

Minutes of Clyde Quay School Board of Trustees Meeting 12 April 2021

Present

Chair	Thorsten Engel
Principal	Liz Patara
Staff Trustee	Mel Sutton
Board members	Grant Manson Paul Venning-Slater Johnny Tripe Dave Woods David Phipps Michelle Little
Public	Phernne Tancock Andrea Jewell
Minute Secretary	Helen Burnet

Apologies

Disclosures

No conflicts of interest declared.

Board Meeting Speaking Guidelines

Thorsten explained the meeting speaking guidelines for the benefit of all present.

Confirmation of Minutes

MOVED that the minutes of the 29 March 2021 meeting be accepted as a true and correct record.

MOVED TE / AGREED

Ratifying Digital Vote

MOVED that the Board does NOT send anybody to the NZSTA AGM, given the expenses involved and the fact that the Board would rather focus on content related training from NZSTA with regard to our priorities.

MOVED TE via email / AGREED via email

Monitoring

Matters Arising

Community Committee	Whanau booklet launch	In progress
Finance committee	Current financial position and draft 2020 final position to be provided for inclusion in meeting documents.	Actioned
Finance committee	Current financial position to be included in future finance reports for meetings	Noted for future action
Chair	Re-confirm the enrolment scheme review with Ministry of Education.	Actioned
Liz, Mel, Thorsten	Newsletter update regarding 2020 achievement results as well as steps taken by the Board.	Actioned
Board	Finalise and publish annual Board Timetable indicating in which months academic assessment data or achievements are expected to be tabled.	Actioned

Board	Consider if a Homework Policy Review is warranted	Actioned
-------	---	----------

Principal's Report

Liz spoke to her report.

Notes from discussion:

- Result of application to Regional Professional Development team should be available at the beginning of Term 3.
- PD plan for 2021 – Liz to report to next board meeting
- Behaviour Management guidelines – Confirmation has been received that Ministry personnel will be able to attend a CQS staff meeting in relation to positive behavior management in Term 2.
- Homework
 - The board had considered research about homework and noted its minimal effect in primary schools.
 - In addition, feedback from parents was positively in favour of the current homework policy.

MOVED that the homework policy as it stands be accepted with an amendment to the blog comment.

MOVED TE / AGREED

It was brought to the Board's attention by parent in attendance that the policy review was due by the end of Term 1 so the Board was premature in moving previous motion several days before the end of term. The Board agreed:

- Cut-off for future policy reviews will be one week prior to last board meeting of the relevant term and this will be clearly communicated;
- Communications will be explicit as to whether the board is seeking *feedback* or whether it is *consultation*.

Action: Principal to prepare report for next board meeting on staff professional development.

Action: Principal to circulate to parent community the relevant research re benefits of homework.

Recommendations

- 1. The CQS Board notes** the student roll is 236. There has been no enrolments or withdrawals since the March 29 Board meeting. As previously reported, six out-of-zone places have been confirmed; 15 spaces were advertised, this leaves a waiting list of nine spaces if the Board agrees.
- 2. The CQS Board agrees** the remaining nine out-of-zone spaces are available for out-of-zone students if space permits.
- 3. The CQS Board notes** the article regarding educational priorities that was published in the April 7 newsletter.
- 4. The CQS Board endorses the principal's application to the *Regional Professional Development* team to continue with the accelerated written language programme facilitated by Julie Beattie (Learning Solutions, Auckland University) if Julie Beattie is available.**
- 5. The CQS Board notes progress to date in reviewing** the school's BMGs policy and practice.
- 6. The CQS Board notes** the work to date on the *CQS Strategic Plan 2021*.
- 7. The CQS Board notes** term 1 policy review and assurances.

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

MOVED LP / JT AGREED

Finance

Grant spoke to the report.

Notes from discussion:

- Family donations are ahead of budget schedule;
- Working capital is a useful, tangible figure when tracking finances;
- Important for finance committee to liaise with all other committees to obtain a picture of aspirational goals which will inform the work to be done formulating a medium term plan;
- A wishlist is to be compiled from staff for items currently not budgeted for; MS to follow-up;
- Two parents have indicated interest in assisting with grant applications; JT to follow-up;
- Grants file is to be located and updated – MS to follow up;

Action: Staff Trustee to facilitate compilation of wishlist from staff.

