CLYDE QUAY SCHOOL
Te Kura O Matairangi

Board of Trustees Meeting

10 September 2025
6.30pm

CLYDE QUAY SCHOOL
Te Kura O Matairangi

CQS Board of Trustees Agenda

10 September 2025

ADMINISTRATION		
Subject	**Person**	**Time**
Opening Karakia	Cameron Ross	6.30pm
Present	Chair - Michelle Little 6.35pm	
Apologies		
Confirmation of Previous Minutes - 28 July 2025		pm

MONITORING		
Review of Action Items	**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

GENERAL BOARD MATTERS		
Subject	**Person**	**Time**
Principals Report - Appendix I	Cameron	6.50pm

CLYDE QUAY SCHOOL
Te Kura O Matairangi

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

SUB-COMMITTEES			
Subject	**Appendix**	**Person**	**Time**
Community Engagement	Appendix II Sub-committee Minutes	Sarah	7.19pm
Personnel	Appendix III	Cameron	7.25pm
Property	Appendix IV	Michelle	7.27pm
Finance	Appendix V	Michelle	7.39pm

COMMUNICATIONS			
Subject		**Person**	**Time**
Correspondence	Appendix VI	Cameron	7.45pm
Up-coming Newsletter items	n.a	None	

MEETING CLOSURE		
Subject	**Person**	**Time**
Next Meeting Date	Monday 20 October	6.30pm
Review of Action Items		to be sent
Appoint Karakia for next meeting	Dee Johnston	

Closing Karakia	Cameron Ross	7.55pm

ADMINISTRATION

CLYDE QUAY SCHOOL
Te Kura O Mataírangi

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 - from Hagar NZ, 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
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		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: 3 September, 2025

Roll Tracking

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2025	196	213	215	213	217	218	228	226	226			
2024	190	204	209	211	212	217	222	229	229	230	228	230

Expected enrolments: (from 21 July)
Term 4 - 6 (Plus Out of Zone Ballot (3 currently))

