CLYDE QUAY SCHOOL
Te Kura O Matairangi

Board of Trustees Meeting

28 July 2025

6.30pm

CLYDE QUAY SCHOOL
Te Kura O Matairangi

CQS Board of Trustees Agenda

28 July 2025

ADMINISTRATION		
Subject	**Person**	**Time**
Opening Karakia	Leon Davidson	6.30pm
Present	Chair - Michelle Little 6.35pm	
Apologies		
Confirmation of Previous Minutes - 18 June 2025		6.38pm

MONITORING		
Review of Action Items	**Responsible**	**Outcome**
Living wage - all employees at CQS	Cameron/Michelle	Living Wage - back date to start of the year. Resolution approved. ACTION *to Put in place new wage. DONE.*
Policy around monitoring to be created	Chris Myatt	Legal advice received. Do not record during school hours. Slight adjustments to be made and circulated to the Board. Change before holidays Term Two. ACTION
Looking into whole school cameras - office and grounds.	Chris & Monty	Ongoing. Hall Camera has been mounted. Pohutukawa will also have one. ACTION

Look into further funding options to make this multisport turf happen.	Property Committee	Waiting for audited financials.
Capital project working document - need to work through this.	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) Waiting for audited financials.
Term Two Policies for review - School Docs	All Board Members	If all Board members can please review Term Two's policies on School Docs by end of the Term. ACTION
Community Subcommittee - Website	Andrew/Sarah	Review of website - is everything up to date? Process to be created for updating website. ACTION
Bike parking	Sue	Look into a grant for the bike parking

GENERAL BOARD MATTERS		
Subject	**Person**	**Time**
Principals Report - Appendix I	Cameron	7.00pm
Audited Financial Statements - Appendix II	Michelle	7.11pm

BOARD STRATEGY		
Subject	**Person**	**Time**
n/a		nil

CLYDE QUAY SCHOOL
Te Kura O Matairangi

SUB-COMMITTEES			
Subject	**Appendix**	**Person**	**Time**
Community Engagement	Appendix III	Sarah	7.47pm
Personnel	Appendix IV	Cameron	7.52pm
Property	Appendix V	Michelle	7.54pm
Board Memo	Appendix VI	Michelle	8.00pm
Finance	Appendix VII	Chris	8.23pm

COMMUNICATIONS			
Subject		**Person**	**Time**
Correspondence	Appendix VIII	Cameron	8.30pm
Up-coming Newsletter items		None	8.40pm

MEETING CLOSURE		
Subject	**Person**	**Time**
Next Meeting Date	Wednesday 10 September	6.30pm
Review of Action Items		to be sent
Appoint Karakia for next meeting	Cameron	
Closing Karakia	Leon Davidson	8.42pm

ADMINISTRATION

CLYDE QUAY SCHOOL
Te Kura O Matairangi

CQS Board Meeting Minutes
28 July 2025

ADMINISTRATION		
Date:	**Start Time:** 6.37pm	**Finish Time:** 8.42pm
Meeting No.	**Location:** Online, Google Meet	
Present:	**Board Chair**	Michelle Little
	Principal	Cameron Ross
	Staff Trustee	Leon Davidson
	Board Members	Susan Bibby, Andrew Neal, Sarah Todd & Monty Paliwal,
	Secretary	Laurelle Winiata
Apologies:	Chris Myatt & Neil Passey	

Welcome/Karakia: Leon Davidson

Conflicts of Interest Register: Nil

Minutes of Last Meeting:

Resolution: That the minutes of the meeting dated 18 June 2025 be accepted as a true and accurate record.

Moved: Monty **Seconded:** Cameron

MONITORING - PREVIOUS MEETING		
Action Item	**Responsible**	**Outcome**
Living wage - all employees at CQS	Cameron/Michelle	A big thanks from the staff member. Completed.
Policy around monitoring to be created	Chris Myatt	Ongoing. Legal advice received. Do not record during school hours. Slight adjustments to be made and circulated to the Board. Change before holidays Term Two. ACTION

Looking into whole school cameras - office and grounds.	Chris & Monty	Pohutukawa will also have a camera, just waiting on the policy to be confirmed. ACTION
Look into further funding options to make this multisport turf happen.	Property Committee	Review in Board Memo.
Capital project working document - need to work through this.	Finance Subcommittee	Refer to finance minutes.
Board exploring accountancy options and reports that are created for the Board	Finance Committee	Ongoing. The Board decided to work through the current accounting at this stage. ACTION
Newsletter - Weekly School. A Blurb around the annual report being pulled together.	Sarah	Letting the community know we are working on the new annual plan and can be accessed on the school website. Blurb can be added to the website. ACTION
Term Two Policies for review - School Docs	All Board Members	Main policies were signed off by everyone. Cameron will re-send the email about how to use School Docs for the Board Members. Term Three policies are now available for review. Personnel subcommittee can review and confirm these have been reviewed each term by week 8. Ongoing ACTION
Community Subcommittee - Website	Andrew/Sarah	Monty has created a website design plan for review to make any changes. Sarah has come up with a process as well. Ongoing. ACTION
Bike parking	Sue	Look into a grant for the bike parking. Ongoing. ACTION

