
*Draft Minutes of Clyde Quay School Board of Trustees Meeting
1 July 2024*

1.0 ADMINISTRATION

1.1 Opening Karakia Sue Bibby

1.2 Present

<i>Chairperson / Presiding Member</i>	Sarah Todd
<i>Principal</i>	Liz Patara
<i>Staff Trustee</i>	Cameron Ross
<i>Board members</i>	Neil Passey, Chris Myatt, Andrew Neal, Sue Bibby
<i>Minute Secretary</i>	Liz Patara

1.3 Apologies: Michelle Little (prior to meeting)

1.4 Declaration of Interest
None

1.5 Confirmation of Previous Minutes

MOVED that the minutes of 20 May 2024 be accepted as a true and correct record.

MOVED

Neil /Chris AGREED

MOVED that the minutes of 13 May 2024 be accepted as a true and correct record.

Resolution Passed

8 votes in favour 1 abstaining

MOVED

Cameron/ Liz Agreed

2.0 MONITORING

2.1 Review of Action Items

<p>2. MONITORING</p> <p>2.1 Review of Action Items</p> <ul style="list-style-type: none"> Michelle Little to finalise attendance at AGM (TWKKoA) June 6-9 <p>CQS Strategic Plan Priorities</p> <ul style="list-style-type: none"> Compiles draft reports on each focus area of the CQS Strategic Annual plan in term 4 Report results to the community term 1 2025. Consults parents on the CQS Strategic Annual plan in term 1 2025 <p>Te Tiriti o Waitangi</p> <ul style="list-style-type: none"> Review Te Tiriti o Waitangi Subcommittees will review their committees respective actions Review and recirculate it for sign off Strategise to re-engage WAF Liz to check out status of local schools PTA groups <p>Tararua Hall</p> <ul style="list-style-type: none"> Enquire with staff about potential forward bookings of Tararua Tramping Club in Moncrieff <p>Community Engagement</p> <ul style="list-style-type: none"> Community engagement group are still to finalise action points in CQS Strategic Annual Plan 	<p>Michelle</p> <p>Board</p> <p>Cameron /Liz Subcommittees Sarah Community Engagement Liz</p> <p>Liz</p> <p>CMG</p>	<p>6.35</p> <p>No one attended</p> <p>Completed</p> <p>Completed July 1</p> <p>Completed July 1</p> <p>Completed July 1</p> <p>Finalising and sign off</p>
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MOVED Monitoring Action Items received

MOVED

Neil/ Chris AGREED

2.2 General Board Matters

2.3 Principal's Report taken as read

2.3.1 Administration

The CQS Board notes:

There are 219 students, last year the June count was 215. The student roll has stabilised but nowhere near pre-covid times. There were 7 enrolments and 2 withdrawals. Both students moved district and enrolled at their local school.

The CQS Board notes 2025 term dates

2.3.2 Curriculum & Assessment

Recommendations

The CQS Board notes

1. Teachers are completing the term 2 round of assessments in the core areas- reading, written language, and mathematics.
2. Better Start Literacy Approach (BSLA) assessments are being finalised by Y1-2 teachers and teacher aides.
3. Open Afternoons are being held Wednesday 3 July; the children take the lead in showcasing their learning.
4. Staff Board Report term 2 summarising learning and administration.
5. Teachers noted the Ministerial Advisory Group Report (MAGR) Appendix 3 pp38-66. It's prescriptive content, scope, lesson sequences, assessment time lines, and guides.
5.1 Teachers also noted Aotearoa Education Collective (summary) analysis of the MAGR.
6. The last Education Review Office (ERO) report was issued 6 April 2017 with a 4-5 year review (which high performing schools received). CQS is now in its 8th year since ERO reviewed.
6.1. I expect any ERO visit from now on will audit schools for its preparedness to implement current policy.

2.3.3 POLICY REVIEW & BOARD ASSURANCE

2024 Review Schedule and Board Assurances

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

2.3.4 Open Afternoons are being held Wednesday 3 July; the children take the lead in showcasing their learning.

2.3.5 The CQS Board notes

- accident register notifications 17/Head incidents and 17 illnesses/injuries
- Dion Smith completed hazard repairs to fences

MOVED that the principal's report and recommendations therein be accepted

MOVED

Liz Patara/ Neil Agreed

3. BOARD STRATEGY

3.1 Board Strategy Initiative

Sarah, Sue, Andrew will meet to discuss tabling of annual plan and report and register action points

MOVED that the Board Strategy Initiative be received

MOVED

Sarah/ Andrew Agreed

4.0 SUB-COMMITTEES

4.1 Personnel

Report taken as read.

Liz talked to the report.

