
*Minutes of Clyde Quay School Board of Trustees Meeting
12 February 2024*

1.0 ADMINISTRATION

1.1 Opening Karakia

Undertaken by Michelle.

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>	Neil Passey, Sarah Todd, Nick Dravitzki, Andrew Neal, Chris Myatt
<i>Minute Secretary</i>	Debra Weston

1.3 Apologies

Sue Bibby – running late
Rona Lemalu – family bereavement

1.4 Elect 2024 Chair

Liz called for nominations for the 2024 Chairperson for the Clyde Quay School and there being no other nominations Michelle was voted the Presiding member for the 2024 meetings.

1.5 Selection of Board Vacancies

Michelle nominated Chris to take up the position of the casual vacancy on the Board.

Nick has resigned meaning there is another casual vacancy.

MOVED that Chris be appointed as from 11 March.

Michelle / Nick - Agreed

1.6 Allocation of Portfolios

Property – Michelle, Sarah, Liz, Neil, Andrew
Personnel – Michelle, Cameron, Liz, Andrew, Sue

Community Engagement – Sarah, Cameron, Chris, Sue, Rona

Finance – Chris, Neil, Liz, Sarah

1.7 Declaration of Interest

Nil

1.8 Confirmation of Previous Minutes

Matters arising

Nil

MOVED that the minutes of 27 November 2023 be accepted as a true and correct record.

Michelle/Sarah – AGREED

2.0 MONITORING

2.1 Review of Action Items

Action Item	Responsible	Outcome
Liz to work out the true share of the cost of the increase of Afterschool Care cost	Liz	<ul style="list-style-type: none">Paper distributed 12 February Resolution – Michelle moved to update the fees charged to Piko Piko and Afterschool Care by 1% Michelle / Chris- agreed
Liz to check that she is receiving the Board reviewed notifications via her email	Liz	Completed Feedback has been received on curriculum policy that needs to be looked at
Board members to look at shoulder tapping potential board members	All board	Completed
Michelle to ask Mark Scrimshaw to provide emails in all correspondence	Michelle	Completed
Notice to go in newsletter to advertise for a chair for WAF	Community Engagement	Still to be done
Strategy survey – Cameron to have a look at final report being sent out	Cameron	Completed
Strategy Survey – survey to be sent out	Community Engagement	Completed

Woodpile at McKeefry's house – come off unsafe area and check pile has diminished	Liz	Mr McKeefry did respond but as the height has been as it has for some months he doesn't believe it is a danger. At this stage it is being monitored by Liz and Robert. Pile to be rechecked on 13 February and if still too high then further steps will be decided upon
Board wrap up for 2023 for newsletter	Community Engagement	Completed
Website link – Cameron to share again before going live	Cameron	Completed

2.2 Principal's Report

Taken as read.

Liz spoke to her report.

Points noted

- The student roll is still low but stabilising
- Staff are dealing with the logistics of timetabling an hour a day in core subjects
- Changes afoot are major in terms of reading, writing, mathematics with the new Government
- Sexual education – there will probably be changes to this – waiting for guidance as to what can and can't be taught – waiting to see what the Government will mandate
- Starting immediately is the teaching one hour a day of reading, writing and maths
- Sarah asked for the instructions from Ministry of Education for the Current Education Policy to be disclosed to the Board and the Community
- Chris asked if there will be a cost implication to the twice yearly testing components? The trade off is those curriculum areas taught on that day will be replaced with testing core areas
- We will carry on with the current assessment tools for testing our children in the core areas because that is available at the moment until further notice
- Board members to ensure they have reviewed all current policies
- Michelle has a draft work schedule for 2024

Recommendations

The CQS Board notes

- There are 205 students, last year the February count was 207
- Education policy changes which will be challenging to implement. The assessing of Y3-8s twice a year will impact significantly in a number of ways.
- Teachers in Y3-8 are assessing their students on the structured literacy programme 'The Code'.
- Kath Sutcliffe and Sophie Ayr (Resource Teachers Learning Behaviour) are facilitating the programme.

