



**CLYDE QUAY SCHOOL**  
Te Kura O Matairangi

# **Board of Trustees Meeting**

**29 October 2024**

**6:30 pm**

## CQS Board of Trustees Agenda: 29 October 2024

<p>1. ADMINISTRATION</p> <p>1.1 Opening Karakia</p> <p>1.2 Present</p> <p>1.3 Apologies</p> <p>1.4 Declaration of interest</p> <p>1.5 Confirmation of Previous minutes -</p>	<p>Chris Myatt</p> <p>Chair</p>	<p>6.30</p>
<p>2. MONITORING</p> <p>2.1 Review of Action Items</p> <p><b>Action Item</b></p> <ul style="list-style-type: none"> <li>● Sarah to talk with parent who can assist with MoE funding for inclusive education</li> <li>● The CQS Board consider the issues impacting provisioning of high needs students and reconvene to make a decision (out of Board meeting cycle).</li> <li>● Ideas to support parents with visa applications were discussed</li> <li>● A Board member needs to check accident and hazard register</li> <li>● Decision to advertise or not <i>Assistant Principal position is pending</i></li> <li>● Re: Property, SIP quotes will be forwarded once received</li> <li>● Professional development policy changes</li> <li>● Amend media policy to include proactive communication</li> </ul>	<p><b>Responsible</b></p> <p>Sarah Todd</p> <p>Michelle to facilitate</p> <p>Sue Bibby to finalise</p> <p>Personnel</p> <p>Liz to meet with Cameron</p> <p>Michelle</p> <p>Sarah</p> <p>Sarah</p>	<p><b>Outcome</b></p>   <p><b>Actioned</b></p>  <p><b>Actioned</b></p> <p><b>Actioned</b></p>
<p>2.2 General Board Matters</p> <p>Principal's Report</p>	<p>Principal</p>	
<p>3. BOARD STRATEGY</p> <p>3.1 Strategy Initiatives 2024</p>	<p>Chair</p> <p>Sarah</p>	<p>7.15</p>

<p>4. SUB-COMMITTEES</p> <ul style="list-style-type: none"> <li>4.1 Personnel-Update Ass Principal</li> <li>4.2 Finance</li> <li>4.3 Property</li> <li>4.4 Community Engagement</li> </ul>	Sub-committees	7.45
<p>5. COMMUNICATIONS</p> <ul style="list-style-type: none"> <li>5.1 Correspondence</li> <li>5.2 Up-coming newsletter items</li> <li>5.3 Planned Events</li> </ul>	Chair	8.15
<p>6. MEETING CLOSURE</p> <ul style="list-style-type: none"> <li>6.1 Next Meeting Date</li> <li>6.2 Review of action items</li> <li>6.3 Appoint Karakia for next meeting</li> <li>6.3 Closing Karakia</li> </ul>	Chair	8.25
<p>7. Move in Committee</p>		

# Administration

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*Draft Minutes of Clyde Quay School Board of Trustees Meeting  
16 September 2024*

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**1.0 ADMINISTRATION**

**1.1 Opening Karakia Andrew Neal**

**1.2 Present**

<b><i>Chairperson / Presiding Member</i></b>	Michelle Little
<b><i>Principal</i></b>	Liz Patara
<b><i>Staff Trustee</i></b>	Cameron Ross
<b><i>Board members</i></b>	Neil Passey, Chris Myatt, Andrew Neal, Amit Paliwal
<b><i>Minute Secretary</i></b>	Liz Patara

**Recommendation**

The CQS Board endorse Amit Paliwal's selection on to the CQS Board.

**MOVED**

**Michelle Little/AGREED**

**1.3 Apologies lateness: Sue Bibby**

**1.4 Declaration of Interest**

None

**1.5 Confirmation of Previous Minutes**

MOVED that the minutes of 12 August 2024 be accepted as amended as a true and correct record.

Amendment: Michelle Little and Amit Paliwal added to attendees.

**MOVED/AGREED**

Sarah Todd/ Chris Myatt

**Late Agenda Items**

1. Liz informed the Board there is a balance of \$4450 from the 'Principal Coaching Support for Principal Leadership' fund. It is for the express purpose of principal coaching support therefore it is recommended the balance is set aside for use in 2025.
2. The Board discussed the challenges of adequate provisions for high needs children. The Board noted:

2.1 The significant difference in teacher aide funding. Currently the difference between the ministry's contribution and the actual cost is 38% vs 52% respectively. Should the hours be extended it would be 26% vs 74%.

2.2 There are other considerations: readiness to start school; capacity to remain at school for the duration (9.00-3.00pm).

**Recommendations**

1. The CQS Board agrees the \$4450 balance, for the principal's coaching support, is set aside for use in 2025.
2. The CQS Board consider the issues impacting provisioning of high needs students and reconvene to make a decision (out of Board meeting cycle).