Moved: Michelle **Seconded:** Cameron

GENERAL BOARD MATTERS	
Principals Report	Principals Report - Appendix I. Taken as read. • Board happy to sign off Term 4, 2025 Out of Zone places. (0-3 year groups) • Board happy to sign off Term 1, 2026 Out of Zone places. (0-3 year groups)

	Resolution Living Wage to increase on an annual basis - resolution, approved by Board. **Moved:** Sarah **Seconded:** Leon
Administration	n/a
Audited Financial Statements	Appendix II Michelle provided the Audited Financial Statements to the Board Members for review. Reviewed at the financial subcommittee - with agreement Michelle went back to the Auditors (BDO) with commentary in regard to some concerns. The Board confirmed they are accepting this report with the Board comments added. The Auditor will then finalise the report. Unanimous agreement. **Moved:** Michelle **Seconded:** Monty
In Committee	n/a

POLICY REVIEW & BOARD ASSURANCE	
Policies for Review	Term Three Policies on School Docs for review, please have completed by week 8, Term Three. Personnel subcommittee to ensure completion each term. ACTION
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:**

SUBCOMMITTEES

COMMUNITY	
Community	Appendix III Taken as read.
Recommendation:	•

Moved: Cameron **Seconded:** Sue

PERSONNEL	
Personnel	Appendix IV Taken as read. **Resolution** Keeping up with the Living Wage annually for our staff. (Incremental increases each year). Unanimous Agreement.
Action:	n/a

Moved: Michelle **Seconded:** Leon

PROPERTY	
Property	Appendix V Taken as read.
Action:	

Moved: Monty **Seconded:** Leon

BOARD MEMO: Multisport Turf Development - July 25, 2025	
	Appendix VI Taken as read. Unanimous Agreement - Option One, to fund shortfall and pay for the multiturf.
Action:	

Moved: Monty **Seconded:** Leon

FINANCE

Finance	Appendix VII Taken as read. ACTION: Policy for reserve funds spending.
Recommendation:	n/a

Moved: Sarah **Seconded:** Michelle

COMMUNICATIONS	
Correspondence	Appendix VIII Taken as read. Uniform Letter - Slavery, reviewed, however not proceeding at this stage.

Moved: Monty **Seconded:** Leon

ACTION ITEMS MOVING FORWARD		
Action Item	**Responsible**	**Outcome**
Policy around monitoring to be created	Chris Myatt	Ongoing. Legal advice received. Do not record during school hours. Slight adjustments to be made and circulated to the Board. Change before holidays Term Two. ACTION
Looking into whole school cameras - office and grounds.	Chris & Monty	Pohutukawa will also have a camera, just waiting on the policy to be confirmed. ACTION
Board exploring accountancy options and reports that are created for the Board	Finance Committee	Ongoing. The Board decided to work through the current accounting at this stage. ACTION
Newsletter - Weekly School. A Blurb around the annual report being pulled together.	Sarah	Letting the community know we are working on the new annual plan and can be accessed on the school website. Blurb can be added to the website. ACTION
Term Two Policies for review - School Docs	All Board Members	Main policies were signed off by everyone. Cameron will re-send the email about how to use School Docs for the Board Members. Term Three policies are now available for review. Personnel

		subcommittee can review and confirm these have been reviewed each term by week 8. Ongoing ACTION
Community Subcommittee - Website	Andrew/Sarah	Monty has created a website design plan for review to make any changes. Sarah has come up with a process as well. Ongoing. ACTION
Bike parking	Sue	Look into a grant for bike parking. ACTION
Audit Outcomes - Policy changes/actions to implement	All	Refer above to Audited Financial Statements - notes each action. ACTIONS
Reserve Spending	Finance Committee	Policy for Reserve Spending to be put in place ACTION

Next Board Meeting Date: Wednesday 10 September at 6.30pm	
Appoint Karakia for next meeting: Cameron	
Closing Karakia: Leon	**Meeting Closed:** 8.42pm

BoT Presiding Member
Michelle Little

MONITORING

Clyde Quay School
Principal's Report

Date: 21 July 2025

Roll Tracking

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2025	196	213	215	213	217	218	228					
2024	190	204	209	211	212	217	222	229	229	230	228	230

