



CLYDE QUAY SCHOOL
Te Kura O Matairangi

Board of Trustees Meeting

12 August 2024

6:30 pm

Administration

*Draft Minutes of Clyde Quay School Board of Trustees Meeting
1 July 2024*

1.0 ADMINISTRATION

1.1 Opening Karakia Sue Bibby

1.2 Present

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

1.3 Apologies: Michelle Little (prior to meeting)

1.4 Declaration of Interest
None

1.5 Confirmation of Previous Minutes

MOVED that the minutes of 20 May 2024 be accepted as a true and correct record.

MOVED

Neil /Chris AGREED

MOVED that the minutes of 13 May 2024 be accepted as a true and correct record.

Resolution Passed

8 votes in favour 1 abstaining

MOVED

Cameron/ Liz Agreed

2.0 MONITORING

2.1 Review of Action Items

<p>2. MONITORING</p> <p>2.1 Review of Action Items</p> <ul style="list-style-type: none"> Michelle Little to finalise attendance at AGM (TWKKoA) June 6-9 <p>CQS Strategic Plan Priorities</p> <ul style="list-style-type: none"> Compiles draft reports on each focus area of the CQS Strategic Annual plan in term 4 Report results to the community term 1 2025. Consults parents on the CQS Strategic Annual plan in term 1 2025 <p>Te Tiriti o Waitangi</p> <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 <p>Tararua Hall</p> <ul style="list-style-type: none"> Enquire with staff about potential forward bookings of Tararua Tramping Club in Moncrieff <p>Community Engagement</p> <ul style="list-style-type: none"> Community engagement group are still to finalise action points in CQS Strategic Annual Plan 	<p>Michelle</p> <p>Board</p> <p>Cameron /Liz Subcommittees Sarah Community Engagement Liz</p> <p>Liz</p> <p>CMG</p>	<p>6.35</p> <p>No one attended</p> <p>Completed</p> <p>Completed July 1</p> <p>Completed July 1</p> <p>Completed July 1</p> <p>Finalising and sign off</p>
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MOVED Monitoring Action Items received

MOVED

Neil/ Chris AGREED

2.2 General Board Matters

2.3 Principal's Report taken as read

2.3.1 Administration

The CQS Board notes:

There are 219 students, last year the June count was 215 .The student roll has stabilised but nowhere near pre-covid times. There were 7 enrolments and 2 withdrawals. Both students moved district and enrolled at their local school.

The CQS Board notes 2025 term dates

2.3.2 Curriculum & Assessment

Recommendations

The CQS Board notes

1. Teachers are completing the term 2 round of assessments in the core areas- reading, written language, and mathematics.
2. Better Start Literacy Approach (BSLA) assessments are being finalised by Y1-2 teachers and teacher aides.
3. Open Afternoons are being held Wednesday 3 July; the children take the lead in showcasing their learning.
4. Staff Board Report term 2 summarising learning and administration.
5. Teachers noted the Ministerial Advisory Group Report (MAGR) Appendix 3 pp38-66. It's prescriptive content, scope, lesson sequences, assessment time lines, and guides.
- 5.1 Teachers also noted Aotearoa Education Collective (summary) analysis of the MAGR.
6. The last Education Review Office (ERO) report was issued 6 April 2017 with a 4-5 year review (which high performing schools received). CQS is now in its 8th year since ERO reviewed.
- 6.1. I expect any ERO visit from now on will audit schools for its preparedness to implement current policy.

2.3.3 POLICY REVIEW & BOARD ASSURANCE

2024 Review Schedule and Board Assurances

Please check the policies and assurances each term. Board members must review these.

2.3.4 Open Afternoons are being held Wednesday 3 July; the children take the lead in showcasing their learning.

2.3.5 The CQS Board notes

- accident register notifications 17/Head incidents and 17 illnesses/injuries
- Dion Smith completed hazard repairs to fences

MOVED that the principal's report and recommendations therein be accepted

MOVED

Liz Patara/ Neil Agreed

3. BOARD STRATEGY

3.1 Board Strategy Initiative

Sarah, Sue, Andrew will meet to discuss tabling of annual plan and report and register action points

MOVED that the Board Strategy Initiative be received

MOVED

Sarah/ Andrew Agreed

4.0 SUB-COMMITTEES

4.1 Personnel

Report taken as read.

Liz talked to the report.

