the Easter break	Action required - done
4 Nov 2022	NZTA	Email	Asking Board members to become a member of the NZTA regions executive	For consideration – Wellington / Wairarapa Region

OUTWARDS

Date	To		Subject	Sent by

MOVED that the inwards correspondence be accepted and the outwards correspondence be approved.
Johnny / Michelle AGREED

5.2 Up-coming Newsletter Items

Property update - possibly next week

The Board moved in committee 8.27 until 8.36 and whilst in committee discussed a personnel matter.

5.3 Planned Events

Disco – Anya and Joseph organizing

WAF – raffle – runs 1 November – 1 December

GENERAL BUSINESS

WAF
There was discussion around WAF and whose responsibility it is for the fundraising i.e do we tell them how much to raise or do they fundraise based on our strategic priorities.

WAF have supported playground and will raise $25000 for it. Have done quiz night dedicated to reading recovery and raffle will be for playground.

It is enabling and empowering for them to look at our strategic plan and fundraise around them.

The Engagement Team to acknowledge the WAF efforts.

Meeting Format
Paul asked if the agenda timeline in future can be extended from ending at 8.00 to 8.30 as we are running out of time.

It was agreed that the Board stick to the agenda and not digress; and rather than talk to papers take these as read.

Going forward all papers need to be in 3 days before the meeting. Paul will send out a reminder prior to the next meeting,

6.0 Meeting Closure

6.1 Review of Action Items

Community Engagement report to be finalized with a February landing date	Sarah
Strategy Document to be worked on	Board members via Zoom
Requirements for VES to be communication to Grants sub-committee	CQS
Enquiry report to be published on website	Cameron
EQI Information to be forwarded to Johnny	Liz
Working group to convene to work on proposal for extra TA hours	Liz, Sue, Paul

Lessons learned document to be requested from Mark	Michelle
Updates on school upgrade to be circulated to wider school	Property
Board email process	Paul
Acknowledgment of WAF fundraising efforts & outline strategic plan for 2023	Engagement Team

Meeting closed 9.00 pm

Confirmed

BOT Presiding Member
14/11/2022