
*Draft Minutes of Clyde Quay School Board of Trustees Meeting
8 April 2024*

1.0 ADMINISTRATION

1.1 Opening Karakia

Sarah Todd

1.2 Present

Chairperson / Presiding Member	Michelle Little
Principal	Liz Patara
Staff Trustee	Cameron Ross
Board members	Sarah Todd, Neil Passey
Minute Secretary	Liz Patara

1.3 Apologies: Chris Myatt, Sue Bibby

Apologies Lateness: Andrew Neal (6.45 pm), Rona Lemalu (7.03pm)

1.4 Declaration of Interest

None

1.5 Confirmation of Previous Minutes

MOVED that the minutes of 12 February 2024 (as recorded in shared folder) be accepted as a true and correct record.

Michelle Little /Cameron Ross AGREED

2.0 MONITORING

2.1 Review of Action Items

Action Item	Responsible	Outcome
Notify PikoPiko kindergarten and Afterschool care that their rent will increase by 1% in 2024	Liz	Actioned
Feedback on Curriculum policy to be reviewed	Liz & Cameron	Incomplete
Notice to go in newsletter to advertise for a chair for WAF	Community Engagement	Actioned
Woodpile at McKeefry's house – Liz and Michelle to check the	Chair & Liz	Update provided in property minutes

height and come up with a plan if required		
New MOE requirements / instructions to be shared with Board	Liz	Update provided in principal's report
Hall and playground upgrade works to be circulated to the community	Property	On hold
Strategy Document – Sarah to run an all Board meeting to discuss on Sunday 25 th February at 10.00	All Board	Actioned
2.2 General Board Matters 2.2.1 Board Communication 2.2.2 Policy Review 2.2.3 Document Destruction		Board communications discussed Refer personnel minutes Refer principal's report

2.3 Principal's Report

Taken as read.

Liz spoke to her report.

Recommendations

The CQS Board notes/ or approves:

1. There are 211 students, last year the April count was 213. The student roll has stabilised but nowhere near pre-covid times.
1.1 Interestingly the April 2022 student count was 221; in 2021 it was 240 and in 2020 242 students. March 26 2020 NZ locked down for five weeks.
2. Nicky Sturgeon (Education Review Office) did a phone interview with me April 3, to confirm the school was progressing/ or complying with education policy: 'Cell phones away for the day' and 'One hour a day of reading, writing, and mathematics'.
- 3 Parent teacher interviews were held last week, March 26 and March 28.
4. Cameron Ross is compiling the *2024 Progressive Achievement Test* results; these will be available in the shared drive over the weekend.
5. The CQS Expectations 2023 PAT Results Board Report 2024.pdfReport is available for the Board's discussion.
6. 2024 Review Schedule and Board Assurances
7. The recorded hazards 11 head incidents and 13 injuries/ or illnesses.
8. Records for destruction 19 March 2024- excluding ERO documents 2017

Matters Arising

MOVED that the Principal's report and the recommendations therein be accepted.
Moved Michelle Little/ Neil Passey Agreed

3. BOARD STRATEGY

3.1 Board Strategy Initiative

Points noted:

- CQS Strategic Plan 2024-2025 was lodged March 1.
- Annual Plan is to be finalised term 2 May 20 2024.
- NZSTA workshop were attended by Board members: Michelle Little, Sarah Todd, Cameron Ross.
- Board to set annual targets in focus areas.
- CQS Board Memo - Annual Plan 2024-25 Progress Report was tabled.

4.0 SUB-COMMITTEES

4.1 Personnel

Report taken as read.

Liz talked to the report.

Points noted:

Board Training

1. CQS Strategic Plan Final 2024 was lodged with the Ministry of Education March 1.
2. Michelle Little, Sarah Todd and Cameron Ross attended NZSTA workshops: Board monitoring and reporting. Michelle Little also attended *Leading Effective Boards*.

Personnel

1. Laurelle Winiata appointed as office manager commenced work 20 March.
2. Helen Burnet (former office manager) has been employed part time (March 1-April 12) to assist with training Laurelle and to fill in whilst I (Liz Patara) was overseas.
3. Preparation required to advertise a principal position commencing 2025: sort timeline and consider recruitment officer or organise recruitment internally.