4.1.1 Board training and an update on TWKKoA NZSTA Conference 2024

Recommendation:

The CQS notes:

- No board training attended since last meeting
- No one was available to formally register for TWKKoA NZSTA Conference 2024
- Chris Myatt did have the opportunity to view one session

4.1.2 Personnel Update

Recommendation:

The CQS notes:

1. Michelle Little will provide an update in preparations for the principal's position 2025.
2. A teacher aide specialist position, (for an exceptional child starting July 22), was advertised on SEEK 10 June 2024 (refer Annex A). Currently there are 47 applicants; shortlisting is Monday July 1.
 - 2.1 The Ministry has approved .1 of a teacher (Step 8) \$8,289 plus \$299 teacher aide funding. The cost of a teacher aide at \$33.23 an hour, 20 hours per week per annum, is \$29428.50.
 - 2.1.1 In addition, Amanda Serci (M.o.E Service Manager) has applied for a one-off payment of \$3000. The outcome of this is not known at the time of writing.
 - 2.1.2 Again, the difference between ministry funding and the Board is inequitable. The school will fund \$17841 in excess of M.o.E funding.
 - 3.0 There has been an unexpected increase in new entrants.
 - 3.1 Xandra Boswell will start term 3 with 31 children. The staffing ratio for NE/Y1 is 1 teacher to 15 children (Full-time-Equivalents).
 - 3.2 Currently the school is staffed according to the current student roll; meaning technically the school has enough staffing to accommodate this number of children,
 - 3.2.1 The school, based on information at the time, decided to have the Deputy Principal supporting class programmes; mainly across Y3-8. It is however, now necessary to consider how the school will staff new entrants from June-december.
 - 3.3 Senior management is considering the options:
 - 3.3.1 Maintain status quo and the DP continues to support programmes Y3-8. If this is the case, the Board considers financing a teacher for Y1 students for the second half of the year with an *Limited Authority to Teach* (LAT) teacher costing \$26364. Currently there is the possibility of such an applicant.
 - 3.3.2 As the number of new entrants increases, the cost of the LAT would decrease; in effect it could mean, the Board would pay half the amount so \$13282.

3.3.2.1 After the July 1 student roll return is processed; an update can be provided for the Board's consideration.

4.1.3 A finance meeting to consider this option would be necessary.

Recommendation

1. Employing a Teacher Aide Specialist at a cost of \$29428.50 per annum noting the contribution of the ministry could be as low as \$8588 or high as \$11588 (6mths)
2. Employing a teacher (July-December) at a minimum of \$13282 as the Y1 student roll has increased.

4.1.4 Strategic Priorities

Recommendation:

The CQS notes targets were finalised for CQS Strategic Plan Final 2024.

4.1.5 Professional Learning & Development

Recommendation:

The CQS Board notes/ or agrees to:

1. Professional development since the May 20 Board meeting.
2. Scrutinise the principal's attendance at the [CEC Conference March 13-16 2024 Report](#) according to the Sensitive Expenditure Policy (Annex B).
3. Matthew Harding, teacher aide, is also enrolled for the BSLA course since Ministry funding has closed; the cost has been accounted for in the School's budget.

The CQS Board notes Michelle Little sought advise regarding *Professional Coaching Support for Principal Leadership Role* and the principal's attendance at [CEC Conference March 13-16 2024](#).

4.1.6 Health & Safety

Recommendations

The CQS Board notes/ or confirms:

1. Register recorded
notification to parents: Head incidents 17, Illness/injury 17.
2. Hazards: Dion Smith has now completed repairs to fences.
3. Michelle Little recommended a Board member sight the accident register at the time or before committee meetings.

4.1.7 Policies Review & Board Assurances

Recommendations

The CQS Board notes:

1. Te Tiriti o Waitangi

Action:

- We have commented here that we consult with the local iwi on the development of our charter/strategic plan. We will need to ensure this is undertaken going forward.
- Holding regular hui with CQS Māori whānau needs work. Stronger relationships being built with mana whenua which is most positive

Parent involvement

Action- Write a volunteer form and issue form and policy to volunteers

Documentation and Self-Review

Action: Decide whether to increase brief reports to parents on student achievement

School Planning and Reporting

Action

- Board has some way to go to ensure consultation with community on 'Annual Plans'
- Board needs to discuss and activate a community engagement plan as a group to ensure we are meeting the intent and wording in this policy. Not an accurate reflection of our current activity.
- A number of areas need to be checked against current government policy.

Reporting on Student Achievement

Action: This needs to be updated to match current reporting times and avenues.

2. Personnel noted term 2 policies and assurances for this round.

4.1.8 Student Matters

Recommendation

CQS Board of Trustees agrees trips to reconnect with whānau are classified as justified absences.

