
*Draft Minutes of Clyde Quay School Board of Trustees Meeting
20 May 2024*

1.0 ADMINISTRATION

1.1 Opening Karakia Liz Patara

1.2 Present

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

1.3 Apologies: —————

**1.4 Declaration of Interest
None**

1.5 Confirmation of Previous Minutes

MOVED that the minutes of 8 April 2024 (as recorded in shared folder) be accepted as a true and correct record.

M. Little/C. Ross AGREED

2.0 MONITORING

2.1 Review of Action Items

Action Item	Responsible	Outcome
<i>Board to comment on annual plan 2024 and send to Sarah- Annual plan development progressed to finalising by the term 2 May 20 board meeting</i>	Board members & Subcommittees	Annual plan finalised term 2 May 20 Board meeting
<i>Set assessment targets in Focus Area 1 & 2 (PATs & CQS Expectations); determine extent Ngā Uara are practised.</i>	Liz & Cameron	Targets set by May 20 Board meeting <i>Sarah Todd will set a meeting date April 15-19</i>

<i>Analysis of Progressive Achievement Tests</i>	Cameron, Neil, Liz	
<i>Record student enrolment and withdrawals in principal report</i>	Liz	Since February meeting there were 7 enrolments and 1 withdrawal. Student went to a private school.

2.2 General Board Matters

2.2.1 Board Absences and Leave

- A formal approach will be adopted:
- Leave needs to be sought if a member is unable to attend a Board meeting.
- If it's an unforeseen circumstance then Board members may send apologies direct to the Presiding member.
- If Board member misses three consecutive meetings and no apology/ or explanation is received; the position is automatically terminated

6.44pm (Monday 20.05.2024) Cameron notified the Board of Rona's email tendering her resignation at which time the Board agreed to receive and accept Rona's resignation with regret.

MOVED CQS Board notes it is with deep regret it receives Rona Lemalu's resignation from the Board.

Liz Patara/ Cameron Ross Agreed

2.2 The CQS Board moved in committee 6.45pm (M. Little)

The CQS Board moved out of committee at 6.58pm and whilst in committee discussed a board matter (M. Little)

2.2.2 Board Meeting Conduct

Michelle Little (Presiding member) led a discussion on board meeting conduct and the following points were made:

- Board members are here voluntarily for the collective good of our school community.
- Our conduct is respectful and members work collaboratively.
- Michelle Little will email out the code of conduct.
- Sarah Todd added putting in time for the role is a given.

2.2.3 NZSTA AGM

Michelle Little informed the meeting NZSTA: Te Whakarōputanga Kaitiaki Kura o Aotearoa (TWKKA) is holding its AGM June 6-9 AGM Tākina.

- The Board is entitled to send a delegate who must be registered by May 31 and attend the AGM June 8 for their votes to count.
- A Board can give their proxy vote to their respective Regional Chair ((TWKKoA)

The Board discussed three Remits: agreed to support Remit 1 & 2 and the decision to support or not Remit 3 would be left to the delegate/ or Regional Chair (TWKKoA) attending AGM June 8

Remit 1

That NZSTA advocates to NZ Government to make seatbelts on NZ School buses mandatory

Remit 2

That NZSTA advocates to NZ Government for sufficient seats on school buses for passengers

Remit 3

That the NZSTA advocate for pay equivalency for Principals of U1 and U2 schools.

MOVED CQS Board agrees to support Remit 1 & 2 and CQS Board agrees the delegate/ or Regional Chair (TWKKoA) attending AGM June 8, will make the decision on Remit 3.

Action: Michelle Little to finalise attendance at AGM (TWKKoA)

2.2.4 Staff Change Announcement- Principal retirement

2.3 Principal's Report

Taken as read.

Liz spoke to her report.

Recommendations

The CQS Board notes/ or approves:

2.3.1 There are 214 students, last year the May count was the same 214 .The student roll has stabilised but nowhere near pre-covid times. There were 5 enrolments and one withdrawal to a private school.

