



Board of Trustees Meeting

12 May 2025

6.30pm



CQS Board of Trustees Agenda

12 May 2025

ADMINISTRATION		
Subject	Person	Time
Opening Karakia	Sarah Todd	6.30pm
Present	Chair - Michelle Little 6.35pm	
Apologies		
Confirmation of Previous Minutes - April 2, 2025		6.40pm

MONITORING		
Review of Action Items	Responsible	Outcome
Living wage - all employees at CQS	Cameron	Confirming that we can move Robert to Living Wage
Policy around monitoring to be created	Chris Myatt	New policy for monitoring on school grounds
Looking into whole school cameras - office and grounds.	Chris & Monty	Confirming wifi & board approved purchase on provisions - see minutes
ANZ working bee - Proposed 6th May, 2025.	Neil Passey	Held 6th May 2025
Look into further funding options to make this multisport turf happen.	Property Committee	Funding options

WAF update at each BOT meeting going forward	Community Committee	Ongoing reporting
Capital project working document - need to work through this. Finance committee and Michelle - need to make some finance decisions	Finance Subcommittee	DRAFT to be completed
Board exploring accountancy options and reports that are created for the Board	Finance Committee	Ongoing
ORS Funding - Cameron to check that it is being received	Cameron	Will get back to board with confirmation
Newsletter - Weekly School. a Blurb around the annual report being pulled together.	Sarah	Newsletter Item moving forward
Living wage - all employees at CQS	Cameron	Confirming that we can move Robert to Living Wage

GENERAL BOARD MATTERS

Subject	Person	Time
Principals Report - Appendix I	Cameron	6.45pm
Proposed Term Dates for 2026 - Appendix II	Cameron	

BOARD STRATEGY

Subject	Person	Time
n/a		nil

SUB-COMMITTEES

Subject		Person	Time
Community Engagement		Sarah	7.12pm
Personnel		Cameron	7.15pm
Property		Michelle	7.35pm

Finance		Neil	7.50pm
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COMMUNICATIONS		
Subject	Person	Time
Correspondence	None	8.04pm
Up-coming Newsletter items	None	

MEETING CLOSURE		
Subject	Person	Time
Next Meeting Date		8.07pm
Review of Action Items		8.08pm
Appoint Karakia for next meeting	Chris Myatt	8.09pm
Closing Karakia	Sarah Todd	8.15pm

ADMINISTRATION



CQS Board Meeting Minutes 12 May 2025

ADMINISTRATION		
Date:	Start Time: 6.36pm	Finish Time: 8.15pm
Meeting No.	Location: Online, Google Meet	
Present:	Board Chair	Michelle Little
	Principal	Cameron Ross
	Staff Trustee	Leon Davidson
	Board Members	Neil Passey, Sarah Todd, Monty Paliwal, Chris Myatt, Andrew Neal
	Secretary	Laurelle Winiata
Apologies:	Susan Bibby	

Welcome/Karakia: Sarah Todd
Conflicts of Interest Register: Nil
Minutes of Last Meeting: Resolution: That the minutes of the meeting dated 2 April 2025 be accepted as a true and accurate record. Moved: Michelle Seconded: Chris

MONITORING - PREVIOUS MEETING		
Action Item	Responsible	Outcome
Living wage - all employees at CQS	Cameron	Confirming that we can move the staff member to Living Wage. CR catching up with finance sub-committee re: pay error that needs to be rectified.
Policy around monitoring to be created	Chris Myatt	New policy for monitoring on school grounds. To be reviewed. Ongoing - out of cycle.
Looking into whole school cameras - office and grounds.	Chris & Monty	Confirming wifi & board approved purchase on

		provisions - see minutes. Hall Camera has been mounted. Pohutukawa will also have one. Ongoing.
ANZ working bee - Proposed 6th May, 2025.	Neil Passey	Went ahead and was very successful - thank you ANZ team!
Look into further funding options to make this multisport turf happen.	Property Committee	Funding options. Sarah is going to send an email to all Board Members with an update.
WAF update at each BOT meeting going forward	Community Committee	Ongoing reporting
Capital project working document - need to work through this. Finance committee and Michelle - need to make some finance decisions	Finance Subcommittee	DRAFT to be completed
Board exploring accountancy options and reports that are created for the Board	Finance Committee	Ongoing.
ORS Funding - Cameron to check that it is being received	Cameron	Been confirmed.
Newsletter - Weekly School. a Blurb around the annual report being pulled together.	Sarah	Newsletter item moving forward. Will be actioned once the annual plan is finalised. (June)

Moved: Chris

Seconded: Monty

GENERAL BOARD MATTERS	
Principals Report	<p>Principals Report - Appendix I. Taken as read.</p> <p>Proposing an Out of Zone ballot for Term 3. 6 places for 0-4 years. (To be advertised 22nd June to 12th June)</p> <p>Investigating next actions for absences.</p> <ul style="list-style-type: none"> Students obligations/genuinely having trouble coming to school. Parents came back with reasonable responses - sickness etc. <p>Open afternoon/Book BBQ - end of term</p> <p>Annual Report - In Progress. Goals from last year and put some evidence with it and post to the website by 31st May.</p> <p>Term One Student Reporting - Cameron explained how the reporting works so everyone understands the results.</p>

	<p>Discussion around reporting released to the community - ongoing.</p> <p>Mover: Monty Seconded: Sarah</p>
Administration	<p>2026 Term Dates - Appendix II</p> <p>No Teacher only days booked at this point. CQS will hold these Wed/Thurs of the week before school starts 2026.</p> <p>Approved - full board sign off.</p>
In Committee	n/a

POLICY REVIEW & BOARD ASSURANCE	
Policies for Review	n/a
Recommendations:	n/a

HEALTH & SAFETY REGISTER	
Register	n/a
Register Date:	n/a
Recommendations:	n/a

Moved:

Seconded:

BOARD STRATEGY	
Board Strategy Initiative	n/a
Action:	n/a

Moved:

Seconded:

SUB-COMMITTEES	
PERSONNEL	
Personnel	<p>Appendix III</p> <p>Taken as read.</p> <p>Finance team to discuss putting the last staff member on living wage (all agreed). Need to confirm the annual budget, discuss and action if signed off. Board members have all agreed to support moving staff</p>

	<p>member to living wage (end of 2024).</p> <p>Living wage - which date shall we pay this from? Need to make a decision once we have the options calculated. ACTION</p> <p>A pay error will also need to be rectified. Immediate fix to action - ML/CR.</p>
Action:	<p>A pay error will also need to be rectified. Immediate fix to action - ML/CR.</p> <p>Living Wage - date to be confirmed, options to be sent to Board Members.</p>

Moved: Monty

Seconded: Sarah

PROPERTY	
Property	<p>Appendix IV</p> <p>Minutes taken as read.</p> <p><u>Hall Move</u> Fire alarm upgrade covered by MOE in hall & Karaka Painting being done this week.</p> <p>Upcoming meeting with architect regarding unexpected fees.</p> <p>23 to 30th May - Hall return date.</p> <p><u>Multisport Turf</u> What we were quoted previously was too expensive. Some smaller contractors have been approached with lower costs. Sarah has been in touch with the accountant to figure out options to cover the short-fall of funds.</p> <p>Ground works, fencing returned to school at the end of term.</p> <p>Turf is better to be completed in the warmer months. One more grant needs to be secured for this. (Possibly Term 3 or the Term 3 holidays)</p>
Action:	n/a

Moved: Neil

Seconded: Cameron

COMMUNITY	
Community	<p>Appendix V</p> <p>Minutes taken as read.</p> <p>WAF update - priorities added for 2025.</p>
Recommendation:	n/a

Moved: Michelle

Seconded: Leon

FINANCE	
Finance	<p>Appendix VI</p> <p>Taken as read.</p> <p>Michelle went out to four different accountants that specialise in School Finance. 3 quotes were received.</p> <ul style="list-style-type: none"> Option One: Education Services - \$9040 per annum. To become a new client they would apply a tiered pricing approach. Located in Lower Hutt. Option Two: EdTech Accountants - \$8600 per annum. Located up north. <p>Third quote was \$11k.</p> <p>A meet and greet with the preferences would be ideal.</p> <p>Endorsement from the board to keep moving forward with Education Services.</p> <p>March numbers are good. April numbers should be through from Graeme and Cameron soon.</p> <p>Year to date \$26k positive.</p>
Recommendation:	Endorsement from the board to keep moving forward with Education Services.

Moved: Chris

Seconded: Leon

COMMUNICATIONS	
Correspondence	<p>Appendix VII</p> <p>Taken as read.</p> <p>PAT results at some point.</p>

Moved: Neil

Seconded: Michelle

ACTION ITEMS MOVING FORWARD		
Action Item	Responsible	Outcome
Living wage - all employees at CQS	Cameron/Michelle	Living Wage - date to be confirmed, options to be sent to Board Members.
A pay error for one staff member needs to be rectified.	Cameron/Michelle	Board would like immediate action to fix this.
Policy around monitoring to be created	Chris Myatt	New policy to be reviewed. Ongoing - out of cycle.

Looking into whole school cameras - office and grounds.	Chris & Monty	Ongoing. Hall Camera has been mounted. Pohutukawa will also have one.
Look into further funding options to make this multisport turf happen.	Property Committee	Funding options. Sarah is going to send an email to all Board Members with an update.
Capital project working document - need to work through this. Finance committee and Michelle - need to make some finance decisions	Finance Subcommittee	DRAFT to be completed.
Board exploring accountancy options and reports that are created for the Board	Finance Committee	Ongoing.
Newsletter - Weekly School. A Blurb around the annual report being pulled together.	Sarah	Will be actioned once the annual plan is finalised. (June)
Keep moving forward with Education Services	Neil/Michelle	A meet and greet with the preference would be ideal.

Next Board Meeting Date: 18th June 2025	
Appoint Karakia for next meeting: Chris Myatt	
Closing Karakia: Sarah Todd	Meeting Closed: 8.15pm

BoT Presiding Member
Michelle Little



MONITORING

Clyde Quay School Principal's Report

Date: 05 May 2025

Roll Tracking

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2025	196	213	215	213	217							
2024	190	204	209	211	212	217	222	229	229	230	228	230

Expected enrolments:

Term 2 - 3

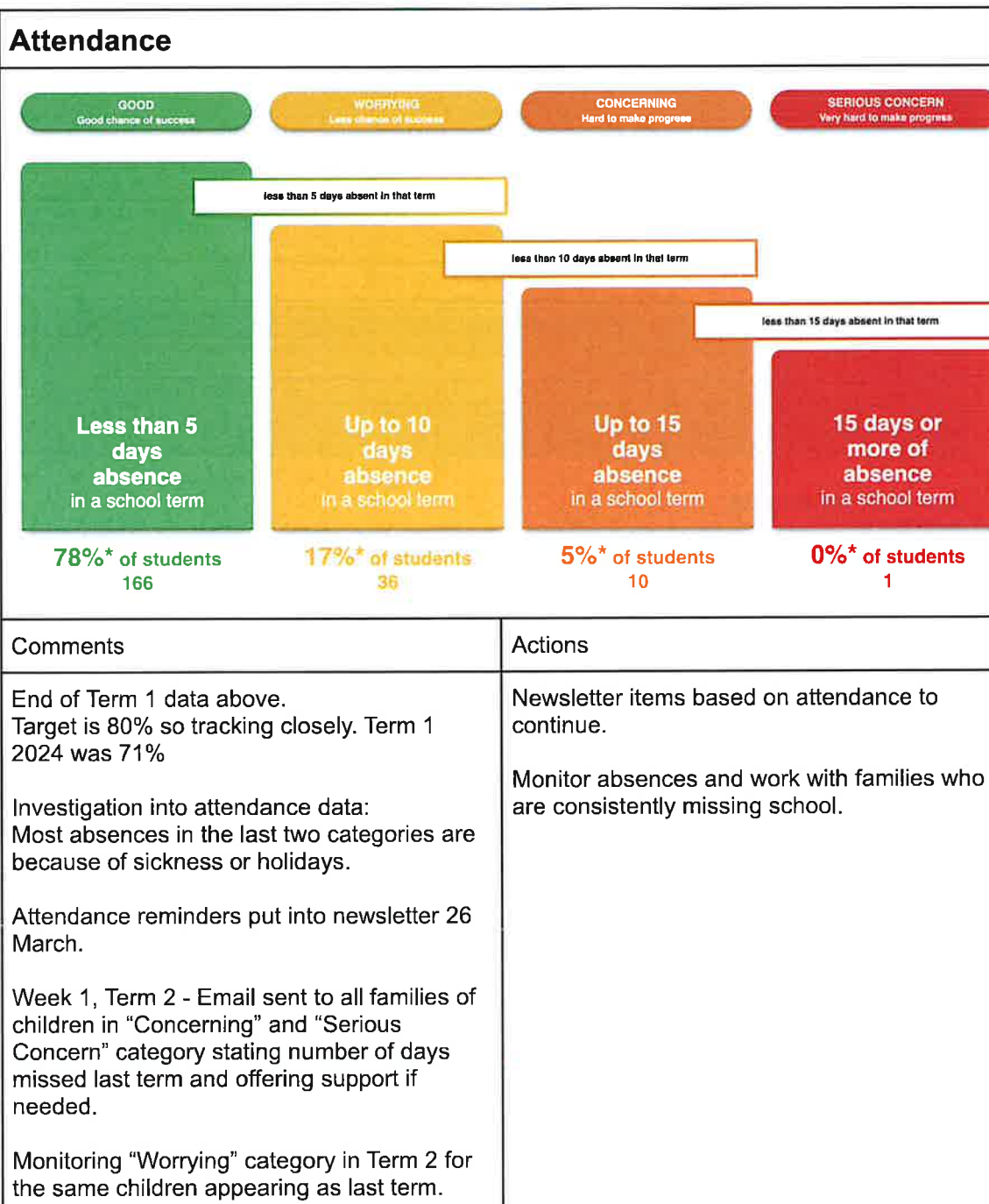
Term 3 - 7

Term 4 - 3

Withdrawals:

Term 1 - 2 (2 x moved overseas)

Comments	Actions
<p>4 Out of Zone places offered at the end of Term 1. 3 applications, with 2 accepting offers.</p> <p>2 new students have started so far this term, with 3 more to start by the end of the term.</p> <p>This would leave us with a roll of 220.</p> <p>Upcoming withdrawal of 3 students at the end of the term (moving overseas)</p>	<p>Proposed Term 2 Ballot - 6 students at Year 0-4.</p> <p>Run from Thursday May 22 to Thursday 12 June</p>



Curriculum

Reporting / Parent Interviews:

Parent interviews held in Week 9 last term. Reports from teachers were that they went well. Change in the Senior Snapshot Report to include an Assessment overview page. Feedback from parents on this was that it was appreciated.

[Staff Report - Term 1](#)

ERO visit - Tuesday 13th and Wednesday 14th May.

All relevant documentation shared with Marion Tute (ERO Advisor) on Friday 1 May.

Comments	Actions
Comments re: Assessment Overview - Step for next year is how do we change this for our ELL students so that it gives the data, but provides an accurate picture of what we would expect as teachers.	

Student Achievement

PAT Results:

PAT Maths and Reading Comprehension results remain above the national average.

[PAT Report](#)

Term 1 Data:

[Data Analysis](#)

Comments	Actions
Data continues to remain steady even with the changes in the Curriculum. PATs are now aligned with the new curriculum so pleasing to see that we still achieve at a high level here, when there were/are some concerns about the progressions.	

Documentation and Policies

Term 2 policies		Review opens 28 April
• Planning and Preparing for Emergencies, Disasters, and Crises		Board review
• Communication During an Emergency, Disaster, or Crisis		Board review
• Emergency Closure		Board review
• Emergency Management		
• Disaster Management		
• Crisis Management		
2025 - 2027 Policy Review Schedule Please check the policies and assurances each term. Board members must review these.		
Comments		Actions
		Each Board member to confirm that they have read the Term 2 Policies. Sign off at the Week 8 meeting

Personnel and Professional Development

Professional Development: BSLA - Anya, Fiona, Claire and Janessa have continued BSLA Training Joseph, Abby and Xandra to start BSLA training this term.	
Comments	Actions

Home and School Partnership	
<p>Open Afternoon - June 25</p> <p>Whole school will have it on the same afternoon.</p> <p>Book "BBQ" to happen at the same time - parents and children can come to the Library and purchase books. Will put other activities based on support available.</p>	
Comments	Actions
	<p>Open Afternoon communication</p> <p>Book "BBQ" help and planning</p>