4.1.9 Fundraising

Run-thon

Licence approved for Taylor Swift Concert Raffle

MOVED that the personnel report and recommendations therein be accepted

MOVED

Andrew/Cameron AGREED

4.2 Finance

4.2.1 May 31 Financial Statement

[Variance Report May 31](#)

[Finance Report May 31](#)

Finance noted:

1. [Variance Report May 31](#) showed the Board in a better position for the time of month and actual year to date however:

1.1 Currently under consideration is

1.1.1 Employing a *Teacher Aide Specialist* at a cost of \$29428.50 per annum noting the contribution of the ministry could be as low as \$8588 or high as \$11588 (half yearly).

MOVED

Chris/Neil Agreed

1.1.2 Employing a *teacher* (July-December) at a minimum of \$13282 or high as \$26564 since the Y1 student roll has increased.

MOVED

Chris/Neil Agreed

Quote David Lee

2. Financial Position / Working Capital

2.1 The Working Capital position at 31 May 2024 was \$548,370. At the commencement of the year, it was \$338,628.

2.1.1 Cash in the bank at months end totalled \$773,346 (\$263,251 on term deposit) compared to \$626,990 at 31 December 2023.

3. Finance noted major spending will occur once the *Hall Project* commences term 3 at which time working capital will reduce markedly as expected.

Recommendation:

The CQS notes the status of the finances at May 31.

4.2.2

Finance, after receiving report back July 1, approve or not:

Employing a *teacher* (July-December) at a minimum of \$13282 or high as \$26564 since the Y1 student roll has increased.

4.2.3

Audited Accounts

[Resolution Link](#)

[Audit Report Link](#)

[Audited Financials Link](#)

Recommendation

The CQS Board reconfirms the email resolution to accept the 2024 Audit report, and the audited financials. Agreed June 20

The CQS Board noted it met proviso below:

The ministry advised “Auditors will not require you to report a *breach of the 31 May deadline if you have provided draft financial statements by 31 March, and if other information the auditor has asked for has been supplied in a timely manner.*” (He Pitopito Korero Ministry Bulletin 178)

MOVED that the finance report and recommendations therein be accepted

MOVED

Chris/Neil AGREED

4.3 Property

Property Subcommittee meeting

Date: 24/06/24 via google meet
Invited: Michelle, Liz, Cameron, Andrew
Apologies: Sarah,
Minutes: Michelle
Next meeting: Prior to next board meeting

Review of Action Points:

- ML to go back to Mark confirming contractor chosen for SIP project tender
 - Completed
- ML to confirm SIP funding with MoE (Soektara)
 - Completed, any unspent SIP funds are available to be used for improvements at school
- LP to enquire with staff about potential forward bookings of Tararua Tramping Club in Moncrieff
 - Tararua is an option
 - Mt. Cook an option for Performance day

Projects

SIP Project

- Approval Granted by MoE.
- Meeting scheduled with Mark for Midweek
- Ideal timeline - starting works Monday 8th July - to be confirmed with contractors

Hall Move and C, D, & E Remediation

- Engaged a new architect
- Architect has provided a quote to complete the designs
 - If Property subcommittee endorse, will put to the entire board to consider
- Exploring ways to bring the construction costs down
- Architect has provided initial design sketches for our feedback as part of the MoE works and quote

5YA Roofing Project

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

Other Matters

- Neighbours boundary fence.
 - The height of the firewood risk has been reducing slowly. Watch and check regularly

Action Points

- ML to email Mark back about Classroom visit next week
- ML to send Architect resolution to board

MOVED that the property report and recommendations therein be accepted

MOVED

Sarah/ Sue AGREED

5.0 COMMUNICATIONS

Correspondence for Board of Trustees' Meeting 1st July 2024

INWARDS

Date/Date Rec'd	Received From	Subject	Action
20 May 2024	Ministry of Education	Education Gazette, Vol 103, No.6	For Board FYI
10 June 2024	Ministry of Education	Education Gazette, Vol 103, No.7	For Board FYI
10 June 2024	Ministry of Education	Attendance Information Sheet	For Board FYI

OUTWARDS

Date	To	Subject	Sent by

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

MOVED

Sue/Andrew AGREED

5.2 Up-coming Newsletter Items- Travel Raffle, End of term property and Rimu relocation to Hall (Sue, Sarah, Andrew)

5.3 Planned Events

6.0 MEETING CLOSURE

6.1 Next Meeting Date: 12 August

Next meeting will be 6.30pm Monday 12 August 2024

6.2 Review of Action Items

Action Item	Responsible	Outcome
Replacement of Board member	Michelle Little	
David Lee organise bathroom	Chris Myatt	
Annual Plan to be confirmed and tabled	Sarah Todd & Andrew Neal	
Annual Report for 2023 needs to be started update at August meeting	Subcommittees	
Planned Property Projects	Property committee	Posted on Website