Expected enrolments: (from 21 July)
Term 3 - 5
Term 4 - 2

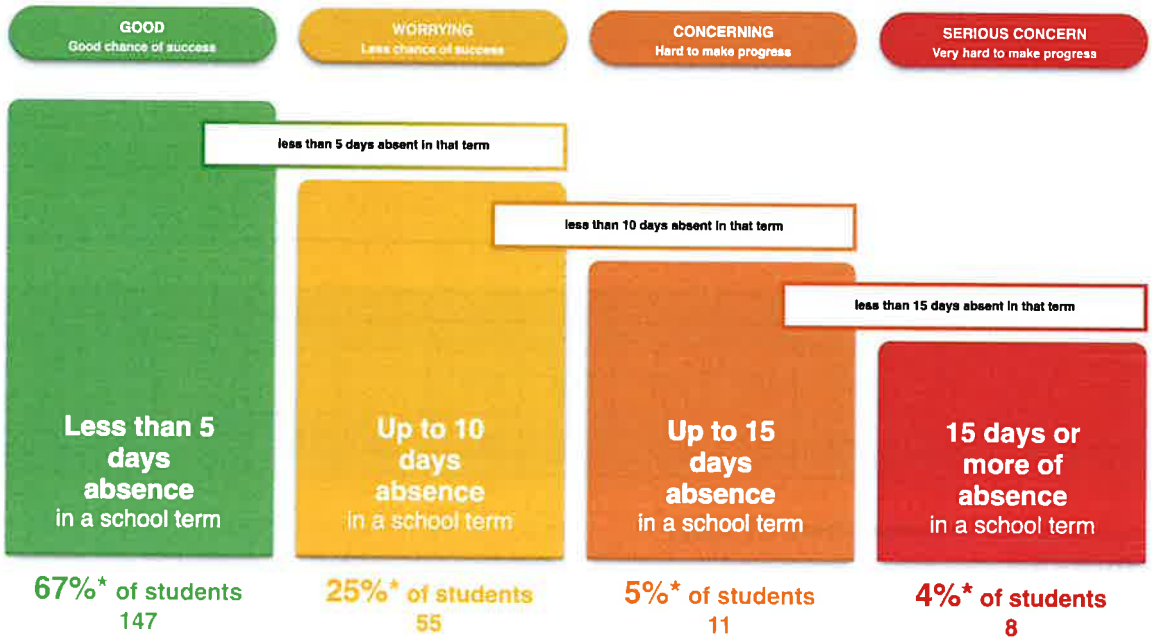
Withdrawals:
Term 3 - 0, however 4 confirmed (4 x returning overseas)

Comments	Actions
Staffing based on roll of 232. July 1 roll return - 224	Proposed Term 3 Ballot - 4 students at Year 0-3. Run from Thursday 31 July to Thursday 4 September Term 4 Ballot Thursday 23 October to 20 November Placings TBC at Term 4 Meeting

Year level tracking:

Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
4	30	24	16	25	38	29	27	35

Attendance



Comments	Actions
Above is the summary for Term 2. 11% decrease in the "Good" attendance category. (10 students from T1 summary) 8% increase in "Worrying" attendance category. (11 students) 0% increase in "Concerning" attendance category. (1 student) 4% increase in "Serious Concern" attendance category. (7 students) Analysis of Term 2: Serious Concern (8) - 6 away on holidays to home country 1 on bereavement leave 1 spent time in hospital Concerning (11) - 129.5 total days 67 sick days 26 days of holiday in term time 11 justified days 6 explained but not justified 2 truant days As with last term, those who fall in the concern categories will be emailed offering support.	Attendance Plan to be sent out and reviewed by the Board for Week 7 meeting. Reminders to the community about the importance and impact of attendance to be sent out. More explicit as to the research around missing school. Engagement of other agencies if attendance remains low for the 2 students.

Cameron will meet with whānau of 2 students who have appeared in the concerning category in both terms.	

Curriculum

ERO:
Draft Report sent to Cameron and Michelle for confirmation.
We have signed it off and it will become our report

Appendix 1

Literacy:
BSLA has started in Ngaio.

Comments	Actions
Technology requirements and pressure on spaces (especially in Ngaio) have been highlighted through the change in approach with the new curriculum. Children being taught in Year Level groups which means that each level needs a classroom space with a screen big enough to present to a class. Currently resolving technology issues via repurposing ICT funds that were meant for iPads (junior need is now not as urgent as it was last year). Will need to consider spaces moving forward, but relief once Karaka block development is finished.	Board to note ERO Report. Once confirmed report has come through it will be sent to the Community via newsletter link and added to the website. Board to write commentary to go with report, especially newsletter write up for parents.

Student Achievement

Reports to be shared before next Board meeting for questions etc from Board

Comments	Actions
Wellbeing@School Term 2-3 Analysis	Cameron to share reports via email for review.

Documentation and Policies

Term 3 policies	Review opens 30 June
• Child Protection	Board review
• Abuse Recognition and Reporting	Board review
• Food and Nutrition	
• Safety Checking	Board review
• Police Vetting	
• Missing Student Procedure	

2025 - 2027 Policy Review Schedule

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

Comments	Actions
Reminder that all policies need to be checked off through the SchoolDocs site - Michelle sent instructions. Not all Term 2 Policies signed off on SchoolDocs	Each Board member to confirm that they have read the Term 3 Policies via the SchoolDocs website - All links must be noted and signed off as well. Assurance from the Board that Term 2's policies were read and signed off by all members.

Personnel and Professional Development

Professional Development:
BSLA -
Anya, Fiona and Claire have completed their BSLA Professional Development.
Joseph and Abby are currently undergoing training in the Year 5/6 programme.
Janessa enrolled to complete Tier 2 and 3 specialist training (withdrawal similar to Reading Recovery)
Xandra completed BSLA Facilitator's training

Cameron -
Beginning Principal's Mentoring
City Principal's professional learning group with Mark Sweeney

Whole staff professional development session with SkyLight regarding grief - how to recognise and support. In response to supporting the children through recent events.