Professional Learning & Development

1. All staff continues with structured literacy programmes: Y1-2 Better Start Literacy Approach and Y5-8 the Code. Kath Sutcliffe and Sophie Ayr's Resource Teachers Learning Behaviour (RTL'B) continue to support the Code. In addition to this, there are also scheduled webinars twice a term for the Code.
2. Liz Patara continues with PLG (Mark Sweeney [Impact Education]) working alongside principals Sue Clement (Te Aro), Adrienne McAllister (Mt. Cook), Bernadette Murfitt Murfitt (Sacred Hearts) and Aroha Hohepa (Thorndon).

2.1 The first meeting was held March 27 at Te Aro.

- The group aimed to focus on Core Purpose and maintaining control of influence. The Core purpose is teaching and learning.
- Educating our communities on how this is achieved using a multifaceted approach: weekly newsletters (whānau and school), vimeo, student websites (Y5-8), open afternoons; combined Board meetings; joint staff meetings.

2.2 I attended the Council for Exceptional Children CEC 2024 Special Education Convention & Expo San Antonio TX March 13-16 2024. Some of the workshops attended were:

- Opening Keynote address CurtisHill;
- Collaborative Strategies forCo-teaching;
- Writing Support for Middle School Students with disabilities;
- Teaching teachers to Manage ADHD Executive Function in their Classrooms
- Inclusive Leadership and Co-teaching for Administrators
- Bullying and Youth with Disabilities Impact on Youth Mental Health
- Moving beyond Parent Engagement to Parent Education
- Trauma Informed Practices; Promoting Resilience in Your Class
- ABCs of UDL

Health & Safety

1. Register recorded notification to parents: 11 head incidents and 13 accidents or illness.
2. Hazards: Fences still to be repaired (DionSmith)
3. Property noted a cherry picker is required to clean up northern retainer wall.
3.1 Robert Stewart caretaker will begin work once the cherry picker is hired.

Policies & Assurances

Term 1 policies for review:

- Te Tiriti o Waitangi (Board)
- Board Responsibility (Board)
- Documentation and Self-Review Policy
- (Board)

Optional

- Parent Involvement
- Communicating with Parents
- Community Conduct Expectations
- School Planning and Reporting
- Reporting to Parents on Student Progress and
- Achievement

Mid-term Elections

Michelle Little provided an update on mid-term elections.

Recommendations

The CQS Board notes or endorses

- Board Training
- Personnel Update
- PL&D
- Records in the accident register and hazard register
- The Board confirms all members have read/ or endorse the term 1 policies as well as the respective 'Assurances'
- The update on mid-term elections

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

MOVED Rona Lemalu/Neil Passey AGREED

4.2 Finance

Points noted:

- Nick presented an updated draft budget for discussion
- The main changes to the initial draft (which forecast a deficit of \$19,175) related to income assumptions.
- The largest outstanding income item currently underestimated is interest earned. The current forecast is \$10,000 but a more realistic figure is \$19,000. The school has (as at the end of Feb) \$373,601 in term deposits. Approximately \$100,000 of this is earmarked for maintenance and is likely to be used over the course of the year. However it will earn interest until used and the balance will continue to earn over the full year. Assuming current rates of 6% for the balance of the year (even if the RBNZ cuts soon nearly \$300k has already either just rolled or is rolling in the next 2 weeks) on an average balance of \$320k, the net interest earned is \$19,200.
- The budget is also very modest in its fundraising assumptions at \$15,000. Last year the school raised \$35,316, although this included \$11,535 for the playground. Setting that aside, general fundraising totalled \$23,781. Suggested fundraising estimate in draft budget is \$22,000.
- The budget estimate for donations is conservative. Last year donations totalled \$64,984 (which included \$1,687 in philanthropic donations and \$1,396 in sponsorship, which may not be repeated). Suggested donations estimate in draft budget is \$60,000.
- One potential cost saving is the allocated Board of Trustee fees of \$2,000. New draft budget assumes no fees paid.
- Together these changes get the budget to a very modest net surplus of \$454. This is after \$40,700 of depreciation, so assuming maintenance capital expenditure is lower than that we should run a decent cash surplus.
- Further savings are possible on costs.
- Discussion was had around other potential costs that may arise but given these are uncertain and cash reserves are available it was agreed that it isn't currently necessary to budget for them specifically.
- It was agreed that the draft budget be presented to the full board for approval at the next board meeting.

Sarah Todd reminded the Board of the current economic environment impacting negatively on whānau therefore it was necessary to monitor budget closely and be prepared to reduce spending or attract more income.