6.3 Closing Karakia

Undertaken by Sarah

Meeting closed

Confirmed

Karakia Neil opening

-

BOT Presiding Member

Michelle Little.....2024



Monitoring

**Clyde Quay School
Principal's Report
09.08.2024**

CLYDE QUAY SCHOOL

Action Taken										Ongoing Action
Current Roll										
2024	Feb 2024	April 2024	May 2024	June 2024	Aug 2024					
	205	211	214	219	230					
2023	207	213	214	215						
<p>Recommendations The CQS Board notes: There are 230 students, last year the count was similar .The student roll has stabilised but nowhere near pre-covid times. There were 15 enrolments and 4 withdrawals. All students moved district and enrolled at their local school.</p> <p>The CQS Board notes 2025 term dates</p> <p>Student roll 1999-2024</p>										

CURRICULUM REQUIREMENTS AND STUDENT ACHIEVEMENT	
Action Taken	Ongoing Action
<p><u>CLYDE QUAY SCHOOL CURRICULUM</u> Assessment 1. Jayne and Anne (Y3-4) teachers are completing the the BSLA assessments as they have commenced their course out of the University of Canterbury. 1.1 Matthew Harding (teacher aide) has also commenced the BSLA course for Y1-2 students. 2. Teacher aides Tanya Barrett, Hana Bright, and Jinna Zwanikken are assessing Y2 students for the Nuffield Early Literacy Intervention (NELI); an oral language intervention supporting structured literacy. 3. The July 3 <i>Open Afternoons</i>, as usual were well attended, particularly in Y1-6. It is always a challenge in the senior school as parents have probably attended their fair-share of <i>Open Afternoons</i>. 4. IMPORTANT Otago University and NZCER compiled Curriculum Insights Progressive Study (CIPS) to assess curriculum levels of Y3,Y6,Y8 students on the <i>Refreshed Curriculum</i> in mathematics and reading. The Minister of Education is claiming the system is dire according to the results. <i>But CIPS assessed students on a curriculum that is not yet ready to implement because the resources or information has been issued to schools.</i> 5. The ^{EnglishSpeakers}Other^{languages} verifier Inge Millard was in school August 6. Inge audits programmes and teachers judgements when assessing ESOL students. The schol has 62 funded students. Inge's verbal feedback indicated teachers were making a material difference for ESOL students.</p> <p>Recommendations The CQS Board notes recommendations 1-5.</p>	

PROPERTY MANAGEMENT	
Action Taken	Ongoing Action
Refer Property minutes 05.08.2024	

HEATH AND SAFETY															
Action Taken	Ongoing Action														
REGISTERS Register since 24/6–updated <table border="1" data-bbox="226 645 1031 1077"> <tbody> <tr> <td>Has a collective staff review of the registers taken place, to ensure that they are up to date and complete?</td> <td>Yes</td> </tr> <tr> <td>How many hazards are overdue for remediation?</td> <td>0</td> </tr> <tr> <td>How many notifiable incidents have taken place this month (since the last Board report)</td> <td>Neptun- frayed cables</td> </tr> <tr> <td>How many notifiable incidents are still due for reporting to Worksafe (since the last BOT Report)?</td> <td>0</td> </tr> <tr> <td>How many incidents have been notified to parents this month (since the last BOT report)?</td> <td>Head incidents-2/ Illness or injuries-7 Injuries to staff- 2</td> </tr> <tr> <td>How many times did physical restraint have to be used this month (since the last Board report)</td> <td>0</td> </tr> <tr> <td>Are there any unusual events worth noting with regard to incidents and/or hazards?</td> <td>0</td> </tr> </tbody> </table>	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)	Neptun- frayed cables	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)?	Head incidents-2/ Illness or injuries-7 Injuries to staff- 2	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?	0	Accident register will be checked by a Board member prior to personnel subcommittee meetings.
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)	Neptun- frayed cables														
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)?	Head incidents-2/ Illness or injuries-7 Injuries to staff- 2														
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?	0														

Recommendations

The CQS Board notes the recorded hazards and any property updates.