- Annual Reading Recovery Report 2023 is tabled for the Board's information
- The Board will receive the *CQS Expectations 2023 Report* at its next meeting.
- The Term 1 policies and assurances are to be reviewed
- The Board needs to confirm each member has reviewed both policy and assurance.
- Interviews for the Office Manager were held February 7 & 8
- Each whanau Y1-8 will hold information evenings February 14 and 15

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

Liz / Sarah – AGREED

2.3 Discussion Points

Hall Move

- Major school project happening this year is the hall move – this will also allow the opening up of the playground space and make the hall more useable and upgrade the hall and long term maintenance improvements
- Work is due to start during the term 2 and 3 holidays
- Upgrade of the hall will happen in term 2 and upgrade of Karaka will happen in term 3

Concerns raised by parents:

- One Pohutukawa tree will be lost (although the roots are embedding themselves into the storm water system) we are trying to keep all other trees in the school grounds – the area being upgraded will be a nature area and there will be more trees planted and the current plan does show the reforestation
- There have been rumblings that there may not be enough money to upgrade the playground – it is now timely that information needs to be circulated to the community – unable to apply for grants as they require specifics which have only come through in January
- We need loads of parents to help with this project and now is the time to engage with the community
- Sarah asked Sue to put the concerned parent in touch with Sarah so she can discuss and alleviate any issues

Michelle presented the concept design to the Board and is happy to hold a separate meeting to run the members through the document.

Information needs to be updated and then hold an evening for community consultation – Chris will help with IT designs

Camp

Sue raised the issue that there has been concerns that the camp being dropped every second year is concerning and while the rationale behind it is understood, could the decision be revisited?

- At the heart of the matter is declining parent engagement
- Financial pressure is another factor
- Best decision was to move to a 2-year model

- Cameron is happy to talk to the Rimu teachers to see if it is possible to do some sort of EOTC activities this year based on enquiries

3.0 SUB-COMMITTEES

3.1 Personnel

Report taken as read.

Liz talked to the report.

Points noted:

- Current Office Manager has resigned effective February 16. Position has been advertised on Seek, panel has shortlisted and in the process of offering the first choice a position.
- New staff member, Elyse Hemara from SWIS is “loving” the school environment
- Professional development – the teacher aides will take up *The Code* which complements the BSLA approach
- Liz urges the Board to read the Policies each term and furnish any comments as required
- MOE collate absences – CQS does have an issue in terms of attendance – children have to attend 90-95% of the time to embed learning and our school attendance rates are quite low. A factor could be the level of middle class truancy, whereby parents go overseas for extended periods of time. What can we put in place to ensure that students come to school every day? Immigrant families are concerned about what their children might contract (because of Covid) e.g. some will keep their children at home if the weather is slightly inclement. Staff is constantly wrestling with how to improve attendance. A minimum attendance of 90% is necessary to embed learning.

● Recommendations

The CQS Board notes:

- Notes or endorses Personnel Update
- PL&D
- Records in the accident register and hazard register
- Term 1 policies and assurances must be reviewed
- The Board confirms all members have read/ or endorse the term 1 policies as well as the respective ‘Assurances’

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

Liz / Chris - AGREED

3.2 Finance

No report but Nick gave a verbal update.

Points noted:

- End of year numbers that Graeme has provided are available
- Liz has drafted the 2024 budget

- New finance committee needs to have a subcommittee meeting to be aware of how the information works and run through the proposed budget and work on a recommended budget to present to the Board
- Ended up with surplus in 2023 (excluding Grant income) will have a \$15000 deficit this year but could be some income lines we could make extra income on i.e. interest rates, donations and fundraising
- With the hall move, the Ministry is requiring us to be fiscally neutral.

Recommendations

The CQS Board notes

- A draft budget 2024 shows a deficit of -\$15654 – note there may be more savings to make once reviewed against final credits and debits

MOVED that the Draft Financials and the recommendations therein be accepted.