Action: Staff Trustee to locate grants file and update.

Action: Finance committee member Johnny Tripe to liaise with interested parents in order to progress grant applications.

Recommendations

1. *The Board **notes** that the very generous donations received late last year have improved our available working capital balance to \$300k at the start of the 2021 financial year.*
2. *The Board **endorses** the judicious use of this money for unbudgeted expense, based on impact, priority and value for money, whilst being mindful of a longer term investment horizon. This would be subject to finalising the long term plan to ensure that use of this money reflects long term as well as short term priorities.*
3. *The Board **notes** that the positive increase of \$50k to working capital as at the 28th February.*
4. *The Finance Sub-Committee **recommends** that 3-year forecasts are developed for expenditures across IT, Teaching Resources, Property, Other capital and operational items – including aspirational goals – for a consolidated picture of CQS financial needs. Subject to approval, the Finance Sub-Committee will work with others to assemble this picture.*
5. *The Finance Sub-Committee **recommends** that high-level prioritisation guidelines are established, to ensure consistent and effective prioritisation across a wide variety of expenditure items (e.g. tiered spending for Non-Negotiable, Essential, Optional items). Subject to approval, the Finance Sub-Committee will work with others to draft initial prioritisation guidelines.*
6. *The Board **endorses** that the Finance Sub-Committee takes a closer look at the financial closing & reporting processes, to see if improvements could be made.*

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

JT/DP AGREED

Liz left the meeting at 8.05pm.

Following a question about the provenance of the speaking guidelines, the Chair clarified the board's position, namely:

- The Board is elected by the community to make decisions on behalf of the community;
- The board's guidelines are more liberal than those provided by NZSTA;
- Members of the public who attend board meetings may observe proceedings and, when invited, may ask questions for clarification;
- The *board* makes decisions after considering information presented by staff and gathered from formal feedback or consultation with the community;
- Parents are welcome to chat with board members outside of board meeting times.

Grants & Fundraising

Nothing further.

Technology

Technology Sub-committee Report

Recommendation

1. The board notes the action item is complete and the increase in budget by \$50.

MOVED that the Technology report and the recommendation therein be accepted.

MS/TE AGREED

Communications

Community/Communications Sub-committee Report

Mel spoke to the report.

Notes from discussion:

- Condensed version of the strategic plan will be disseminated in several ways, namely:
 - Afternoon parent meeting
 - Evening parent meeting
 - Hard copy sent home
 - Email
- Feedback will be sought from parents re the strategic plan and the plan will be amended or not, accordingly.

Recommendation

1. The Board **approves the process** of supplying a condensed strategic plan with the community, alongside parent feedback sessions and opportunities to email feedback, with content to be confirmed before going out.

DW/MS AGREED

After a question from the public/parents in attendance, the board gave assurance that communication with the school community is one of the strategic challenges that the board is exploring and the Community/Communications committee will be undertaking work in this area.

Correspondence

As the Correspondence Schedule had been inadvertently left out of the Board's shared working file, correspondence will be carried over to the next meeting.

Action: April correspondence to be carried over to May board meeting.

Up-coming newsletter items

No discussion.

AJ and PT left meeting at 8.30pm.

Strategic Discussion

MOVED that the Board move into committee at 8.50pm to review the draft CQS strategy document to address outstanding comments and edits.

MOVED that the Board move out of committee at 9.24pm.

Meeting Closure

Next meeting confirmed as 10 May, 7pm. Meeting closed 9.25pm.

Action Items

Principal	<i>Prepare report for next board meeting on staff professional development.</i>
Principal	<i>Circulate relevant research re benefits of homework to parent community.</i>
Staff Trustee	Compilation of wishlist from staff.
Staff Trustee	Locate and update grants file.
Finance committee (JT)	Liaise with interested parents re grants.
Office	Carry over April correspondence.

Confirmed 10 May 2021

T.Engel

Chair