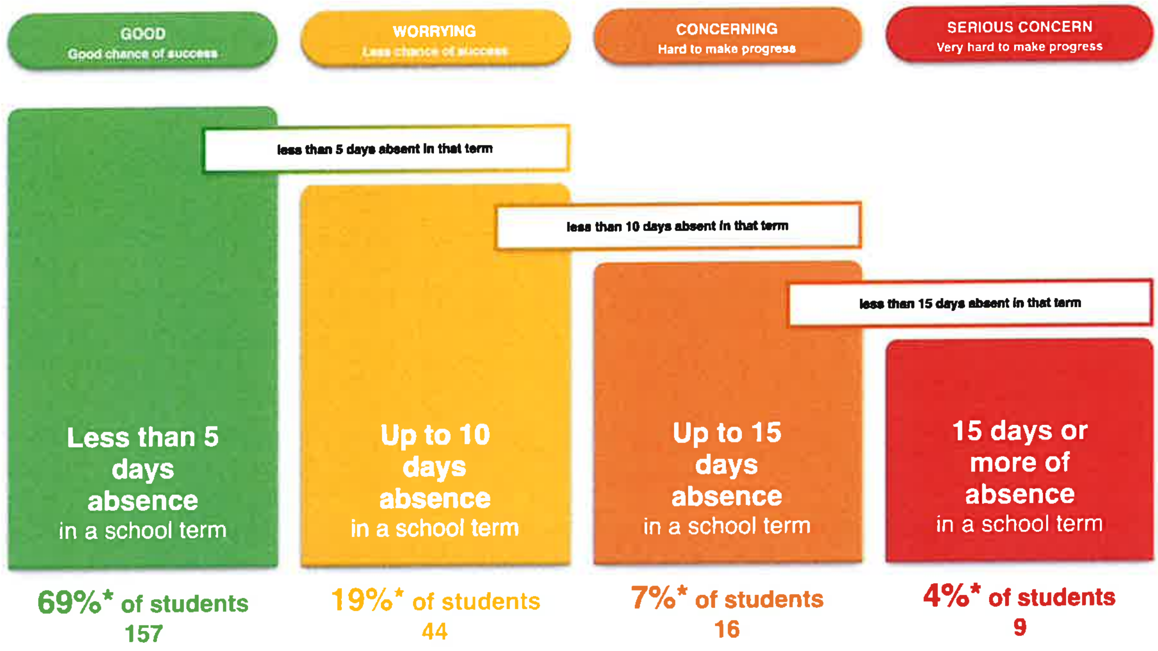
Withdrawals:
Term 3 - 2

Comments	Actions
Term 4 Ballot Thursday 23 October to 20 November Placings TBC at Term 4 Meeting. Likelihood will be we offer places for new starters and Year 3. Staffing for 2026 is released on 12 September - this will also inform us about what year levels to include in the ballot.	

Year level tracking:

Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
6	30	23	16	24	37	29	27	34

Attendance



Comments	Comments

Comments

Above is the summary for Term 3 so far.
Term 2 statistics:

Good	68%	Concern	5%
Worrying	24%	Serious Concern	4%

Analysis of Term 3:
Serious Concern (9) -
5 - Holidays
1 - Bereavement
3 - Medical

Concerning (16) - 183 days absent
81 sick days
70.5 days of holiday in term time
14 justified days
16.5 explained but not justified
1 truant day
6.5 days on school events

Comments

We have seen a large increase in sickness this term. Have decided that putting messaging out about the importance of attendance wouldn't be fair on the community - there are several examples of kids rushing back to school and being off again for an extended period.

Curriculum

ERO:
A new ERO Report has been sent out as there has been feedback nationally that has led to some changes in structure. The content is very similar - mostly set out into bullet points instead, however the main change is the addition of a “slider” regarding assessment.

Less than a third	Less than half	Small majority	Large majority	Most	Almost all
0 to 33%	34 to 49%	50 to 65%	65 to 79%	80 to 90%	Over 90%

Clyde Quay School 2827 School Report (1).pdf
Appendix 1

Literacy:
Writing Action Plan “Make it Write” released by Goverment.
Action Plan released of what it is going to look like.

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

Teachers are currently assessing for the second report of the year.
From this we will get accurate information about where children are sitting according to the new curriculum,

Comments	Actions

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
Cameron has sent out instructions to the Board about how to log on, review policies and check which ones are up for review.	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.

Personnel and Professional Development

Professional Development:
BSLA -
Anya, Melpo, Janessa, Claire - to complete a refresher course that explains the writing component to BSLA (was not part of their training)

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

Whole staff session with Amy Fleming re: BSLA. Shared senior programmes and answered questions for the staff.

Comments	Actions

Home and School Partnership

Raffle fundraiser kicked off by WAF - Huge thank you to all of the amazing parents in WAF who have contributed to making it happen.

It is important for our community to understand the "why" of fundraising.

Hall/Karaka/Playground opening - Date TBC - After turf put down

Plans in work to hold a pōwhiri next term to welcome all new staff and students since the last one.

Assemblies will move back into the hall from this week.

Comments	Actions
Rimu is holding Production this term and Ngaio next term. Opening - Could we make it an afternoon, get Nate/Whaea into school for a blessing before finishing school and having a shared afternoon tea in the new areas?	

Health & Safety

Register from 21 June to 3 September

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
Fences to remain around the area of school without asphalt, but managed, monitored by the school as there will be no construction on-site.	

Strategy / Annual Plan Reporting

2024 Annual Report (with audited Finances included) has been added to the website and sent to the Ministry. All obligations complete on this front.

Comments	Actions
Strategic Plan - Do we need to create a strategy sub-committee and develop a plan related to the completion of the Strategic Plan?	Cameron to meet with Community Subcommittee to discuss next steps.