Staff Report Term 2

Comments	Actions
Living Wage. Actions from last meeting taken and all staff members now receive the Living Wage. This is due to increase on 1 September to $28.95 Working with a staff member to reduce days in the short term due to family illness. Current staffing levels will make it manageable.	The Board resolves that remuneration for staff will raise upon any increases to the Living Wage. Further increases will continue to be flagged to the Board ahead of time.

Home and School Partnership

Open Afternoon / Book BBQ was a success. Lots of parents and had lots of anecdotal feedback that the parents really enjoyed coming in and seeing their child's learning.

Book sales were down on previous years, but was still successful considering it wasn't run as an event. We will continue to advertise buying through the newsletter for those who missed out.

Next events:
Raffle Fundraiser - Date TBC
Hall/Karaka/Playground opening - Date TBC

Comments	Actions
Will work with Phernne and staff to set dates for upcoming events. Book sales: 2025 - $2265 2024 - $3035	Continue advertising Book sales through newsletter.

Health & Safety

Register from 11 June to 21 July

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 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

Comments	Actions

ERO recommended addition to the Health and Safety Register in the form of a "Standing Health and Safety" - identifying risks that are constant and what we do to mitigate them on a daily basis.	Cameron to develop and get checked off with Michelle.

Strategy / Annual Plan Reporting

Audited finances returned.
Annual Report completed and checked by Board (minus audited finances)

Through discussion with Mentor Principal re: Strategic Plan, there are potentially some changes coming that would set the strategic direction. This could mean a less personalised approach going forward.

From Ministry of Education Website:
"You do not need to develop a new strategic plan for 2025, but your board can amend your current strategic plan if you wish.

If you don't have a current strategic goal for meeting the Government priorities for Education, it is strongly recommended you add targets for these priorities in your annual implementation plan for 2025. This could look like setting targets:

- Relating to actions you are taking to implement/prepare to implement curricula, assessment and aromatawai changes. Where relevant, this could include establishing baseline information for where your students are at in relation to new curricula being implemented in 2025.
- Relating to actions you are taking to lift attendance and reduce absence."

Comments	Actions
Would still be worthwhile canvassing opinions from staff, students and whānau on the strategic direction of the school. Joint staff/Board meeting has been held in the past and have been successful - we could look at this as well. Cameron happy to hold some student discussion meetings around key questions	Post final Annual Report to website when available. Cameron to meet with Community Subcommittee to discuss next steps.

Report compiled by Cameron Ross

CLYDE QUAY SCHOOL
Te Kura O Matauranga

Staff Report
Term 2
Board Meeting
2025

Harakeke:

Literacy

- **BSLA:** In Term 2 we did a 'second round' of the first level of our Better Start Literacy for the majority of students to help them consolidate their Term 1 learning. Fantastic progress was made. Meanwhile, some students who needed some extension, went up to Pohutukawa to participate in the next level. They also made great progress.
- **Writing:** It was a term of exciting progress in writing as students began to fly with writing independently, including writing some high frequency words and using their letter sound knowledge to sound out words.

Maths: We have been following the year one Maths No Problem programme. Students were learning counting, addition, and positional language (geometry). They were also learning how to represent math concepts and symbols in their Maths No Problem workbooks.

Inquiry: We kicked off our science inquiry with a visit to the Innermost community gardens in Mount Victoria | Matairangi where students were encouraged to:

- Act like a scientist: Notice and observe by using their senses
- Think like a scientist: Be curious by asking questions

From students' observations, photos and questions, we went on to examine sunflowers (including eating and growing sunflower seeds), do observational drawings, explore nature in our Harakeke garden, do leaf rubbings, identify native trees around our school and finally plant some vegetables in our planter boxes with whānau on our Open Afternoon.

Te Reo Māori

This term we added to our repetoire of Karakia, and students continued to practice counting to 31 (based on the date). They also really enjoyed their weekly Kapa Haka and te reo Māori sessions with Matua Hemi. Using the poi is always a highlight (and rather entertaining!).

Pōhutukawa:
Literacy

- **BSLA:** Our tamariki continue to learn phonics through the Better Start Literacy Approach. They are developing their understanding of letter sounds and morphological awareness.
- **Writing:** Our writing has been linked to our inquiry this term. Learners have had a range of experiences writing informative pieces about animals, including about diet, food chains, habitats and adaptations. Our writers are gaining confidence in sharing their ideas, matching letter sounds to their written form and inclusion of punctuation in the correct places.

Maths: We have been following the year one and two programs of the Maths No Problem curriculum. Students in year one are becoming more confident using a workbook now that they are on Workbook 2. The focus has been on counting and using five and ten frames to show combinations of numbers to 5 and 10. Students in year 2 have completed their first textbook and are growing their confidence with multi-digit numbers.

Inquiry: Our science focus has allowed us to learn lots about animals and their adaptations. As part of our inquiry we were able to take our ākonga to the Wellington Zoo in week 8. This was awesome! We have also been interested in bean seeds, which we investigated, planted and continue to watch grow in our window with mixed success.

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, weaving and sgraffito artwork. Tamariki love the opportunity to get creative and try out different art styles.