4.1.1 Board training and an update on TWKCoA NZSTA Conference 2024

Recommendation:

The CQS notes:

- No board training attended since last meeting
- No one was available to formally register for TWKCoA NZSTA Conference 2024
- Chris Myatt did have the opportunity to view one session

4.1.2 Peronnel Update

Recommendation:

The CQS notes:

1. Michelle Little will provide an update in preparations for the principal's position 2025.
2. A teacher aide specialist position, (for an exceptional child starting July 22), was advertised on SEEK 10 June 2024 (refer Annex A). Currently there are 47 applicants; shortlisting is Monday July 1.
 - 2.1 The Ministry has approved .1 of a teacher (Step 8) \$8,289 plus \$299 teacher aide funding. The cost of a teacher aide at \$33.23 an hour, 20 hours per week per annum, is \$29428.50.
 - 2.1.1 In addition, Amanda Serci (M.o.E Service Manager) has applied for a one-off payment of \$3000. The outcome of this is not known at the time of writing.
 - 2.1.2 Again, the difference between ministry funding and the Board is inequitable. The school will fund \$17841 in excess of M.o.E funding.
 - 3.0 There has been an unexpected increase in new entrants.
 - 3.1 Xandra Boswell will start term 3 with 31 children. The staffing ratio for NE/Y1 is 1 teacher to 15 children (Full-time-Equivalents).
 - 3.2 Currently the school is staffed according to the current student roll; meaning technically the school has enough staffing to accommodate this number of children,
 - 3.2.1 The school, based on information at the time, decided to have the Deputy Principal supporting class programmes; mainly across Y3-8. It is however, now necessary to consider how the school will staff new entrants from June-december.
 - 3.3 Senior management is considering the options:
 - 3.3.1 Maintain status quo and the DP continues to support programmes Y3-8. If this is the case, the Board considers financing a teacher for Y1 students for the second half of the year with an *Limited Authority to Teach* (LAT) teacher costing \$26364. Currently there is the possibility of such an applicant.
 - 3.3.2 As the number of new entrants increases, the cost of the LAT would decrease; in effect it could mean, the Board would pay half the amount so \$13282.

3.3.2.1 After the July 1 student roll return is processed; an update can be provided for the Board's consideration.

4.1.3 A finance meeting to consider this option would be necessary.

Recommendation

1. Employing a Teacher Aide Specialist at a cost of \$29428.50 per annum noting the contribution of the ministry could be as low as \$8588 or high as \$11588 (6mths)
2. Employing a teacher (July-December) at a minimum of \$13282 as the Y1 student roll has increased.

4.1.4 Strategic Priorities

Recommendation:

The CQS notes targets were finalised for CQS Strategic Plan Final 2024.

4.1.5 Professional Learning & Development

Recommendation:

The CQS Board notes/ or agrees to:

1. Professional development since the May 20 Board meeting.
2. Scrutinise the principal's attendance at the [CEC Conference March 13-16 2024 Report](#) according to the Sensitive Expenditure Policy (Annex B).
3. Matthew Harding, teacher aide, is also enrolled for the *BSLA* course. since Ministry funding has closed; the cost has been accounted for in the School's budget.

The CQS Board notes Michelle Little sought advise regarding *Professional Coaching Support for Principal Leadership Role* and the principal's attendance at [CEC Conference March 13-16 2024](#).

4.1.6 Health & Safety

Recommendations

The CQS Board notes/ or confirms:

1. Register recorded notification to parents: Head incidents 17, Illness/injury 17.
2. Hazards: Dion Smith has now completed repairs to fences.
3. Michelle Little recommended a Board member sight the accident register at the time or before committee meetings.

4.1.7 Policies Review & Board Assurances

Recommendations

The CQS Board notes:

1. Te Tiriti o Waitangi

Action:

- We have commented here that we consult with the local iwi on the development of our charter/strategic plan. We will need to ensure this is undertaken going forward.
- Holding regular hui with CQS Māori whānau needs work. Stronger relationships being built with mana whenua which is most positive

Parent involvement

Action- Write a volunteer form and issue form and policy to volunteers

Documentation and Self-Review

Action: Decide whether to increase brief reports to parents on student achievement

School Planning and Reporting

Action

- Board has some way to go to ensure consultation with community on 'Annual Plans'
- Board needs to discuss and activate a community engagement plan as a group to ensure we are meeting the intent and wording in this policy. Not an accurate reflection of our current activity.
- A number of areas need to be checked against current government policy.

Reporting on Student Achievement

Action: This needs to be updated to match current reporting times and avenues.

2. Personnel noted term 2 policies and assurances for this round.

4.1.8 Student Matters

Recommendation

CQS Board of Trustees agrees trips to reconnect with whānau are classified as justified absences.