2.3.2 Assessment

Teachers discussed the format and setting annual targets in curriculum areas. Teachers considered what and how to report:

2.3.2.1. CQS Expectation Goals

- To move Y7-8 students working below the expectation in reading, towards closing the gap, between reading age and chronological age. (Record termly in 2024)
- To move Y5-6 students working below expectations, in writing, to at or within one sub-level of the expectation. (Record termly in 2024)

- To move Y2-4 students working below expectations in mathematics to at or above the expectation (Record termly in 2024)

2.3.2.2 *Progressive Achievement Tests: Reading Comprehension & Mathematics*

This would be qualified reporting on the results from first language and second language speakers separately.

2.3.2.3 *CQS Expectations Report*

Qualified reporting was again considered, when making an overall judgement for reading, writing, and mathematics.

2.3.2.4 *Better Start Literacy Approach (BSLA): Reporting on reading results Y1-2*

2.3.2.5 *Science: Thinking with Evidence*

2.3.2.6 Schools are waiting on the Hon. Erica Stanford to finalise tests for Y3-8s in reading, writing, and mathematics.

2.3.3 . Term 2 policies & Assurances 2024 Review Schedule and Board Assurances

2.3.4. Refer Property minutes 12.05.2024

2.3.5 Accident register 4 head incidents and 10 injuries/ or illnesses; hazard record shows fences still to be repaired by Dion Smith

Matters Arising

Recommendations:

The CQS Board:

- Compiles draft reports on each focus area of the CQS Strategic Annual plan in term4
- Reports results to the community term 1 2025.
- Consults parents on theCQS Strategic Annual plan in term 1 2025

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

Chris Myatt/ Sarah Tood Agreed

3. BOARD STRATEGY

3.1 Board Strategy Initiative

CQS Annual Plan - Final Draft 2024 in Subcommittee Folder

Points noted:

Actions

- Cameron Ross & Liz to review Te Tiriti o Waitangi
- Subcommittees will review their committees respective actions
- Sarah will review and recirculate it for sign off
- The Communtiy Engagement Subgroup strategise to re-engage WAF
- Liz to check out status of local schools PTA groups

4.0 SUB-COMMITTEES

4.1 Personnel

Report taken as read.

Liz talked to the report.

Points noted:

4.1.1 Board Training

No training since 8 April meeting

Personnel

Recommendation:

The CQS notes the appointment process for new principal was deferred to the May 20 meeting.

4.1.2 Strategic Priorities

The CQS notes:

4.1.2.1 Michelle reported that other Boards reduced the number of priorities and had 20 actions total.

4.1.2.2 Personnel then reviewed the *Annual Plan* and made modifications accordingly.

4.1.2.3 Michelle and Sue will meet to review some of the feedback from the Consultation Survey

4.1.2.4 Personnel noted the teachers also needed to be consulted.

4.1.3 Professional Learning & Development

The CQS Board notes PL&D since 03.04.2024

4.1.3.1 All staff continues with structured literacy programmes: Y1-2 *Better Start Literacy Approach* and Y5-8 the *Code*. Kath Sutcliffe and Sophie Ayrns ^Resource ^Teachers ^Learning ^Behaviour (RTLKB) continue to support the *Code*. In addition to this, there are also scheduled webinars twice a term for the *Code*.

4.1.3.2 The ministry has approved two teacher only days between May 27-June 7 for curriculum and assessment. I sought an exemption to have it outside these days (but still within term 2) due to lack of time to notify parents.

The ministry has declined this request therefore it will be short notice to parents when finalised but added onto a weekend or public holiday.

4.1.3.3 Liz Patara continues with PLG (Mark Sweeney [Impact Education]) working alongside principals Sue Clement (Te Aro), Adrienne McAllister (Mt. Cook), Bernadette Murfitt (Sacred Hearts) and Aroha Hohepa (Thorndon).