Physical Education: Through our fitness sessions we have been working on developing our fitness and body coordination. Our tamariki have also been developing their yoga skills this term, a bad-weather friendly brain break. Tamariki particularly enjoyed their opportunity to go to Yoga in Daily Life studio in week 7. This both tested and improved our tamariki's abilities to hold yoga poses and follow flows.

Te Reo Māori: Kua ako ngā tamariki i ngā rā o te wiki, me ngā nama. Our tamariki have been dedicated to learning their numbers to 31 and the days of the week. We continue our weekly kapa haka sessions and have even started learning our school haka!

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
Our writing this term has been closely linked to our inquiry learning. Learners have engaged in a variety of informative writing tasks, including instructions for planting a seed, explanations of the plant life cycle, the components of soil, and the process of photosynthesis.

Maths: We have been following the Maths No Problem curriculum for Years 2, 3, and 4. This term, our focus has been to continue developing a strong understanding applying a range of addition and subtraction strategies.Students also began to look at strategies around multiplication and division.

Inquiry:
Our science focus this term has been all about plants and the processes they go through to grow. Students explored what plants need to grow and the different stages of their growth. They each grew their own plant and carried out scientific observations throughout the process. They also learned how to extend their initial sketches into detailed scientific drawings and labelled diagrams.

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, weaving and graffiti artwork. Tamariki love the opportunity to get creative and try out different art styles.

Physical Education:
During our fitness sessions, we've been focusing on building both physical fitness and body coordination. Our tamariki have also been developing their plyometric and dance skills this term, using dance and fitness videos on rainy days and during brain breaks.

Te Reo Māori:
Our tamariki have been enthusiastically learning the days of the week and counting all the way up to 31! We're continuing to enjoy our weekly kapa haka sessions and have proudly begun learning our very own school haka.

Ngaio:

Inquiry: This term, we began by preparing for our upcoming production. We explored what is involved in staging a production and developed our script writing skills. In the second half of the term, we paused our production work to begin a science inquiry into forces and motion. We enjoyed conducting experiments to investigate gravity, friction, and air resistance. Throughout, we thought like scientists—making hypotheses, using control tests, and carefully observing outcomes.

Results of parachute test

Marble ramp challenge

Literacy: Our literacy programme has closely supported our inquiry learning. We began by reading plays and exploring key story elements such as problem, solution, and character development. Later in the term, we read about scientists and made meaningful connections to our science learning. In writing, we focused on script writing—starting by adapting well-known stories into play scripts and then creating our own scripts about standing up to bullies for Pink Shirt Day. This prepared us to collaboratively write the script for our upcoming production. In the second half of the term, we developed our persuasive writing skills and wrote speeches on topics of our choice. Some of these will be presented at the school speech competitions next term.

Maths: We have continued working within our year groups on the *Maths No Problem* programme, focusing on multiplication and division. During Matariki week, we applied our geometry skills to create Maramataka calendars, learning to measure angles and draw circles using a compass.

Arts: As part of our production preparations, we have enjoyed participating in drama games and exploring elements of drama to build our skills and confidence ready for next term's performance.

PE: We have enjoyed learning new skills for Rippa Rugby on sunny Friday afternoons, focusing on passing, catching, and defensive play by ripping tags from each other's belts.

Te Reo Māori: This term, we have been practising asking and answering questions about the day of the week and the weather each morning in our paepae. We have also continued practising our pepeha, revised numbers and months of the year, and enjoyed learning about the maramataka and celebrating Matariki.

Rimu:

Maths: We have continued with Maths No Problem this term. In pairs that change weekly, students start each session with a problem they solve together. We then show 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. For the first half of the term we focussed on finding common multiples and factors, working with prime numbers and exponents, and solving algorithms in multiplication and division. In the second half of the term students worked on manipulating fractions including simplifying, adding, subtracting, multiplying and dividing fractions.

Literacy: This term, students have been **reading** novels in small groups. Students read a select number of pages each week, and each student responds to the text with a different role; these range from using evidence to make a prediction to analysing a character. There has been lots of discussions about the novels we are reading.

For **writing**, students have decided on a speech topic and after researching it, have written a speech. Once they have finished drafting and editing, they then deliver the speech. It's been great to see all the students in front of their students, persuading students about why small acts of kinds are important to the need to look after octopuses.

Inquiry: We started the term reading scripts and analysing what makes a good production script. Students brainstormed together to come up with ideas for our production script which we will be showcasing next term. Once an overarching idea was developed students worked in 7 groups to create our production script.

PE: Students have learned and played Ki o rahi and Futsal. It's been great to see some of our students take up leadership roles, coaching a small team of peers from warm ups to games.

Languages: On Fridays, the Year 8's are learning Mandarin, while the Year 7's have self-selected a language (Italian, Spanish (Latin American), Samoan, Bahasa Indonesian, Tagalog, French) and when not working with Keith or the Language Leaders, are learning on Memrise. Students are also learning te reo Māori each week.

Teacher Aides:

Hana, Tanya, Matthew, Jinna: At the end of term, we tested the children in our Taumata groups and were impressed with their movement

Office/Administration:

The school office is running very smoothly considering this term we had ERO on 13/14 May (a couple of minor questions were put our way which we could substantiate).