Nick / Neil - AGREED

3.3 Grants

No Report

3.4 Governance & Information Technology

No Report

3.5 Property

Michelle talked to her report.

Points noted:

- Designs being finalised and will go to QS
- Architecture work has had an approved \$20,000 budget
- \$2000 quote received for our part of the QS works required
- \$500 required for electrical design which will come out of the \$120,000 budget already approved by Board
- Received quote from Architect is higher than what was expected. Sarah and Michelle are to discuss with Tim to see if the project is too highly scoped – working on the details at the moment
- Cultural engagement – Sarah has done a great job in engagement with mana whenua
- Admin blocks leaks are still occurring so now crucial to push through the roof repair – meeting scheduled with Mark Thursday 15 February.

MOVED that the Property Report be accepted.

Michelle / Liz - AGREED

3.6 Community Engagement

Papers taken as read.

Discussion on Strategy Presentation of Results

Sarah talked on the drafted Strategy Document.

Points noted:

- Board needs to run an all Board workshop next week for all board members to discuss - the Strategy document
- key dates to note - 1st March Strategic plan needs to be submitted to MOE
- All Board to read and comment on the report as seen appropriate and provide to Sarah and meet Sunday 25 February – 10.00 am at School

Recommendations

The CQS Board notes

- Review CQS Community Survey Results (community consultation) and discuss the key themes of community feedback outlined in presentation and analysis
- Reflect on the drafted Strategic Plan and Annual Plan, and agree on any adaption/change needed to reflect key themes from community consultation
- Agree to establish a board working group to finalise drafted Strategic Plan (2024-2025) and Annual Plan (2024) in February, ahead of the deadlines.

Report taken as noted and will be workshopped outside this meeting.

4.0 BOARD STRATEGY

4.1 Strategy Initiative 2024

As above

4.2 Board Development

Sarah has registered for “How to Report Against your Annual Plan”

It is recommended that new board members undertake the Welcome to the Board training

5.0 COMMUNICATIONS

5.1 Correspondence

INWARDS

Date/Date Rec'd	Received From	Media Type	Subject	Action
12 Dec 23	Ministry of Education	Magazine	Education Gazette	For Board FYI
12 Dec 23	S & T Wellington	Xmas Card	Christmas Card	
5 Feb 24	Ministry of Education	Magazine	Education Gazette	For Board FYI
12 Feb 24	Nick Dravitzki	Email	Resignation from Board	For Board

OUTWARDS

Date	To	Subject	Sent by

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

Liz / Cameron – AGREED

5.2 Up-coming Newsletter Items

- Communication around Hall move
- Strategy work

5.3 Planned Events

Book BBQ – will be small – will have a sausage sizzle and spiders and will encourage people to bring their own food – date is Wednesday 28th February

6.0 MEETING CLOSURE

6.1 Next Meeting Date:

Michelle will send out the meeting schedule for the year.

Next meeting will be Monday 8th April.

6.2 Review of Action Items

Action Item	Responsible	Outcome
Notify PikoPiko kindergarten and Afterschool care that their rent will increase by 1% in 2024	Liz	
Feedback on Curriculum policy to be reviewed	Liz & Cameron	
Notice to go in newsletter to advertise for a chair for WAF	Community Engagement	

Woodpile at McKeefry's house – Liz and Michelle to check the height and come up with a plan if required	Chair & Liz	
New MOE requirements / instructions to be shared with Board	Liz	
Hall and playground upgrade works to be circulated to the community	Property	
Strategy Document – Sarah to run an all Board meeting to discuss on Sunday 25 th February at 10.00	All Board	All Board members to provide feedback by 24 February

6.3 Closing Karakia

Undertaken by Michelle

Karakia for next meeting to be done by Sarah

Meeting closed 10.00 pm

Confirmed



BOT Presiding Member
8th April 2024