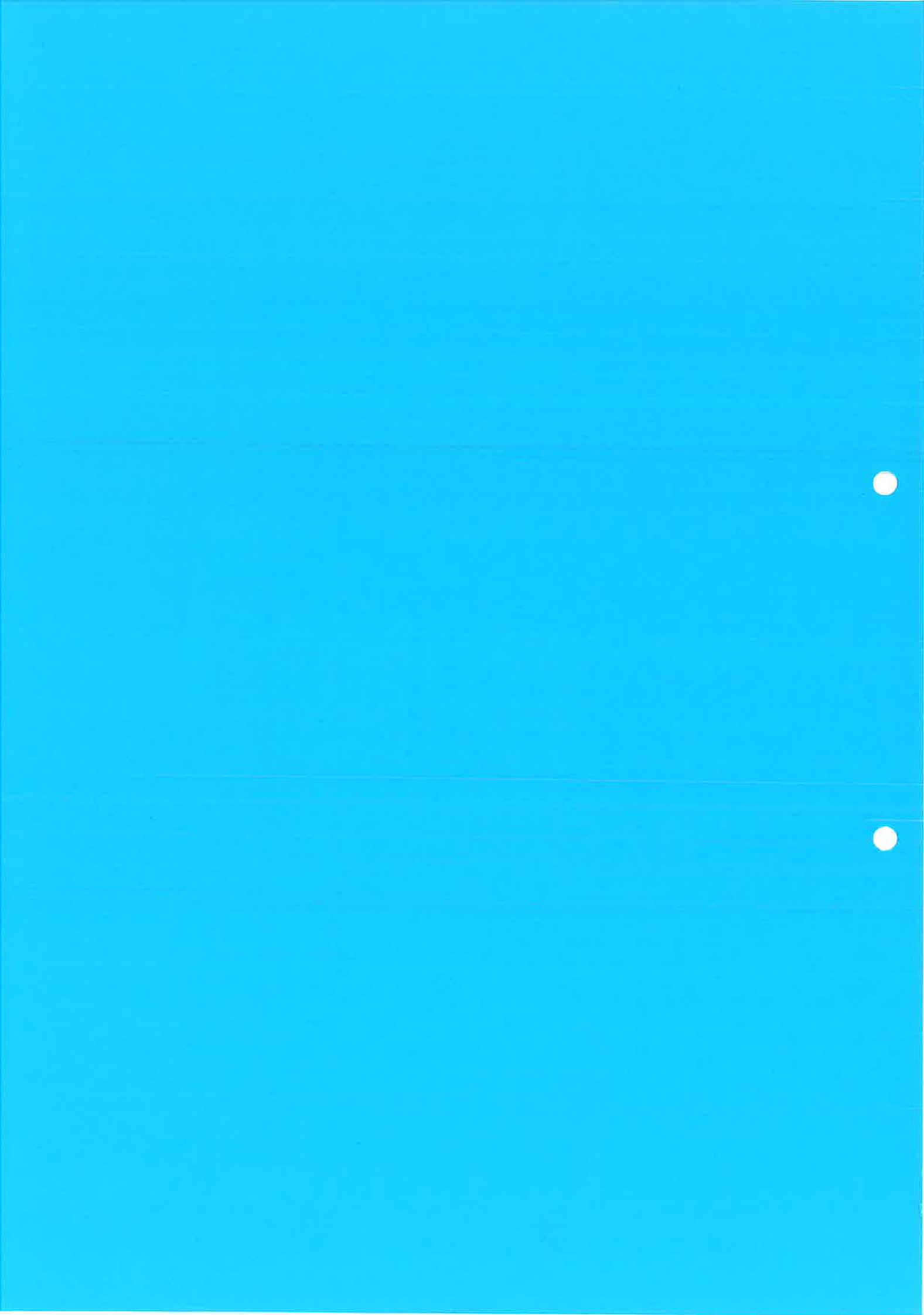
Health & Safety	
Register from 26 March to 30 April	
Has a collective staff review of the registers taken place, to ensure that they are up to date and complete?	Yes
How many hazards are overdue for remediation?	0
How many notifiable incidents have taken place this month (since the last Board report)	0
How many notifiable incidents are still due for reporting to Worksafe (since the last BOT Report)?	0
How many incidents have been notified to parents this month (since the last BOT report)?	Parents notified 15 <i>of which</i> Head incidents 7
How many times did physical restraint have to be used this month (since the last Board report)	0
Are there any unusual events worth noting with regard to incidents and/or hazards?	1 - Staff Injury
Comments	Actions
<p>Staff member shoulder injury.</p> <p>Laurelle has checked obligations re: reporting and noting on the register is enough in this instance.</p> <p>Staff member requires no further treatment.</p> <p>No injuries of note to children</p>	<p>Action Required</p> <p>Accident register will be checked by a Board member prior to personnel subcommittee meetings.</p>

Strategy / Annual Plan Reporting

[Annual Implementation Plan](#)

Annual Report - Cameron working on this week and will be shared out of cycle this week in preparation for ERO. Hoping to sign off at Board Meeting and can be shared with ERO next week.

Comments	Actions
Annual Plan uploaded to website 1 April.	Annual Report finalised





Staff Report

Board Meeting

2025

Harakeke:

Literacy: We completed the first ten week block of the Better Start Literacy Programme, with some students reaching proficiency and others needing a bit more practice - that is totally normal. Even for the students who didn't quite reach proficiency, it is so exciting to see the progress they are making in their reading, especially with the little readers they take home each night. Harakeke tamariki/children all made great progress with their letter formation and are able to find some high frequency words to use in our shared writing. They are learning how to hear and record the beginning, middle and end sounds in words. Ka pai!

Maths and Te Reo Māori: It has been fun teaching our new structured maths programme - there are lots of interactive activities and students are also learning how to record what they are learning in their individual workbooks. A lot of support is needed for this, but we are getting better and better at it... We have been practising how to count up to 31 in Māori (a work in progress!) and learning the Māori days of the week (Maths Strand: Time).

Inquiry and Art: With the requirement to teach one hour of reading, writing and maths each day, teachers have to get very creative about how to fit all of the other learning areas in. In Harakeke we have presented what we have been learning in Inquiry through collaborative art displays (our Ngaio buddies have also been helping us every second Friday). We have created:

- A class team Waka - to remind us about how we are a supportive learning team
- A giant Harakeke flax bush - to demonstrate how we show Manaakitanga: kindness, caring and respect
- Self portraits, including the meanings of our names, or why our names were chosen for us - to get to know each other better
- A giant collage of Matarangi (Mt Victoria) and Te Whanganui a Tara (Wellington Harbour) to introduce the concept of a Pepeha
- Art works of taniwha and the Māori guardians to represent our learning of two important Māori history purakau/stories - *The separation of Rangi and Papa* and *Ngake and Whataitai*

Physical Education: Watching the childrens' water confidence and skills grow over the duration of the swimming lessons was a pleasure to behold - so much bravery and perseverance!

Pōhutukawa:

Literacy

- **BSLA:** Our tamariki continue to learn phonics through the Better Start Literacy Approach. They are developing their understanding of letter sounds.
- **Writing:** Our emergent writers have been busy helping us get to know them, developing their voice through written word and becoming more confident matching sound to letters. We have written recounts about in class experiences, like making dumplings or fairy bread, and are writing narratives using our imagination.