All areas HR, Payroll, Finances, Administrative etc continue to be managed in the office.

Library:

Our new Student Librarians hit their stride this term and have been wonderful help during busy lunchtimes.
The library continues to be well used as overflow/breakout space for classes, testing, and small group BSLA teaching.

'Book BBQ' was a delayed and scaled-back version this year due to all the on-site construction. It was wonderful to still have so many families able to come through the library on Open Afternoon to make their picks of the books on offer. As anticipated, book donations were down on previous years, but we have some great titles coming to our shelves that readers are very excited about.

The Librarian's Network Meeting focus this term was poetry and verse novels, in anticipation of Poetry Month (August). I also attended the annual Gecko Press / Walker Books evening to hear about what releases they have coming up.

National Library loans this term supported inquiry learning around Matariki; math problem solving; plays and writing and designing for the stage; biology of plants, gardening, insects, and exploring the natural world.

SUB-COMMITTEES

CQS BOARD - Community Subcommittee Minutes

Date: 21 July 2025	**Attendees:** Monty Paliwal, Sue Bibby, Leon Davidson, Sarah Todd, Andrew Neal	**Apologies: Cameron Ros**

Responsibilities of Community Subcommittee	• 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

Summarized Matters for the Attention of the Board

Item	Detail	Proposed action for Board	Action Required - Timeframe - Person
Website review	• Website has recently been refreshed	- Sharing work of webpage review just to make sure everything is up to date - Sarah property - Monty new parent info - Leon staff info - Sue existing parents, searching, links UTD etc May need a bit more obvious description of how sport happens at CQS - Sarah has started this	Before next subcommittee meeting
Progress reporting	• Principal reports on progress against annual objectives. • Assess student achievement data, well-being indicators, and other metrics.	- Still not sure whether we want a mid-year review on our progress (advised by MoE but up to us). - Note student achievement reporting is presented separately	Cameron/TBC
Community engagement & comms		CSC to produce a website content refresh process. - Including for Laurelle to support content	Sarah and Chris to draft and document the process

Community events	• Proposed official hall opening in T3 • Book BBQ event was not as subscribed as usual, which is understandable given different format (part of open day not its own summer event) • Open Evening 25th June was very successful • Kit the kitchen moving slowly (givealittle)	- Probably week 9 of T3 opening (Production tues of w10) Nate will likely be asked to do the opening. Req that the board also get involved. - Definitely plan for a BBQ again next summer, discussed how people may like to contribute, we don't want people to feel that they have to contribute, but some people enjoy contributing food. Need to make sure it is open to all cultures, would snacks be easier to request than salads - Phernne very good at reaching out to the rest of the community as well as CQS whanau	-Cameron to talk to Nate. Sarah to draft doc of how board might help DONE - Sarah will talk to Ci about prior years wh worked well Sue can also document what has been done in previo years
AOB			

Personnel Subcommittee Minutes

Date: 21 July 2025	Present: Cameron Ross, Michelle Little, Leon Davidson, Chris Myatt	Apologies: Monty Paliwal

Summarized Matters for the Attention of the Board

Context	Discussion / Outcome	Action for Board	Action Required - Timeframe - Person
Living Wage	Cameron met with affected staff and pay + backpay has been actioned. Discussion re: the Living Wage increasing on September 1. Living Wage will increase to $28.95.	Agreement that as Living Wage increases, we will continue to match for affected staff. Board will be informed leading up to the increase.	Cameron to check Living Wage increases and inform Board when we are due to increase any pay to reflect the new rate. Cameron to ensure the rate of 1 affected staff member is adjusted from September 1.
Principal's Report	Cameron shared Principal's Report	Term 3 Ballot: Confirm 4 places in Year 0-3 for Out of Zone Enrolments. Ballot dates: Thursday 31 july to Thursday 4 September.	

Property Subcommittee meeting

Date: 21/7/25 via google meet

Invited: Michelle, Cameron, Neil and Sarah

Apologies: None

Minutes: Michelle

Next meeting: Prior to next board meeting

Review of Action Points:

- Prepare board memo with details around Multisport Turf for board consideration.
- ML & PT + project team if interested to have meeting with Architect

Projects

Hall Move (Block D)

- Final Autex in the hall was installed over the school holiday. Any additional Autex to be installed would need to happen next school holidays once Karaka is back in their classroom.
- Meeting with Architect stalled waiting for Architect to be ready
- Budget situation - have almost final figures. There will be some funds remaining from contingency funds to put towards multisport turf.

Block E and C (Karaka 1, 2 & 3)

- Work is currently underway and on track to be completed week 9 of this term (T3)
- MoE is covering new Autex on external West and South walls in the classrooms (Karaka 1, 2 & 3)
- 5YA funds are currently in negotiation to be utilised for any additional work needing to addressed during the recladding project. 5YA funds already allocated to projects won't be used. But unassigned funds put aside may be needed for Karaka related fixes.