Recommendations

The CQS Board approves CQS Budget February 24 2024

MOVED Michelle Little/Neil Passey AGREED

4.3 Property

1. 5YA & 10YPP
 - ML provided an overview of the MoE 5YP and 10YP process to new SC members. Number of property condition reports provided by Maynard Marks.
 - 5YA projects include drainage and plumbing, roofing, floor coverings (BE in first 5 years), Electrical, Wall linings, Car park potholes.

- Ashby Property Management (Mark Scrimshaw) is the current CQS (MoE approved) project manager running 5YA and SIP projects.

2. SIP Projects

- Slippage of project management (Ashby) is an ongoing concern for subcommittee/board/school and is a key concern that needs to be addressed.
- SIP funding held for rimu redesign and Block A high windows is now at risk, the process is still being managed between MoE and Ashby.
- Potential opportunity to develop relationships with construction companies and line up a pipeline of projects (to improve alignment, tendering, scheduling etc)
- Tenders were supposed to be out at the end Feb/beginning March, but only issued last week in March with expected return by the end of April. This will provide an indication of likely timing of work (cost being met via the SIP fund).
- Project could be confirmed with short notice, and Rimu teachers have been informed and agreed to this if necessary. (Total 4-6 weeks - Rimu located into the hall)
 - Action: ML to keep up proactive comms and report back on confirmation of successful tendering process

3. Hall Move and Remediation Project

- QS pack for hall modifications (two versions with full breakdown) went out last week (S&T) and response expected back Mid April
- Next step for CQS property project team will be to review and agree what we can afford and work in with MoE work
- Cultural extension out the front of hall - S&T scope was out of range (cost wise). James (MoE) has provided additional ideas for how we could make it happen.
 - Action: Next steps to be advised by HMWG & Property Subcommittee once QS received
- Design Costs a concern
- Additional Grants currently being explored to increase available funding

4. 5YA Roofing Project

- Mark is going to supplementary funding for:
 - Block A Roofing - Admin only portion: High priority project, to re patch and fix leaking area over administration this has been separated out as a project, allocation of funding for this will need extra funding. Mark has flagged that the portion of the \$228k of roofing funding that he doesn't think that there is enough for Block A current work or Block B's future work. Additional applications for Block A's work to be completed before funding deadline 1 July.
 - Block B: 2025+
 - Block C, D, & E - Likely to occur with remediation to buildings - end 2024

5. 5YA Painting - Project on Hold

- Some painting will occur 2024 as part of re clad of blocks C, D & E which reduces \$ needed for rest of school
 - Action: SC consideration of phased painting approach for blocks A&B towards in T2

6. Other issues

- Neighbour wood pile safety issue
 - We have exhausted options for pursuing support via WCC or MoE and it remains a board issue
 - ML is investigating options for raising the height of the fence within district plan laws (to confirm with WCC), including getting the fence area surveyed to ascertain where the property boundary lies.

Matters arising

It was noted:

- Rona Lemalu will join Property subcommittee;
- the Board has approved the *Master Plan* and is going ahead with the hall move;
- the Board progressed the *Master Plan*, and kept the Board up-to-date;
- there's over \$200k funding the Board's already received;
- in two years, the Board's made incredible progress and
- Rona Lemalu pointed out, interrogating the process maybe brought up at any time.

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

MOVED Michelle Little/Sarah Todd AGREED

4.4 Community Engagement

- Primary focus has been on Strategic and Annual Plan

Andrew Neal left 9.44pm

5.0 COMMUNICATIONS

INWARDS

Date/Date Rec'd	Received From	Subject	Action
10 March 2024	Ministry of Education	Education Gazette	For Board FYI

OUTWARDS

Date	To	Subject	Sent by
16 February 2024	Wellington City Council	Boundary Safety Concern	Michelle Little

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

MOVED Michelle Little/ Liz Patara AGREED

5.2 Up-coming Newsletter Items

Nil

5.3 Planned Events

Bake Sale Friday 12 April

6.0 MEETING CLOSURE 9.46PM

6.1 Next Meeting Date:

Next meeting will be Monday May 20

6.2 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.

6.3 Closing Karakia

Undertaken by Cameron Ross

Opening Karakia May 20 meeting Rona Lemalu

Meeting closed 9.48pm

Confirmed



BOT Presiding Member

Michelle Little.....2024