Report compiled by Cameron Ross

SUB-COMMITTEES

CQS BOARD - Community Subcommittee Minutes

Date: 3 Sept 2025	**Attendees:** Cameron Ross, Dee Johnston, Leon Davidson, Sarah Todd, Andrew Neal, Monty Paliwal	**Apologies:**

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**
Playground opening	• Around end of term 4, early Nov? Week 5 (or 6). • Encapsulate (re)opening after all works (Karaka, hall, turf/playground). • Nate and Liz support with blessing. • Invite community/families in as end of school day ends. • Property update planned for next newsletter to inform community on turf etc.	FYI only	Cameron to confirm timing and desired support for event
Fundraising (and WAF) update	• Raffle - ongoing comms and sharing useful form all! • Kit the Kitchen - fallen off, including with the raffle on now too.	FYI only	N/A

Next iteration of annual plan	• Future task to map out a plan for creating - and how sub-group formed (is it Community sub-committee only, or pull in others?)	Confirm at next Board meeting	Raise at meeting (Cameron)
Annual Plan Progress reporting	• Previous discussion on Cameron producing a monitor for Annual Plan deliverables to share with Board/sub-committees. • Not able to be completed yet	FYI only. (And to incorporate review of monitor into future hui)	Cameron for October's sub-committee meeting
Previous minutes			
Annual report 2025	• *Cameron shared w Board* • *Waiting for confirmation and review from Board*	*Board members read through and ensure understand summary.*	*Due end June 2025*
Annual Plan Progress reporting	• *Cameron to outline approach for the Annual Plan progress reporting* • *Principal reports on progress against annual objectives.*	1. *Note - Cameron to produce a monitor/tracker for Annual Plan deliverables* 2. *Do we want an August review on our progress?*	*Cameron/TBC*
ERO	• *ERO visit went well*	*Report will be shared w Board when received.*	*CR and ML*
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	• *Tricky Chats event went well - though ticket sales and fundraising not substantial.* • *Proposed official hall opening in T3*		

	• *Book BBQ event will be merged with Open Evening 25th June*	- *Plan Sept hall opening, review what people would like - what's best to get parents along?* - *Simpler event given June timing (as opposed to Feb/summer). No requirement or Board support.*	*Plan in Aug SCS mtg (and Board). Cameron facilitate*
Bike shelter	• *Options of which space, doesn't needs power, bespoke versus off the shelf...*	*Document of options so far*	*Sue*
AOB			

Personnel Subcommittee Minutes

Date: 3 September	**Present: Cameron Ross, Michelle Little, Leon Davidson, Monty Paliwal, Dee Johnston**	**Apologies: Chris Myatt,**

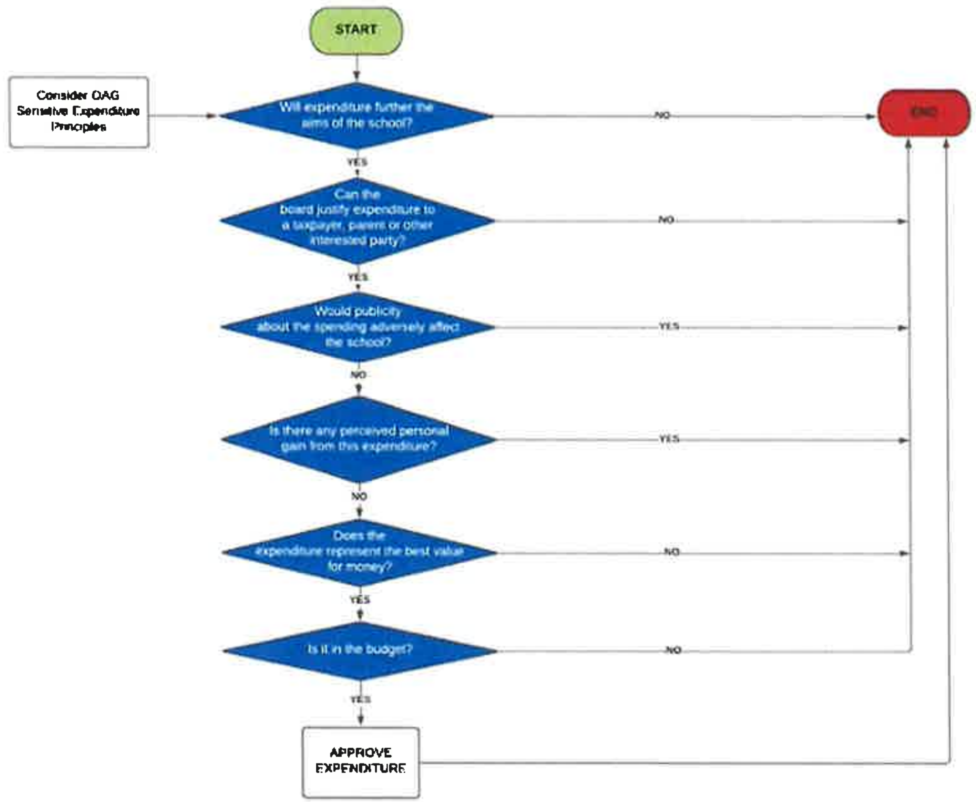
Summarized Matters for the Attention of the Board