Multisport Turf

- We have now received contractor quotes for all work needed.
- With all costs now in (or anticipated) we have projected costs of around $140k. We have raised funds and received grants totalling $65k, and an additional $20-30k from the Hall Move and Improve contingency budget to be confirmed. This leaves us with a projected shortfall of $40-50k for the board to source. Once audited 2024 accounts are complete, we will be in a position to know our options regarding financing this project.
- The property subcommittee will supply a board memo detailing the specifics of this project, and recommendations for funding consideration at this board meeting.

SIP Project

- This is remaining open until Hall costing is confirmed, and final use of funds are determined.

Cultural Research and Property Works

- Waiting on Pokau's availability.

5YA Roofing Project

- Waiting on Architects quote - discussion with MoE due to be held to discuss current 5YA status across school.

Bike Parking

- Still a priority, but will likely be able to be actioned once Hall/Karaka and Multisport turf are closer to completion.

Action Points

- ML and CR to meet with MoE Property Advisor to sort out financials around 5YA projects.

Clyde Quay School
Board Memo

Date	28 July 2025
From	Property subcommittee
Reviewed	Finance subcommittee
To	CQS Board
Subject	CQS Multi Sport Turf Development

Purpose

This memorandum outlines the revised scope and updated cost estimates for the Multi-Sport Turf (MST) development at Clyde Quay School. It also presents funding options to address the current shortfall of approximately $25,000 required to complete the full project.

Background

- The construction of a purpose-built Multi-Sport Turf is a key element of the Clyde Quay School Campus Masterplan, adopted by the Board in 2022, and an intended action captured in our 2025 Annual Plan. Following the completion of the hall relocation (Phase 2), site assessments by our contractor, Maycroft, and two specialist turf suppliers have confirmed the need for substantial groundwork and an asphalt base. This base is essential for ensuring appropriate grading, effective drainage, and long-term durability (15+ years) of the turf.
- The initial estimate for groundwork—$18,000—was included in the hall relocation budget. However, contractors indicated this amount could increase after demolition when the sub-surface conditions could be properly assessed. Post-demolition evaluations have confirmed the need for significant drainage and grading work, increasing projected costs.
- Over the past six months, the Property Subcommittee and Whānau and Friends of CQS (WAF) have undertaken extensive planning and fundraising efforts. The revised scope will deliver a durable, high-quality asset that enhances student recreation and minimises future maintenance and replacement costs.

Summarised planning to date

- Ensuring safe and timely return of the site to usable condition for students remains a priority.
- Post-demolition site assessments revealed greater groundwork needs than initially anticipated.
- All turf suppliers require an asphalt base to guarantee installation. Proceeding without it risks future issues and voids warranties.

- Initial quotes from Maycroft and Tiger Turf exceeded $200,000. The project team sought more cost-effective solutions and secured alternative contractor bids, reducing the total cost by approximately $50,000.
- Maycroft has since submitted a competitive revised quote.

Funding Overview

Source	Detail	Amount
1. School Board	Phase 2 Project Allocation	$28,418.96
2. MoE	Repurposed SIP Funding	$24,410.28
3. Community Grants	NZCT, Four Winds, Lion Foundation & One Foundation	$45,000.00
4. Whānau & Friends	TS Raffle, 'Tricky Chats' Fundraiser	$22,974.24
	Total	**$120,803.48**

Funding sources

1. Board has previously committed funding to date for Phase 2 campus projects (hall move and improve and multi sport turf). Total $28,000
2. The Ministry of Education has confirmed that there is no development funding available to support the multi sport turf. However, we have agreement in principle to repurpose our remaining SIP funds towards this project. The amount remaining in this fund is $24,000
3. Community grants received to date for the MST project total $45,000.
4. WAF have committed $22,000 towards the project from the Taylor Swift raffle, and a small event fundraiser (Tricky Chats)

Updated Project Costs

Component	Quoted Cost
Ground Works	$68,529.73
Turf Installation	$59,744.16
Fencing	$17,824.00
Total Estimated Cost	**$146,097.89**

Funding Shortfall

- **Total Shortfall:** $25,000
    - $15,700 for groundwork
    - $9,600 for turf and fencing

Board direction is sought regarding continuation of the full project, in light of this shortfall.

Proposed Timeline

- **Groundwork & Asphalting**: 25 August – 12 September 2025 (3–4 weeks, weather-dependent)
- **Fencing**: 15 – 19 September 2025
- **Turf Installation**: 22 September – 3 October 2025 (aligned with warmer weather)

Should a contractor become available sooner, partial use of the court may resume by late Term 3. The goal is finished MST availability at the start of Term 4.

Additional Consideration:

- The board has made $12,464.22 in interest on the funds received and held for the Phase 2 Hall Move project and SIP project, across the Hall Move and Property Bank Accounts since June 2023. These funds can be attributed towards our Phase 2 projects - in this case the shortfall, which would leave a shortfall of $12,500 to be funded out of board funds.

Options for Consideration

Option 1: Complete Full Project Using School Reserves

- **Cost:** $145,000 (requires $25,000 from Board reserves)
- **Implications:** Enables immediate progression and completion by Term 4.
- **Note:** Current reserves can support this expenditure (as confirmed by finance subcommittee 14/07/2025 - see minutes)
- **Recommendation:** Preferred option.