Maths: We have been following the year one and two programs of the Maths No Problem curriculum.

Inquiry: We began by building our class culture through the “Ko wai au?” section of the *Navigating the Journey* resource, learning about kindness, teamwork, and being a good listener. We have now shifted to the Aotearoa Hitori curriculum, exploring Culture and Identity — focusing on who we are, what makes us special, and where we come from.

Art: We have explored a range of different mediums this term through our Discovery sessions. This includes paper folding for art, painting, water colours, pastels and more. There are a range of art projects around our classroom. We are also learning about self portraits and the best way to draw a realistic face.

Physical Education: We have been attending weekly swimming lessons at Kilbirnie Aquatic Centre. The children continue to develop their confidence in and around the water.

Te Reo Māori: Kua ako ngā tamariki i ōnā pepeha. The children have been learning the Pepeha o Te Kura o Matairangi, or their own if applicable. We have also been learning what “kei te pepeha koe?” means, and how to answer.

Karaka:

Literacy

BSLA: In the Karaka cross groups, tamariki are learning across Pōhutukawa, Karaka 1 (Taumata 8), and Karaka 2 (Taumata 5). At these upper levels, tamariki are building a deeper understanding of word structures and patterns, prefixes and suffixes, advanced phonics and spelling patterns, and vocabulary development.

Writing: We have been focusing on understanding key language features such as nouns, adjectives, and verbs. Explored writing structure, learning how to form introductions and paragraphs, and have been deepening their understanding of sentence construction — identifying what makes a sentence and building on this knowledge to create compound and complex sentences.

Maths: We have been following the Maths No Problem curriculum for Years 2, 3, and 4. This term, our focus has been on developing a strong understanding of place value up to 1000, along with learning and applying a range of addition and subtraction strategies.

Inquiry: Our inquiry began with developing our class culture through the “ko wai au?” section of the Navigating the Journey resource. Learning to be a good listener, to be kind, caring and part of a team. We explored Aotearoa Hītori curriculum, learning about Culture and Identity, focusing on what makes us special and where in the world we come from.

Art: We have focused on construction art. This involves creating a series of chain reactions using boxes and other items they have in the classroom. Friday afternoons the tamariki have also had a chance to work with other art tools. At the beginning of the term we focused on self portraits, examining how to make our faces symmetrical and proportional.

Physical Education: We have been attending weekly swimming lessons at Kilbirnie Aquatic Centre, building confidence in and around the water. In addition to swimming, daily fitness breaks that focus on teamwork, fair play, and improving body coordination.

Te Reo Māori: Kua ako ngā tamariki i ōnā pepeha. The children have been learning the Pepeha o Te Kura o Matairangi, or their own if applicable. We have also been learning what “kei te pehea koe?” means, and how to answer. We also attend weekly Kapa Haka sessions with Matua Hemi.

Ngaio:

Inquiry: We have had two inquiry topics this term. Firstly, we explored the school values and how we can live them everyday in Ngaio class. Alongside this, we learned about Pacific navigation as part of our Aotearoa Hītori curriculum. We visited Te Papa to start off our inquiry and learned about waka hourua. We explored the skills of these navigators and the natural techniques they used to navigate. We also created a timeline of arrivals to Aotearoa from the early arrival of Māori to the European settlers.

Literacy: Our literacy program has supported our inquiry learning. We have been reading about famous Pacific Navigators and stories shared about navigation. In writing, we started the year writing "I am from" poems to get to know each other. We then wrote a recount from the perspective of one of the navigators in the painting "The Arrival of the Māoris in New Zealand" and their harrowing journey. We have finished the term with explanation writing, explaining about how to show the values in our classroom. Our final writing project for the term was an explanation about why the navigators painting was incorrect and how our art work shows the truth about the Pacific Navigators.

Maths: We started the year with a statistical inquiry into our class, getting to know one another. Then moved into *Maths No Problem*, following the year 5 and 6 programs.

Art: We explored sketching techniques and then created our own compositions inspired by Pacific Navigators. In response to the artwork "The Arrival of the Māoris in New Zealand," we created artworks that depicted the strength and skills of the Pacific Navigators.

Physical Education: Each Wednesday this term we have travelled to Wellington East for swimming lessons, building confidence and developing key water safety skills.

Te Reo Māori: We have been learning our pepeha and how to ask others about themselves. This includes asking where people are from (Nō hea?) and who their family members are (Ko wai?) as well as how to answer these questions.

Rimu:

Maths: after using statistics to explore our class culture, we started our new programme - Maths No Problem. Students work in pairs that change weekly and start each session with a problem they solve together. We then showed the students the maths/strategies used to solve the problem. Afterwards, they practise together using the new strategies they've been shown before doing independent work. We have focussed on place value and multiplication and division. The main focus for the latter was using algorithms like long and short division.

Literacy: We read texts about the reasons for the Treaty of Waitangi being signed and explored the differences between Te Tiriti and The Treaty. We also read about the reasons for Māori urbanisation from the 1950s.

Inquiry: We looked at the reasons for Māori moving to the cities, from the moment the treaty was signed until the 1950's. We looked at old newspapers and current articles. After an initial exploration, students followed our inquiry process of Wonder, Explore, Create, Share. After coming up with questions, students found relevant sources, read, took main points, consolidated and then shared what they found out with the class.

Art: We have had two art projects this term. Our first, neurographic art was based around 3 words that related to our values and involved using doodles and watercolours. We also created still life pieces using pencil, charcoal and watercolour.

PE: We have been attending Kilbirnie Aquatic Centre each Tuesday for swimming and water safety.

Te Reo Māori: In Te Reo we have revisited numbers and colours then used them to create sentences using three verbs - Tangohia (Pick up), Whakahokia (return) and Waihotia (leave/put down). Students used props to put the sentences into action - Tangohia tētahi rākau kowhai (pick up the yellow stick).

Support Staff:
Teacher Aides:

Tanya- This term I have taken a Taumata 4 structured literacy group in the morning which is a cross grouping of Pohutukawa and Karaka children followed by two reading groups from Karaka. I am also team teaching (with Hana) a Taumata 4 and 7 group of ELL students. I am providing in class support during writing time in Ngaio and Karaka. I have helped out with swimming trips with the junior classes.