COMMUNICATION	
Board Update to Community	

STRATEGIC DISCUSSION	
Sarah Todd to provide update Board Work Schedule 2024	

Principal Liz Patara 09.08. 2024

Strategy

Personnel

Personnel Subcommittee Minutes

Date: 05.08.2024	Present: Liz Patara, Michelle Little, Cameron Ross, Chris Myatt, Andrew Neal, Sue Bibby	Personnel Report 04.08.2024
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Summarized Matters for the Attention of the Board

Context	Discussion / Outcome	Action for Board	Action Required - Timeframe - Person
Board Matters	Board training	<p>Recommendation: The CQS notes: No board training attended since last meeting</p>	
Personnel Update		<p>Recommendations The CQS Board notes:</p> <ol style="list-style-type: none"> Michelle Little will provide an update in preparations for the principal's position 2025. The school is working with Stu Birch education personnel to have Limited Authority to Teach (LATs) personnel to act as relievers due to teacher shortage. <p>2.1 The LATs currently being considered are teacher aides, AfterSchool Care personnel, and graduates. Education personnel has LAT applicants vetted and undertake <i>Physical Restraint Modules</i>. The city schools (CQS, Te Aro, Mt Cook, & Sacred Hearts) provide LATs with an Education Sector Logon, and endorsement.</p> <p>2.2 LATs are assigned to, in this case CQS, Te Aro, Mt Cook, & Sacred Hearts.</p> <p>2.3 LATs hold this category for a year.</p> <p>3. Diarmuid Brazendale is a specialist teacher from Kimiora advising and teaching with an exceptional child.</p>	Michelle updated members on recruitment of principal for 2025. Cameron Ross and Liz Patara left meeting 7.08pm

			<p>4. Fern Garland (teacher aide) has transitioned to Harakeke as specialist teacher aide well.</p>	
Strategic Priorities	Sarah Todd to report back to full Board	Nothing further to report		
Professional Learning & Development		<p>Recommendations The CQS Board notes/ or agrees to:</p> <ol style="list-style-type: none"> All staff continues with structured literacy programmes: <ol style="list-style-type: none"> Anne Gordon and Jayne Ruiters have commenced study of the <i>Better Start Literacy Approach</i>. Matthew Harding (teacher aide) is also enrolled for the Y1-2 programme. The next <i>Teacher Only Day</i> is Friday October 25 (term 4, week 2). The <u>Ministerial Advisory Group Report</u> is the subject of topic. A facilitator is being sought to lead the day. Action required: <u>CEC Conference March 13-16 2024 Report</u>, needs to be scrutinised by the Board according to the Sensitive Expenditure Policy (refer Annex A) 		
Health & Safety	<ol style="list-style-type: none"> Register recorded notification to parents: Head incidents- 2, Illness/injury-7, Injuries to staff-2 Hazards: Neptun Structure's book value 0. Robert's mitigated hazard by attending to frayed cables. 	<ol style="list-style-type: none"> Register recorded notification to parents: Head incidents-2, Illness/injury-7, Injuries to staff-2. Hazards: Neptun Structure's book value 0. Robert's mitigated hazard by attending to frayed cables. 	<p>Personnel committee take responsibility for sighting the Accident Register.</p>	

<p>Policy Review & Board Assurances <u>2024 Review Schedule and Board Assurances</u></p>	<p><u>2024 Review Schedule and Board Assurances</u> Please check each term 2 policies and assurances; Board members must review these.</p>	<p>Recommendations The CQS Board notes Board members must review term 2 policy and assurances</p>	<p>Action: Board members Confirm all members have read/ or endorse the term 2 policies as well as the respective assurances.</p>
<p>Fundraising</p>	<p>Personnel discussed the success of the Taylor Swift Raffle and the Hura Pikita unveiling of the mural adorning Elizabeth St</p>	<p>Recommendations The CQS Board notes FUNDRAISING Taylor Swift Raffle was a major success and the media attention bodes well for the school on a number of levels. MAJOR SCHOOL EVENT Hura Pikitia Pakitara/Unveiling of the mural <i>The Forest, Us, Ancestors, Tomorrow</i> was another major success; likewise the media coverage impacts well on the school.</p>	

Finished 7.08pm

Discussion of agenda items

Item	Discussion / Outcome	Action for Board	Action Required - Timeframe - Person

Parking Lot.