4.1.3.4 The next meeting is May 22 at Te Aro.

2.2 [CEC Conference March 13-16 2024 Report](#). I shall be adding to this folder.

4.1.3.5 Elyse Hemara has joined Ann Gordon in level 5 te reo Māori courses.

4.1.4 Health & Safety

The CQS Board notes/ or confirms:

1. Register recorded
notification to parents: Head incidents 4, Illness/injury 10.
2. Hazards: Fences still to be repaired (Dion Smith)

4.1.5 Policies & Assurances

The CQS Board notes:

1. Personnel agreed to review the feedback of the term 1 policies and to note/ or decide upon actions to be taken by 15 May.
2. Personnel noted term 2 policies and assurances for this round.

4.1.6 Student Matters

The CQS Board notes:

- 4.1.6.1 Coalition Government has set new targets i.e. 1. 80 per cent of students have to be present for more than 90 per cent of the term by 2030.
- 4.1.6.2 It's mandatory for schools to provide attendance data to the Ministry of Education daily from Term 1 2025, which will be published daily on the ministry website.

Recommendations

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

MOVED Sue Bibby/Neil Passey AGREED

4.2 Finance

Finance noted:

- 4.2.1 Fundraising and donations were well under for the time of year; 45%.

Contributing Factors:

- 4.2.1.1 WAF is inactive
- 4.2.1.2 Fundraising is random, there is not an agreed list of events in time for budgeting.
- 4.2.1.3 Certain fundraisers we can count on: Run-a-thon, Spell-a-thon, Book fair, and passive income
- 4.2.1.4 Donations are 52% of budget however, considering the employment climate, it may not reach budget at \$57,000.00

4.2.2. Questions were posed about:

- * Netball coaching as there's no budget.
- * Banked staffing and Liz explained the Board has till March 2025 to balance.
- * Income from Pikopiko Kindergarten (PK) and Liz explained PK paid a percentage of the heat, light, water bill.
- * Ensuring income and expenditure lines, for Grants and fundraising, were identified for property projects. Michelle reported on the meeting with Graeme Wigzell to complete this task.

4.2.3. **Finance noted** the surplus for the month was \$2,825 however it was mindful the ministry expected a fiscally neutral budget considering the property projects 2024-2025.

4.2.4. **Working capital** is \$621,604 and at the start of year it was \$452,415

Summary

The budget is on target however, it is only the first quarter and close monitoring is necessary.

Recommendations

The CQS Board notes the:

- Financial position at March 31 ended in a small surplus \$2,825
- Draft CQS Strategic Annual Plan targets were set finance meeting 13.05.2024

MOVED Chris Myatt/Neil Passey AGREED

4.3 Property

Projects

4.3.1. School Investment Project

Need to confirm contractor from tender assessment sent by Mark

- Out of two tenders, MS recommended Tracer over Construct, we reviewed a like for like comparison. This reduced the difference between the two.
- SC noted that Tracer response was insufficient which lowered confidence, Construct was considered to be the more realistic and robust quote. SC noted that minimising disruption to learning is paramount to contractor engagement, not just price.
- Construct looks more accurate - worried about Tracer presenting unforeseen
- Group agreed to get both parties to re quote based on workings of max MoE budget. MoE procurement guidelines for SIP/5YA funded property works
- 5 working days is a reasonable timeframe to be completed. Dont need to provide budget to align to, but rather request to confirm detail and costs
- \$195K is the maximum budget for the SIP spending, any costs (\$40k for 5YA and \$155 is SIP) - We should also confirm with Soektara funding is available for the project.