Context	Discussion / Outcome	Action for Board	Action Required - Timeframe - Person
Living Wage	Living Wage has increased to $28.95 on September 1. New rate has been actioned through EdPay.		
Principal's Report	Cameron shared Principal's Report		
Policy Feedback	Develop process for sharing the feedback out. Document created of all the feedback. Working group or assigned to subcommittee. Timeline -		
Travel Expenditure	Policy on SchoolDocs and information from		

Reimbursment (School Docs Policy)

"The board or their delegate will reimburse actual and reasonable school-related travel expenses (for both domestic and international trips). These expenses should have been pre-approved as part of expected travel plans. The board or their delegate has discretion to reimburse unforeseen expenses if the staff member can justify that the expense was required to complete school-related business. Reimbursement claims must be supported by appropriate documentation (e.g. receipts, or GST receipts/tax invoices)."

Financial Information for Schools Handbook



Property Subcommittee meeting

Date: 03/9/25 via google meet

Invited: Michelle, Cameron, and Sarah

Apologies: Neil

Minutes: Sarah

Next meeting: Prior to next board meeting

Review of Action Points:

- ML & PT + project team (if interested) to have meeting with Architect
-

Multisport Turf (MST)

- 1. Contracting partner Latest situation - Maycroft have dropped their pricing to sub $100k, we could request our other contractor group to requote, but Maycroft is likely to be the more straightforward option as we have the working relationship with site manager Dave.
- 2. MoE paperwork - Sub $100k means that we don't need to go down the route medium works project process (ie. formal procurement plan, etc) but project paperwork is needed. Chasing Graeme to fix 31 July financial reporting prior to submitting.
    - Completed application forms, financial report, Annual Report, minuted Board agreement to funds
    - Need to add in MoE construction insurance - easy to get, simple paperwork
    - Multisport ground will be ministry owned - because advantages for ongoing insurance and maintenance
- 3. Timeline from here:
    - MoE paperwork submitted end of week
    - Maycroft can start 15 Sept and ground work will take 3 weeks to asphalting finish (hand over)
    - Turf will ordered once turf paperwork is approved (likely 22 Sept)
    - Turf is likely to be fitted towards the middle/end of the term due to lengthy order and manufacture time and best times to lay the turf

Hall Move (Block D)

- Autex - Hall consideration of replacing Autex and wooden trim fittings, and replacing hessian in Karaka with Autex. Lauren Wong has come back with an amazing trade price. MoE has not allowed for us to use any further funding from 5YA or SIP. Needs to come from board reserves. This decision will need to be delayed to assess funding availability post MST works.

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

- Work is complete and Karaka will be moving back into their classroom tomorrow (see Autex note above)

SIP Project

- This is will be used to fund the some of the groundworks for the MST as most crucial works currently

Cultural Research and Property Works

- Waiting on Pokau's availability.

5YA Roofing Project (Main Block A, Block B - Pohutukawa and PikoPiko)

- Waiting on Architects provided to MoE - PM in discussion with MoE PA to ensure ready to proceed.

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 to submit application for approval to undertake MST works.

COMMUNICATIONS

Correspondence for Board of Trustees' Meeting 10 September 2025

INWARDS

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

OUTWARDS

Date	To	Subject	Sent by