Discussion Initiator	Item

Finance



CLYDE QUAY SCHOOL

Finance Report
Report for the year to 30 June 2024
(All figures are GST exclusive)

1. Introduction

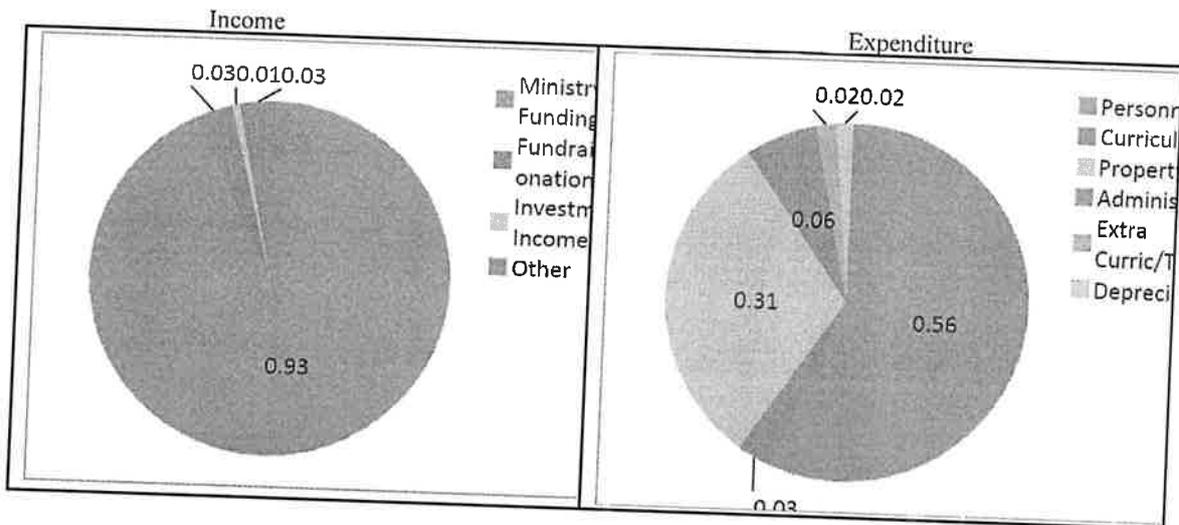
The purpose of this report is to provide the Board of Trustees with a summary of the financial activities of Clyde Quay School for the year to 30 June 2024.

2. Financial Operations (Excludes grants for hall relocation)

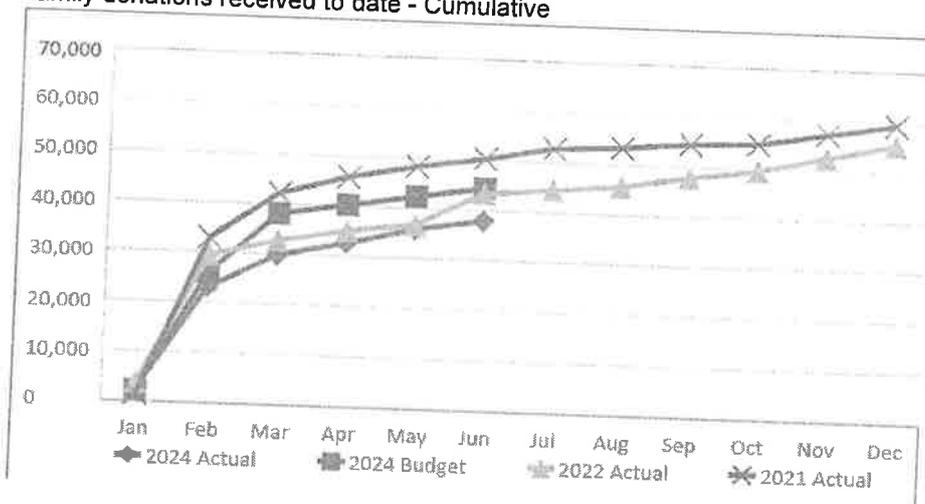
() = Deficit	Actual	Budget
Month	\$3,639	(\$10,565)
Year to Date	\$65,478	\$17,894
Year End Projection / Budget	\$47,612	\$425