Option 2: Partial Completion – Defer Turf Installation

- **Cost:** $86,000 (requires $15,000 from Board reserves)
- **Implications:** Provides a temporary, suboptimal playing surface; significant delay in delivering turf benefits. Grant funding tied to turf would be forfeited. An estimated $60,000 would need to be raised in future years to complete the installation.

Subcommittee Recommendation

The Finance and Property Subcommittees recommend proceeding with **Option 1**, funded through Board working capital. This approach ensures timely project completion and maximises the value of grants already secured. Our 2024 audited financials confirm we are in a position to proceed.

We welcome the Board's direction on this recommendation.

CLYDE QUAY SCHOOL

Te Kura O Matairangi

July 2025
FINANCE REPORT

FOR 28 JULY BOARD MEETING

AGENDA

1. Previous Minutes
2. Actions
3. Key Activities
4. Finance Summary
5. Finance Radar

1. PREVIOUS MINUTES

- Sub-committee meeting was held 21 July 2025. Attendance: Neil, Michelle, Cameron, & Chris.
- Previous subcommittee meeting was held 11 June 2025:
  - Accountants reports discussed at length and therefore added to previous minutes.

2. ACTIONS

Current Actions	Update	Subcommittee/ Board Action	Date Raised	Owner	Due Date	Status
Clean up accounting and account codes	Michelle to source specialist advice to guide Laurelle in cleaning up the account codes.	Subcommittee	June 25	Michelle/ Neil	TBC	In-progress
Capital project working document - need to work through this. Finance subcommittee to determine format and requirements	Once accounts and account codes are cleaned up capital working projects accounting can be created	Subcommittee	June 25	Michelle/ Neil	TBC	In-progress
Multi Sport Turf Proposal - Discussed during subcommittee meeting. Having received 2024 audited financial statements - board has the funds available to fund the shortfall.	Proposal to move forward to be presented to CQS Board.	Board	12 May	Sarah/ Michelle	June 25	In-progress

3. KEY ACTIVITIES

The purpose of this paper is to provide the Board of Trustees with a summary of the key activities that relate to finance since the last Board Meeting.

1. May Finance reports received with review completed. *(Completed)*
2. BDO Audit report recommendations discussed and noted with clarification to be sought. Final sign-off due at board meeting. *(In-progress)*
3. Multi Turf funding requirements. Shortfall identified, and Memo to be brought to the board for consideration by Property Subcommittee. (*Continued*)
4. June Finance reports to be chased - NP
    - Received Friday 25th July - quick review by NP
    - Included summary below

4. JUNE FINANCIAL SUMMARY

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 June 2025

( ) = Deficit	Actual	Budget
Month	$17,648	$19,911
Year to Date	$24,099	($7,829)
* Year End Projection/Budget	($20,707)	($52,635)

Result: For the month a *positive* of ($17,648), **neutral** to budget.

Income

From the Ministry, the first instalment of ESOL funding ($24,960). Significant local funds income was from family donations ($2,020); camp fees ($1,600) and from the book fair fundraising ($1,117).

Expenditure.

Salaries totalled $24,713 ($25,658 last month). Other significant costs were fees for the subscription to the School Boards Assoc. ($1,810); preparation of easement plan for hall relocation ($1,116); property maintenance ($1,617).

	This Month			Year to Date			Full Year	Last Year at
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Same Stage
Ministry Funding	226,518	225,711	(807)	1,244,653	1,258,680	14,027	2,508,690	1,210,554
Fundraising/Donations	3,776	5,680	1,904	46,269	50,521	4,252	75,017	44,771
Investment Income	178	1,500	1,322	3,732	9,000	5,268	22,500	8,897
Other	2,307	4,861	2,554	40,317	32,481	(7,836)	59,567	43,212
Total Income	232,779	237,752	4,973	1,334,971	1,350,682	15,711	2,665,774	1,307,434
Learning Resources	132,775	137,532	4,757	797,670	845,899	48,229	1,689,259	738,927
Property	67,298	63,010	(4,288)	392,308	380,416	(11,892)	762,395	381,348
Administration	10,115	12,457	2,342	72,218	86,852	14,634	169,877	80,297
Extra Curricular	939	674	(265)	17,504	13,303	(4,201)	39,495	14,315
Trading	692	400	(292)	10,866	9,433	(1,433)	12,133	8,295
Depreciation	3,312	3,768	456	20,305	22,608	2,303	45,250	18,771
Total Expenditure	215,132	217,841	2,709	1,310,872	1,358,511	47,639	2,718,409	1,241,953
Net Surplus / (Deficit)	17,647	19,911	2,264	24,099	(7,829)	(31,928)	(52,635)	65,481

5. FINANCIAL RADAR

Finance Checklist attached:

Microsoft Excel Worksheet

COMMUNICATIONS

Correspondence for Board of Trustees' Meeting 28 July 2025

INWARDS

Date/Date Rec'd	Received From	Subject	Action
June 2025	ASB	Bank Statements	n/a
14 July 2025	Hagar NZ	Non-Uniform Day for Hagar NZ	

OUTWARDS

Date	To	Subject	Sent by