I have also been teaching the NELI (New entrant Language intervention) control group students this term. This course was developed by Oxford University and a trial is being conducted through the University of Canterbury. This will continue in the first couple of weeks of term 2 and then all trial students will be tested again.

Jinna - This term I have been teaching two BSLA groups of ELL students at Taumata 5 (5 sessions per week) and Taumata 9 (4 sessions per week) levels - enthusiastic learners who are progressing well.

I have also been doing daily 1:1 sessions with a senior student using a cross-Taumata individualised programme.

Matthew -
Hana -

English Language Learners (ELL):

During Term 1 we had seven English Learning Language groups undertaking the Better Start Literacy programme at various levels. Two groups were intervention groups taken by our Literacy Specialist Janessa (half an hour per day per group), and the other five were taken by our BSLA university qualified teacher aides. These groups receive 45 minutes of intensive explicit literacy instruction, 4 days per week. Literacy testing was completed at the end of last year to ascertain the ELL students' progress and levels, and therefore what group they should move into. We are very happy with the progress our English language learning students are making in this programme, with concrete progress data to back it up. (*Xandra, Special Learning Needs Coordinator/SENCO*).

Office/Administration:**Library:**

It's always great at the start of the year to have the library fill up with excited students, meet new faces, and hear about everyone's summer reading! This term an intake of eager year 6s have started their student librarian training. Combined with the returning cohort this makes 38 librarians rostered on over lunchtimes across a 2 week timetable.

All the books have now been selected and processed ready for the Book BBQ next term - always exciting to put together this collection of what could be on our shelves. I have also continued working through our picture book boxes repairing / replacing / retiring.

National Library loans this term have supported inquiry learning around other cultures, making friends and healthy friendships, Pacific navigation, and early Māori settlers in Aotearoa. We also borrowed a collection of fiction in Vietnamese, Spanish, and Chinese to support reading in home languages.

SUB-COMMITTEES

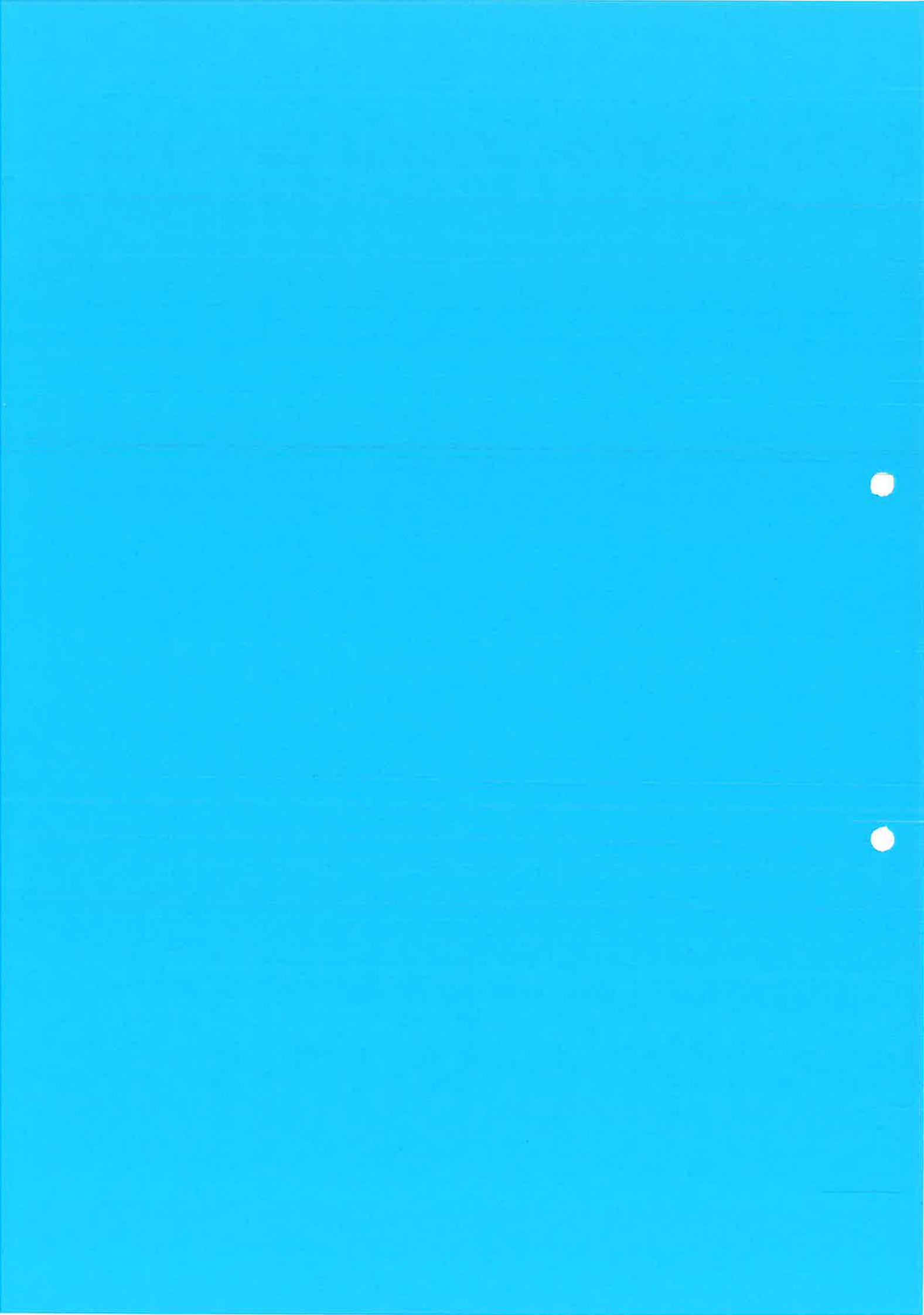
Personnel Subcommittee Minutes

Date: 5 May 2025	Present: Cameron Ross, Michelle Little, Monty Paliwal, Leon Davidson	Apologies: Andrew Neal
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Summarized Matters for the Attention of the Board