Income/Expenditure to Date Proportions

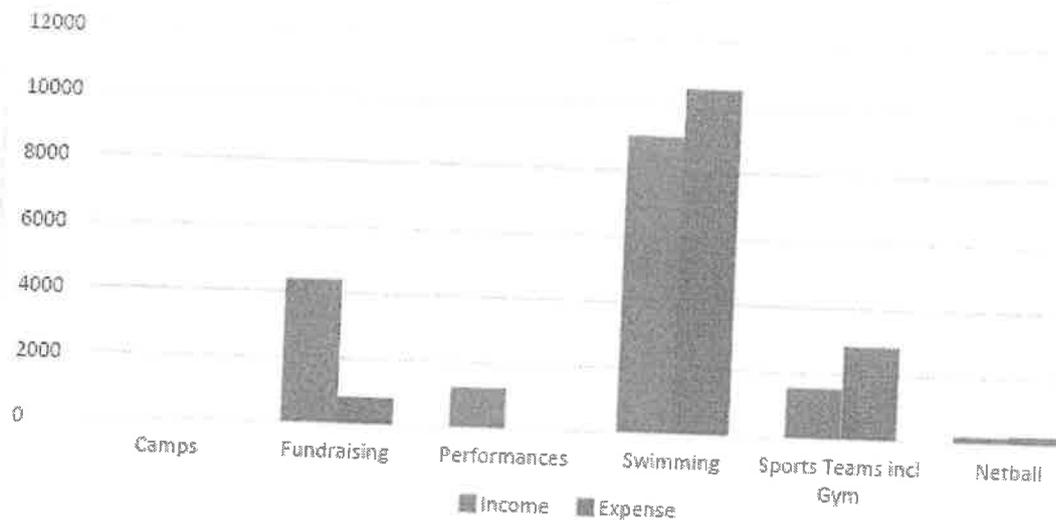
	This Month			Year to Date			Full Year	Last Year to
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	30/06/2023
Ministry Funding	200,317	190,684	(9,633)	1,210,554	1,203,200	(7,354)	2,406,403	1,168,465
Fundraising/Donations	3,276	2,780	(496)	44,771	57,320	12,549	82,000	60,818
Investment Income	407	833	426	8,897	7,498	(1,399)	19,000	4,264
Other	2,075	3,395	1,320	43,212	31,733	(11,479)	47,619	38,055
Total Income	206,075	197,692	8,383	1,307,434	1,299,751	(7,683)	2,555,022	1,271,602
Learning Resources	129,417	128,592	(825)	738,927	778,333	39,406	1,555,912	736,177
Property	58,662	64,172	5,510	381,348	387,682	6,334	774,845	384,902
Administration	9,601	10,164	563	80,297	68,317	(11,980)	139,325	65,290
Extra Curricular	960	1,839	879	14,315	19,185	4,870	28,015	16,746
Trading	733	100	(633)	8,295	8,000	(295)	15,800	10,137
Depreciation	3,062	3,390	328	18,771	20,340	1,569	40,700	21,363
Total Expenditure	202,435	208,257	5,822	1,241,953	1,281,857	39,904	2,554,597	1,234,615
Net Surplus / (Deficit)	3,640	(10,565)	(14,205)	65,481	17,894	(47,587)	425	36,987



Family donations received to date - Cumulative



Cost Recovery



Notable Events in the Month

Result: For the month a *surplus* of \$3,639

Income

No new Ministry operating grant income received in the month. Notable local funds income was from family donations (\$2,044); general donations (\$840); sports fees (\$994) and fundraising from the runathon (\$392). Also received was a grant of \$20,000 from the NZ Community Trust for the hall relocation and from the Ministry, funding for replacing the high level windows etc. in block A (\$154,645).

Expenditure.

Salaries totalled \$24,492 (\$22,027 last month) Other significant costs were for the school art project (paint \$1010 & salary \$735); subscriptions (interviews \$173, NZSBA copyright licensing \$789, Education Enterprise \$200) and payment for the WAF Taylor Swift raffle (\$6,625). Because the school is to be reimbursed for the raffle cost it has been recorded as a debtor. Capital spending was for carpet strips for the hall (\$1,063).

Financial Position / Working Capital

The Working Capital position at 30 June 2024 was \$554,595. At the commencement of the year, it was \$338,628.

Cash in the bank at months end totalled \$925,855 (\$263,251 on term deposit) compared to \$626,990 at 31 December 2023.

5. Other Financial Issues / Points of Note

Banked Staffing

The staff banking usage as at 23 July was 150.27 FTE compared to an entitlement of 146.15 FTE resulting in a *negative* balance of \$10,068. (Previous year balance was *positive* \$12,268). Any positive balance, if not used by 31 March, will generate a refund of a proportion of the balance and will be paid with the 1 July operations grant.

6. Playground and Hall Projects

Funding for the hall relocation has increased with the \$20,000 NZCT grant to \$195,000. Expenditure this year has been for electrical engineering (\$500); architecture developed design (\$2,500); weathertightness (\$19,858) and carpet strips (\$1,135). Expenditure this year on the playground has been for a detailed design of the multi-sport area (\$2,365).