**MOVED /AGREED**

Sarah Todd/ Neil Passey Agreed

**2.0 MONITORING**

**2.1 Review of Action Items**

<p>2. MONITORING</p> <p>2.1 Review of Action Items</p> <p>Finance</p> <ul style="list-style-type: none"> <li>• Tax donation notice for newsletter</li> <li>• Term Deposits- Neil to liaise with Laurelle in the office</li> <li>• Neil to organise a meeting with Graeme in a months time.</li> <li>• Michelle to provide an update on WAF. Graeme will be the accountant for WAF.</li> <li>• Visa Business Card monitoring to be added to finance subcommittee</li> </ul>	<p>Sue</p> <p>Neil</p> <p>Michelle</p> <p>Liz- send to finance</p>	<p>Actioned</p> <p>In progress</p> <p>Actioned</p> <p>Not actioned</p>
<p>Property</p> <ul style="list-style-type: none"> <li>• A meeting to be arranged with Damian and Structural engineer.</li> <li>• A meeting's arranged with Mark</li> </ul>	<p>Michelle</p>	<p>Actioned</p>

<ul style="list-style-type: none"> <li>regarding progress of SIP project.</li> <li>Sarah pursuing options with MBIE re:exemption to IL3 standard</li> </ul>	Sarah	Actioned
Term 3 Policies advertised in newsletter	Liz	Actioned

**MOVED** Monitoring Action Items received  
**Sarah Todd/Andrew Neal AGREED**

## 2.2 General Board Matters

### 2.3 Principal's Report taken as read

#### Administration

#### Recommendations

#### The CQS Board notes:

There are 229 students. The student roll has stabilised but nowhere near pre-covid times. There were 2 enrolments and 2 withdrawals. Both students moved district and enrolled at their local school.

#### Clyde Quay School Curriculum

#### Assessment

- Teachers are compiling assessments ready for term 4 reports. Reports are expected to be issued term 4, week 2, October 14.
- The introduction of mathematics and English (Y0-6) commences 2025 schools and kura have until the beginning of 2027 to start using the fully refreshed national curriculum.
- The Minister updated schools Friday 13th about the steps taken to mitigate relief teacher shortage, in the short term: relaxed rules around teachers classified as Limited Authority To Teach (LATs); encouraging teacher aides to also classify as LAT; a new category of relief teacher only, and continuing to recruit overseas teachers.
- 3.1 Next week the Ministry will release a Year 0-8 Implementation Plan for the new curriculum.
- Teacher professional and industrial organisations continue to advocate for the slow down of the Refreshed Curriculum as human and material resourcing must be synchronised if the implementation is to be effective.

#### Recommendations

The CQS Board notes recommendations 1-4

#### Policies

#### Recommendations

#### The CQS Board:

- Notes the term 2 policies and assurances.
- Confirm each member has reviewed both.
- Term 3 policies and assurances are ready for review this term. Te reo Sarah

#### Health & Safety Update

#### REGISTERS

Register since 04/08 was updated at the Board meeting

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 17, Illness or injuries 21, Injuries to staff- none
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

**Action:** A Board member needs to check the register.

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

**Chris Myatt/Cameron Ross AGREED**

### 3. BOARD STRATEGY

#### 3.1 Board Strategy Initiative

Annual Report has been drafted

Sarah provided snapshot of annual plan with tracking spreadsheet

**MOVED** Board Strategy was updated

**Sarah Todd/Michelle Little AGREED**

### 4.0 SUB-COMMITTEES

#### 4.1 Personnel

Report taken as read.

#### **Personnel Subcommittee meeting**

Date: 09/09/24 via google meet

Invited: Michelle, Andrew, Monty, Chris Cameron and Sue

Apologies: Liz

Minutes: Sue

Next meeting: Prior to next board meeting

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**Board training** - Nil completed this term

**Strategic priorities** – nil due for review this meeting – annual plan reviewed



### **Staff numbers -**

- We are currently understaffed for the amount of children we have – 13 kids who we do not have set funding for by the ministry.
- This Friday 13th, school is due to receive from MoE indicative staffing levels for 2025.
  - Cameron and Whaea will review next week.
  - Currently expecting the same roll next year, although potential to be slightly more, therefore, we do not expect to lose any staffing numbers.
  - It could be described as a 'falling roll situation' (due to no additional teacher allowance), however our roll is stable
  - Currently unable to advertise and recruit a separate role of Assistant Principal (then we would be over-staffed and have to lose another staff member) .
  - Therefore the recommendation is to confirm Xandra in her position of acting Assistant Principal

Motion – The subcommittee recommends that the board appoints Xandra as Assistant Principal (provided we cover legal requirements).

- Recruitment pack for the Principal position should be due to go out Friday morning. Will allow 4 weeks then start interview process

### **Staff PD -**

- Structured Literacy Programme 'the Code' continues under guidance of another Liz.
- NELI programme – oral language – with 5y old
- Jane and Ann have started better start literacy training

### **Board numbers –**

- Monty will become an official board member on 16th September.
- Michelle checking out the situation with Sue missing all of term 4.

### **Refreshed maths curriculum –**

- Cameron reports teachers feel the refreshed math curriculum process has been rushed.
- While teachers have been informed they will be given PD regarding the new curriculum; currently have been given new targets but no way to 'get there' from old targets

### **Fundraising –**

- WAF will launch a second Taylor Swift raffle (with 2 chances to win a ticket to see TS in Vancouver) on Monday 16th September. WAF are hoping the gambling license will be approved on 12th September.