Context	Discussion / Outcome	Action for Board	Action Required - Timeframe - Person
Living Wage	Collective Agreement only states the minimum amount for remuneration. We can choose to pay a higher rate.	Discussion with Finance Sub Committee to confirm how raise would fit under Budget 2025	Cameron to discuss with Neil
Principal's Report	Cameron shared Principal's Report	Term 2 Ballot: Confirm 6 places in Year 0-4 for Out of Zone Enrolments.	Notice on website and in newsletter May 22 advertising Out of Zone places

Finished 7.10pm



CQS BOARD - Community Subcommittee Agenda

Date: 05 May 2025	Attendees: Cameron Ross, Sue Bibby, Chris Myatt, Leon Davidson, Sarah Todd, Monty Paliwal	Apologies: Andrew Neal
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Responsibilities of Community Subcommittee	<ul style="list-style-type: none"> • Annual Strategic Planning and Performance • Community engagement and consultation • School Board - Community communications, including website, newsletter • Liaison with Whanau & Friends of CQS Inc • Support for School and Community Events • School promotion, marketing and communications
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Summarized Matters for the Attention of the Board

Item	Detail	Proposed action for Board	Action Required - Timeframe - Person
Review SubCom responsibilities	<ul style="list-style-type: none"> • Drafted above, reviewed and confirmed 	<ol style="list-style-type: none"> 1. Note agreed responsibilities of Community SubCommunity list (above) for review by Board 	Agreed tonight
Annual report 2025	<ul style="list-style-type: none"> • Draft and progress • Outstanding work to be completed and circulated to Board for signout • Note: Sarah shared powerpoint of the reporting cycle, Ngā mihi, will be very useful for future reporting and new members 	<ol style="list-style-type: none"> 1. Note - Annual Report under development (Cameron Ross) to be circulated later in month for board consideration and feedback prior to due date end May 2025 2. Note - overview of CQS Strategic Planning Activity to be presented at June Board meeting 	Cameron to share report with board at end of week.

Annual Plan Progress reporting	<ul style="list-style-type: none"> • Cameron to outline approach for the Annual Plan progress reporting • Principal reports on progress against annual objectives. • Assess student achievement data, well-being indicators, and other metrics. 	<ol style="list-style-type: none"> 1. Note - Cameron to produce a monitor/tracker for Annual Plan deliverables 2. <u>Board to discuss</u> whether we want a mid-year review on our progress (advised by MoE but up to us) 3. Note student achievement reporting is presented separately 	Cameron/TBC
ERO	<ul style="list-style-type: none"> • ERO here next week 13th-14th May • Cameron provided update. Significant amount of mahi by Cameron and Michelle, thank you. 		N/A
Community engagement & comms	<ul style="list-style-type: none"> • Updates to website, Laurelle is able to make updates and content changes on behalf of committee • Cameron will stay across all content updates 	<ol style="list-style-type: none"> 1. CSC to produce a website content refresh process 	Sarah and Chris to draft and document the process
Community events	<ul style="list-style-type: none"> • WAF Event - Tricky Chats (WAF) provide newsletter content • Proposed official hall opening, T3 • Book BBQ date - will merge with open afternoon 25th June 	<ol style="list-style-type: none"> 1. Note: Proposed official hall opening for T3 once Karaka has moved back to their classrooms 2. Note: Book BBQ event will be merged with Open Evening - Leon and Cameron to confirm coordination and support required by Board/Parents around food stalls 	Leon/ Cameron

WAF update	<ul style="list-style-type: none"> • Updated WAF members for 2025 • Recent meeting and agreement on fundraising priorities and activities for year • Next AGM tbc but likely to be post 1 July 2025 	<ol style="list-style-type: none"> 1. Note 2025 WAF Members: Phernne Tancock (Chair), Michelle Little (Treasurer), Sarah Todd (Secretary), Dee Johnston, Lauren Wong, Joel Cosgrove, Leah Tzitziras, Emily MacDonald, Cameron Ross 2. Note WAF fundraising priorities for year: <p>Priorities for the year (suggested to discuss)</p> <ol style="list-style-type: none"> a. Funds for hall kitchen fit out. b. Learning support (for neurodiversity) c. Playground, multi-sport turf. d. Playground (Karaka area redesign, main playground design). 3. Note planned fundraising activities: WAF fundraising plans: Tricky Chats Event (T2), Travel raffle (T3), Santa Photos (T4), plus bake sales. WAF may also look at Go-Fund-Me campaign for hall kitchen fit out 	Sarah
AOB			



Property Subcommittee meeting

Date: 5/5/25 via google meet
Invited: Michelle, Cameron, Neil and Sarah
Apologies: None
Minutes: Sarah / Michelle
Next meeting: Prior to next board meeting

Review of Action Points:

- Bike Parking
- Hall Move
 - SYA Funds
 - SIP Funds
- Multisport Turf
 - Grant Funds
- Karaka Asbestos removal
- SYA Roofing Project

Projects

Bike Parking

- Noted this is harder to prioritise due to significant works onsite currently. However, preference to look into this when available.
- Research into electric bike parking - angled
- Look into options around building a specific bike parking location where the jungle gym is in Staff Carpark

SIP Project

- Advised to close the project and have the remaining funds moved into the MoE Weathertightness project budget (Hall Move Project)
- Autux can then be funded from these remaining funds.

Hall Move and C, D, & E Remediation

- Bones found onsite behind Hall, Phernne has arranged to have an archeologist visit Tuesday 6th May. Will have further information on the process following this.
 - Bones confirmed to be sheep, cow and goat. Clearance given by Archeologist to continue dig, and report if anything further is found.
- Upgrade to the fire alarm system fully covered by MoE.
- Finishing Schedule / Colours confirmed
- Financing agreed with MoE that we would cover March-April costs relating to construction monitoring costs. Jan-Feb costs are in dispute due to a multitude of errors. James (MoE) is keen to see this resolved asap. Work in progress - update will be provided over coming weeks.