4.1.9 Fundraising

Run-thon

Licence approved for Taylor Swift Concert Raffle

MOVED that the personnel report and recommendations therein be accepted

MOVED

Andrew/Cameron AGREED

4.2 Finance

4.2.1 May 31 Financial Statement

Variance Report May 31

Finance Report May 31

Finance noted:

1. Variance Report May 31 showed the Board in a better position for the time of month and actual year to date however:

1.1 Currently under consideration is

1.1.1 Employing a *Teacher Aide Specialist* at a cost of \$29428.50 per annum noting the contribution of the ministry could be as low as \$8588 or high as \$11588 (half yearly).

MOVED

Chris/Neil Agreed

1.1.2 Employing a *teacher* (July-December) at a minimum of \$13282 or high as \$26564 since the Y1 student roll has increased.

MOVED

Chris/Neil Agreed

Quote David Lee

2. Financial Position / Working Capital

2.1 The Working Capital position at 31 May 2024 was \$548,370. At the commencement of the year, it was \$338,628.

2.1.1 Cash in the bank at months end totalled \$773,346 (\$263,251 on term deposit) compared to \$626,990 at 31 December 2023.

3. Finance noted major spending will occur once the *Hall Project* commences term 3 at which time working capital will reduce markedly as expected.

Recommendation:

The CQS notes the status of the finances at May 31.

4.2.2

Finance, after receiving report back July 1, approve or not:

Employing a *teacher* (July-December) at a minimum of \$13282 or high as \$26564 since the Y1 student roll has increased.

4.2.3

Audited Accounts

[Resolution Link](#)

[Audit Report Link](#)

[Audited Financials Link](#)

Recommendation

The CQS Board reconfirms the email resolution to accept the 2024 Audit report, and the audited financials. Agreed June 20

The CQS Board noted it met proviso below:

The ministry advised “Auditors will not require you to report a *breach of the 31 May deadline if you have provided draft financial statements by 31 March, and if other information the auditor has asked for has been supplied in a timely manner.*” (He Pitopito Korero Ministry Bulletin 178)

MOVED that the finance report and recommendations therein be accepted

MOVED

Chris/Neil AGREED

4.3 Property

Property Subcommittee meeting

Date: 24/06/24 via google meet
Invited: Michelle, Liz, Cameron, Andrew
Apologies: Sarah,
Minutes: Michelle
Next meeting: Prior to next board meeting

Review of Action Points:

- ML to go back to Mark confirming contractor chosen for SIP project tender
 - Completed
- ML to confirm SIP funding with MoE (Soektara)
 - Completed, any unspent SIP funds are available to be used for improvements at school
- LP to enquire with staff about potential forward bookings of Tararua Tramping Club in Moncrieff
 - Tararua is an option
 - Mt. Cook an option for Performance day

Projects

SIP Project

- Approval Granted by MoE.
- Meeting scheduled with Mark for Midweek
- Ideal timeline - starting works Monday 8th July - to be confirmed with contractors

Hall Move and C, D, & E Remediation

- Engaged a new architect
- Architect has provided a quote to complete the designs
 - If Property subcommittee endorse, will put to the entire board to consider
- Exploring ways to bring the construction costs down
- Architect has provided initial design sketches for our feedback as part of the MoE works and quote

5YA Roofing Project

- MS sent MoE (Soektara) this evening requesting further funding (supplementary funding, MoE reqs now once a year)

Other Matters

- Neighbours boundary fence.
 - The height of the firewood risk has been reducing slowly. Watch and check regularly

Action Points

- ML to email Mark back about Classroom visit next week
- ML to send Architect resolution to board

MOVED that the property report and recommendations therein be accepted

MOVED

Sarah/ Sue AGREED

5.0 COMMUNICATIONS

Correspondence for Board of Trustees' Meeting 1st July 2024

INWARDS

Date/Date Rec'd	Received From	Subject	Action
20 May 2024	Ministry of Education	Education Gazette, Vol 103, No.6	For Board FYI
10 June 2024	Ministry of Education	Education Gazette, Vol 103, No.7	For Board FYI
10 June 2024	Ministry of Education	Attendance Information Sheet	For Board FYI

OUTWARDS

Date	To	Subject	Sent by

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

MOVED

Sue/Andrew AGREED

5.2 Up-coming Newsletter Items- Travel Raffle, End of term property and Rimu relocation to Hall (Sue, Sarah, Andrew)

5.3 Planned Events

6.0 MEETING CLOSURE

6.1 Next Meeting Date: 12 August

Next meeting will be 6.30pm Monday 12 August 2024

6.2 Review of Action Items

Action Item	Responsible	Outcome
Replacement of Board member	Michelle Little	
David Lee organise bathroom	Chris Myatt	
Annual Plan to be confirmed and tabled	Sarah Todd & Andrew Neal	
Annual Report for 2023 needs to be started update at August meeting	Subcommittees	
Planned Property Projects	Property committee	Posted on Website

6.3 Closing Karakia

Undertaken by Sarah

Meeting closed

Confirmed

Karakia Neil opening

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BOT Presiding Member

Michelle Little.....2024