4.3.2 *Timeframe (current estimate)*

- Windows and doors (to be manufactured offsite) measure up in T2
- End of T2 - Rimu decant into the Hall
- Total works est at 6 weeks (2 weeks end term 2, 2 weeks school holidays, 2 weeks T3 - ML to confirm)

4.3.3 Hall Move and C, D, & E Remediation

- Update from MoE that *timeline* has shifted to starting Term 3/4 Holidays
- Hall move initiated in the T3 holidays
- Timeframes have been pushed out by MoE
- Looking to confirm on use of MoE preferred architect to greatly lower costs of drafting to finalise hall plans (looking at onsite meeting 22 May)

4.3.4 5YA Roofing Project

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

4.3.5 Other Matters

- Neighbours boundary fence. Survey determined that the fence is within 10cm of our boundary. - Boundary pegs? Surveyors found pegs either side and assumed a straight line
- Ongoing control in place which prevents children playing in the area immediately below the overstacked woodpile. Continue to monitor, wood pile likely to reduce during winter. Hall move to site and corresponding

gap behind building will eliminate chance of child being injured in the coming years, should high wood stacking remain an issue.

Action Points

- Michelle Little to go back to Mark confirming contractor chosen for SIP project tender
- Michelle Little to confirm SIP funding with MoE (Soektara)
- Liz Patara to enquire with staff about potential forward bookings of Tararua Tramping Club in Moncrieff

Update Sarah Todd informed the meeting an agreement with Pokau Te Ahuru (Cultural Advisor) has been reached and Sarah will circulate information.

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

Cameron Ross/Andrew Neal AGREED

4.4 Community Engagement

Primary focus has been on Strategic and Annual Plan:

- Community engagement group are still to finalise action points in CQS Strategic Annual Plan

5.0 COMMUNICATIONS

INWARDS

Date/Date Rec'd	Received From	Subject	Action
10 May 2024	Ministry of Education	Education Gazette	For Board FYI
10 May 2024	School Fun Run	Fundraising Ideas	For Board FYI
16 May 2024	NZEI	Paid Union Meetings	For Board FYI

OUTWARDS

Date	To	Subject	Sent by

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

MOVED Michelle/Chris AGREED

5.2 Up-coming Newsletter Items May 29

NZSTA AGM, Finalising CQS Strategic Annual Plan, Property Projects underway, WAF engagement.

5.3 Planned Events

Run-a-thon 19 June

6.0 MEETING CLOSURE

6.1 Next Meeting Date:

Next meeting will be 6.30pm Monday July 1 2024

6.2 Review of Action Items

Action Item	Responsible	Outcome
Michelle Little to finalise attendance at AGM (TWKkoA) June 6-9	Michelle	Register May 31
<ul style="list-style-type: none"> Compiles draft reports on each focus area of the CQS Strategic Annual plan in term4 Reports results to the community term 1 2025. Consults parents on theCQS Strategic Annual plan in term 1 2025 	Board	Completed term 4 ready to report and consult term 1 2025
<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 	Cameron & Liz Subcommittees Sarah Community Engagement Liz	Complete by July 1
Enquire with staff about potential forward bookings of Taranua Tramping Club in Moncrieff	Liz	Complete by July 1
Community engagement group are still to finalise action points in CQS Strategic Annual Plan	Community Engagement Group	Complete by July
NZSTA AGM, Finalising CQS Strategic Annual Plan, Property Projects underway, WAF engagement.	Board member	Newsletter items May 29

6.3 Closing Karakia

Undertaken by Liz

Opening Karakia July 1 meeting Sue Bibby

6.4 The CQS Board moved in committee 9.10pm

The CQS Board moved out of committee at 9.12pm and whilst in committee discussed a student matter.

6.5 Cameron Ross and Liz Patara left meeting 9.14pm

6.6 The CQS Board moved in committee 9.16pm

The CQS Board moved out of committee at 9.43pm and whilst in committee discussed a board matter.

Meeting closed

Confirmed

A handwritten signature in blue ink, appearing to read 'Michelle Little', with a large, sweeping flourish extending to the right.

BOT Presiding Member
Michelle Little.....2024