- Likely to have to absorb construction monitoring costs. We're adverse to paying costs relating to RFIs (and consultation fees that led to errors). Main issues relate to Architect doing work without consulting client (us).
- Hall return date likely 23rd or 30th May.
- Toilet basin in WC - plumbing through wall not possible due to conflicting wall structural element not being able to be drilled through.
- Basin will need to have a pedestal to allow the plumbing to be exterior to the wall. Option available set by the MoE - waste pipe cover required to be vitreous china/porcelain

Multisport Turf

- There has been significant difficulties getting contractors to quote for this work. This has delayed our ability to accurately assess funding for this project
- The property subcommittee will supply a board memo detailing the specifics of this project, and recommendations for funding.

Security Cameras

- Complete and installed. Additional camera available, and potential to install in Pohutukawa under deck cover

Cultural Research and Property Works

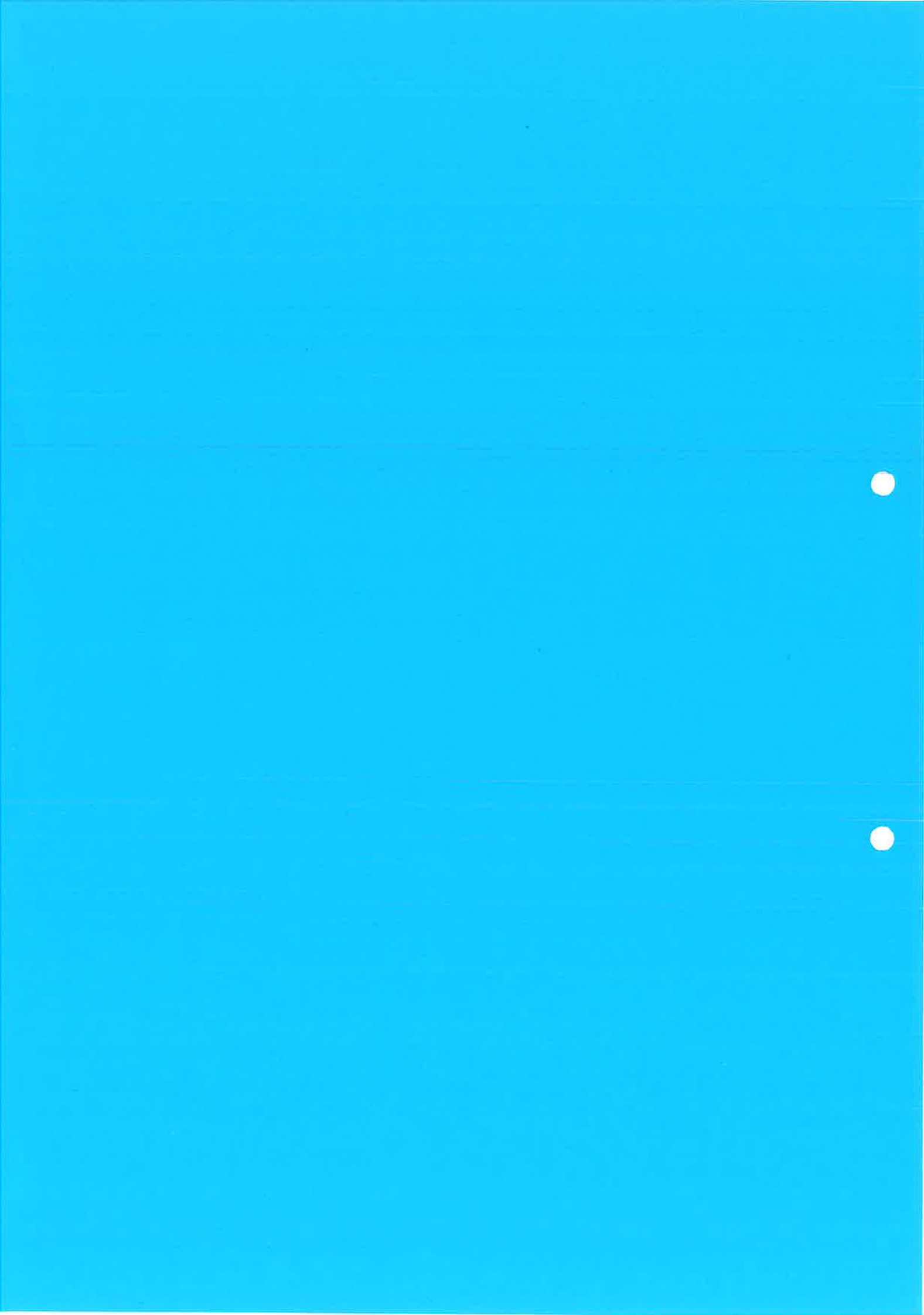
- Pokau to start cultural research project once confirmed by BoT.

5YA Roofing Project

- Waiting on Architects quote

Action Points

- Prepare board memo with details around Multisport Turf for board consideration.
- ML & PT + project team if interested to have meeting with Architect
- ML to instruct MS to close SIP project and request funds to be moved into Weathertightness project



CQS BOARD - Finance Subcommittee Agenda

Date: 05 May 2025	Attendees: Cameron Ross, Chris Myatt, Neil Passey, Sarah Todd	Apologies: NA
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Summarized Matters for the Attention of the Board

Context	Discussion / Outcome	Action for Board	Action Required - Timeframe - Person
Change accounting services	Discussed change accounting services provider	Board considering options with proposals being sent through for considerations.	Subcommittee
March Financial Reports Report Statements Projection Variance	Received and reviewed April Finance Reports	Take figures as written	
Multi Sport Turn Proposal regarding any funding requirements to be brought to Finance committee.	Multi Turf funding requirements researched and remain work in progress.	Proposal to move forward to be presented to CQS Board on 12 May.	Sarah Todd

COMMUNICATIONS

Correspondence for Board of Trustees' Meeting 12 May 2025

INWARDS

Date/Date Rec'd	Received From	Subject	Action
April 2025	ASB	Bank Statements	n/a

OUTWARDS

Date	To	Subject	Sent by