7. Recommendations

That the Committee/Board receives the report

Report prepared by:	Graeme Wigzell	Date:	Updated 09.08.2024
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Report reviewed by:	Neil Passey/ Liz Patara	Date:	09.08.2024
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Commentary

Despite the absence of any new Ministry operational funding the result for the month was nonetheless a surplus because of the increase in the accrued operations grant and the collective agreement funding. Expenditure was slightly less than budgeted and most particularly the Personnel group, the largest budget was on a par with what has been budgeted. The combination of additional income and reduced expenditure has resulted in a surplus that contrasts to the budgeted deficit'

The year-to-date surplus (\$65,478) is greater than has been budgeted for at the halfway stage of the year (\$17,894) but the latter is a consequence of simply dividing many of the budgets by 12. Compared to the passage of 50% of the year, income excluding the non-cash entries for use of land and buildings and Ministry teacher's salaries, is 56% of the annual budget (Ministry income 50%, local funds 68%) and expenditure 45% (personnel, excluding the teacher's salaries 29%). The result is an increase on the \$36,987 surplus at the same stage last year. If the Teacher's Salaries Grant is excluded, both Ministry and the overall income are on a par with last year but expenditure is 10% less in the current year (Personnel 41% less, Curricular +44% and Administration +23%).

If you would like to discuss the finances or you have any questions please get in touch.

Regards

Graeme

Property

Property Subcommittee meeting

Date: 05/08/24 via google meet
Invited: Michelle, Liz, Cameron, Andrew and Sarah
Apologies:
Minutes: Sarah
Next meeting: Prior to next board meeting

Review of Action Points:

- ML to email Mark back about Classroom visit next week (Completed)
- ML to send Architect resolution to board (Completed)

Projects

SIP Project

- Rimu SIP projects are proceeding well and slightly ahead of schedule. Internal furnishing now underway, windows complete and doors currently being fitted.
- Meeting with Mark afterschool on Wednesday this week - site manager
- Tracer (Fraser) have been outstanding to work with, working with teachers to coordinate works
- Tracer contract \$112k + \$10k Mark's fees. \$5k additional carpet and autex (\$127k vs \$158k received)

Hall Move and C, D, & E Remediation

- WAF Fundraiser raised \$75k~ (GST tbc, can be claimed back on purchases)
- GST registration kicks in once \$60k revenue exceeded
- Foundation works update: IL3 ~ \$172K for pile foundations, IL2 ~ \$60k for pile foundations
- Pax capacity is 250 people, seismic testing (highest school roll has been 265 students)
- Comfortable capacity for whole school is ideally 238 pax
- Do we want to pursue IL2 (max capacity 250) or IL3 (with extra \$100k to find)
- Existing file on original hall construction; no available documentation for calculations for structural engineering signoff
- 2013 change of use for hall and WCC application increased occupancy load to 270 (code of compliance certificate) (complies as nearly as practicably required)
- Alternative approach using steel could be an option (with steel donated by school family)
- What are the proposed improvement costs to the school for hall vs move & foundations

Scenarios: 1. Hall built to IL2 code - 250 pax to minimise building costs
2. Hall built to IL3 code +250 to maximise capacity

- Principal/Dep Principal keen to ensure hall can be used for all school assemblies +250 capacity
- Need to understand where costs are - i.e. pile depth, and whether alternative design (i.e. using steel)
- Need to understand what the difference in costs are between IL2 vs IL3
- Need to understand whether loading (0.75 for >10 years)

Action: Approach Architect to contact Structural Engineer for further guidance/instruction. Pref Wellington SE and familiar with school. PT to approach personal contacts for a second opinion.

5YA Roofing Project

- Karaka roofing funds will be rolled into weathertightness works (supplementary funding has been approved)
- Block B Pohutukawa and Block A (administration/main block reroofing projects) being lined up for project planning currently

Other Matters

- Neighbours boundary fence (firewood pile reducing with winter)
- Easement - currently with lawyers

Action Points

- ML to arrange a meeting with Damian and Structural engineer.
- Meeting arranged with Mark re progress of SIP project.

Community Communication

Communications

Correspondence for Board of Trustees' Meeting 12th August 2024

INWARDS

Date/Date Rec'd	Received From	Subject	Action
1 July 2024	Ministry of Education	Education Gazette, Vol 103, No.8	For Board FYI
1 July 2024	Starters & Strategies	The New Zealand Teachers Magazine, Term Two 2024	For Board FYI
20 June 2024	ASB Statement	Visa Business Statement	For Board FYI
22 July 2024	ASB Statement	Education Administration Account	For Board FYI

OUTWARDS

Date	To	Subject	Sent by