Minutes of Clyde Quay School Board of Trustees Meeting 11 April 2022

Present

Chair	Paul Venning-Slater
Principal	Liz Patara
Staff trustee	Cameron Ross
Board members	Grant Manson, Johnny Tripe, Michelle Little
Public	
Minute Secretary	Helen Burnet

Apologies

Disclosures
No declarations of interest.

Confirmation of Minutes
It was noted that draft minutes stated that a playground development report was due. This is not correct. Minutes to now state: "Playground development – staff will meet with SPA architects to start the development consultation process."

MOVED that the minutes of 1 February 2022 meeting, as amended, be accepted as a true and correct record.
Paul/Michelle AGREED

Health & safety report
See Principal's Report.

Monitoring
Review of Action Items

Principal appraisal	Actioned
Resources in policy documents	Actioned
Disregarded sick leave	Actioned
Prioritising wish list	Actioned
ICT liaison with Cameron	Actioned
Staff trustee vacancy	Vacancy Filled
Number of board meetings	Actioned – the only restriction is that a BOT meeting must be held within 3 months of previous meeting.
Notice re subsidies	Actioned – in newsletter
Notice re paying donations	Timing not good due to pressures of covid; postponed until Term 2
Notice re interest in BOT	Postponed until mid Term 2

Michelle reported that the board can continue to operate with current members until the board election in September.

Principal's Report
Liz spoke to her report.

Property
Mark Scrimshaw came on-site on April 6 to view all reported hazards and will report to Liz in due course.

Recommendations
The CQS Board notes:
1. The April roll is 221 students; 18 students enrolled and six withdrew. Two went overseas and four moved out of district. The school is expecting 10 enrolments for the remainder of the year however, the school anticipates 4 withdrawals hence only 6 more students. This means a roll of 227 at year's end.
2. The school is staffed and funded on 258 students. In terms of funding, finance accommodated a decline in student numbers and budgeted on 238 students however, if the prediction is realised, the Board will have to make further cuts/ or generate more income.
3. Downward trend of the student roll continues compared to 2020.
4. Literacy & Communication and Maths Strategy MARCH 2022.
5. Ministry of Education High Needs Review Consultation and that senior staff and teacher aides made a submission.
6. Two reports to the Board; namely Staff Report March 2022 & Report to the Board of Trustees: P.A.T Data 2022.
7. Parent teacher interviews were held Wednesday 6 & 7 April at which time student reports were issued.
8. The recorded hazards.
9. Any property updates will be given at April 11 meeting.
10. The Health and Safety table.

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

Staff Report
See recommendation (6) above.

Sub-committees
Personnel

Recommendations
1. The Board accepts the Personnel report.
2. The Board notes the current status of blocks C, D and E remediation work.

Health and safety issues
Northern retaining wall, fences, safety matting are all issues being investigated by Mark Scrimshaw.

It was noted that the BOT election process will run between 5 & 23 September 2022.

MOVE that the Personnel report and the recommendations therein be accepted
Grant/Johnny AGREED

Property

Michelle gave an update

Weathertightness

The property committee met with the Ministry weathertightness team and architects in an attempt to understand the Ministry's position. It appears that the MoE want the project budget to be set at the minimum amount, allowing for no contingencies and if issues ensue, then more money be requested. Based on past performance, namely the Pohutukawa roof, the school is very reluctant to proceed in this manner. Also the school wants a clear idea of the work required and the time the project would take in order to plan for use of buildings, etc.

A complicating factor is that if the building/s is demolished rather than remediated, the project moves from a weathertightness project to a different project umbrella which means different funding stream that is less accessible. The MoE want to fix what can be seen and ignore what can't, which is not acceptable to the school. We are waiting on plans for CQS to agree to. They will then go to quantity surveyors, then to the Ministry.

A working group of MoE, their architects and school architects will be established to progress this issue.

Rimu alterations

- Waiting on tenders;
- SIP funding cut-off has been extended because tender process is taking so long.

Playground

A very productive meeting was held with teaching staff, the architects and the playground committee. Emma Bettle has offered to donate her time and professional experience to facilitate research with students to determine their thoughts.

Finance

Grant spoke to the report, in particular the fact that lower roll numbers could impact significantly on the school finances. Liz will take figures to the finance committee to support best, worst and mid-range scenarios with a 1 year time-frame and 3 year timeframe, to allow them to assess what the real impact would be in these cases.

Fundraising/Grants

The grants submitter (Phernne Tancock) needs some concrete proposals to take to grants organisations. Liz and Cameron to encourage staff to add specific ideas and associated costs to the wish list.

Recommendations

The CQS Board notes:

1. The positive variance to budget.
2. the need to discuss the risks posed by lower than expected roll numbers and whether the Board wants to consider other options to address the risks associated with roll numbers reducing.

MOVED that the Board receive the Finance Report and accept the recommendations therein.

Johnny/Michelle AGREED

Information Technology
Nothing to report.

Grant left the meeting at 7.44pm.

Community Communications
Nothing to report.

Board Strategy
Board vacancy
Thorsten Engel has tendered his resignation from the board which was regretfully accepted. As reported earlier, the board can continue with current members until the board election in September, so it was agreed that the vacancy will not be filled at this time.

Strategy Initiatives 2022
Michelle spoke to the draft 2022 strategy document.
The updated strategy document will be presented to the next board meeting (23 May).
Work on the 2023 strategy will start in November/December 2022.

Board development
Paul attended Te Tiriti o Waitangi Pt 1; Part 2 is in May.
Governance Essential workshop is coming up, also a Leadership workshop.

Communications
Correspondence
Invitation received from Te Ora Compass Health to run a tamariki vaccination clinic at the school. The board agreed in principal to this happening; Liz will follow this up.

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

Up-coming Newsletter Items
- Staff report
- Thank you to WAF & others involved in preparing Covid Care packages to go in Week l, Term 2 newsletter.

Planned Events
Nothing planned.

Meeting Closure
Review of Agreed Action Items

Curriculum report questions from bot	
Roll number scenarios & finance implications	Liz, Finance
Project requirements for grant applications	Cameron, Liz
Board strategy for 2022 to be finalized	Paul
Thank you to WAF for covid care packages (Week 1, Term 2)	Paul
Vaccination clinic	Liz

Notice re paying donations – T2
Notice re interest in BOT – mid Term 2

Planned events
Nothing planned

Late item
Staff leave application 26-30 Sept & 21-25 October; reliever will be available; it was agreed that the leave be granted.

MOVED that the board move into committee at 8.07 to discuss a parent concern.

MOVED out of committee at 8.19pm.
Liz/Paul AGREED

Meeting closed 8.20pm.
Next meeting 23 May; 6:30pm.

Minutes confirmed

P. Venning-Slater
Chair

23 May 2022