1. Liz would meet with Cameron to consider the status of the *Assistant Principal* position. The position would be advertised if the school isn't a falling student roll situation.
2. Cameron Ross informed the Board staff was positive about how the principal position was advertised. It reflected the 'Culture of the School'.

### **Recommendation**

The Board grant Sue Bibby a leave of absence for two Board cycles to the end of term 4

**MOVED** Michelle Little/ **AGREED**

**MOVED** that the personnel report and recommendations therein be accepted  
**Cameron Ross/Sue Bibby AGREED**

### **4.2 Finance**

#### 4.2.1 May 31 Financial Statement

Variance Report July 2024

Finance Report July 2024

1. Neil is looking to maximise term deposits
2. Property project reports will be reviewed. The six projects should show current liquidity.
3. Overall income is up 25k and expenditure is down 26k resulting in a 52k surplus by end of December
4. Cameron Ross will take finance minutes at the October and November meetings.

**MOVED** that the finance report and recommendations therein be accepted

**Chris Myatt/Sarah Todd AGREED**

### **4.3 Property**

#### **Property Subcommittee meeting**

Date: 09/09/24 via google meet

Invited: Michelle, Neil, Cameron and Sarah

Apologies: Andrew, Liz

Minutes: Sarah

Next meeting: Prior to next board meeting

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Review of Action Points:

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

Projects

#### SIP Project

- Rimu SIP projects have been completed, with approx. \$30k left in SIP fund
- Meeting with Mark to discuss getting quotes for replacing carpet in remaining Rimu classroom areas (quote received for \$7k) and soundproofing for the hall (waiting on quotation)
- SC will need to agree to spend and forward schedule works for later date

- Michelle Little will circulate quotes for subcommittee decisions when received
- Teachers have noted a slight slope in Rimu's floor which needs to be corrected with a levelling substance (to be done during T3 school holidays). Quote for this work requested.

#### Hall Move and C, D, & E Remediation

- Final plans from Architect for Hall Improvements for building consent amendment this week, and then will be sent to two contractors for quotations (Maycroft and Holmes). Once these quotes are received back we will have a clearer understanding of monies required by CQS.
- Property SC will need to present the board with an updated financial position on the project once contractor confirmed and all costings agreed with MoE.
- WAF have organised a second major fundraiser to support
- Foundation works update: confirmed need for IL3 ~ Structural Engineer is redesigning to meet these requirements but at a reduced price (around \$100k)
- MoE have agreed to roll in Karaka roofing (5YA) project as part of their works and sub floor insulation. This would also need to be funded via 5YA (Mark will advise on options)
- Both contractors have indicated that they would include levelling of the new court site as part of their hall works.

#### 5YA Roofing Project

- Karaka roofing funds will be rolled into weathertightness works (see above - 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 has reduced and not currently an issue)
- Easement - slight adjustment to easement is under consideration to support (quote around \$10k as expected)

#### Action Points

- Michelle to forward quotes once received.

**MOVED** that the property report and recommendations therein be accepted  
**Sarah Todd/Michelle Little AGREED**

#### Recommendation

The CQS Board agreed to carpet Rimu at a cost of \$7325  
**Chris Myatt/Neil Passey AGREED**

4.4 Community Engagement have the annual report in hand; likewise website content refresh

#### 5.0 COMMUNICATIONS

Correspondence for Board of Trustees' Meeting 16 September 2024

**INWARDS**

Date/Date Rec'd	Received From	Subject	Action
1 September 2024	Ministry of Education	Education Gazette, Vol 103, No.11	For Board FYI

**OUTWARDS**

Date	To	Subject	Sent by

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

**Action**

Office to email finance members latest Visa Business Card statement

**MOVED**

**Michelle Little AGREED**

**5.2 Up-coming Newsletter Items-** Community Survey Principal Appointment, Property Update

**Action:** Amend media policy to include proactive communication- Sarah

Sue Bibby left 8.56pm

**5.3 Planned Events-** Taylor Swift Raffle October 14

**6.0 MEETING CLOSURE 9.11PM**

**6.1 Next Meeting Date: 28 October**

Next meeting will be 6.30pm Monday 28 October 2024

**6.2 Review of Action Items**

Action Item	Responsible	Outcome
Sarah to talk with parent who can assist with MoE funding for inclusive education	Sarah Todd	
The CQS Board consider the issues impacting provisioning of high needs students and reconvene to make a decision (out of Board meeting cycle).	Michelle to facilitate	

Ideas to support parents with visa applications were discussed	Sue Bibby to finalise	
A Board member needs to check accident and hazard register	Personnel	
Decision to advertise <i>Assistant Principal position is pending</i>	Liz to meet with Cameron	
Re: Property, quotes will be forwarded once received	Michelle	
Professional development policy changes	Sarah	
Amend media policy to include proactive communication	Sarah	

**6.3 Closing Karakia**

Undertaken by Andrew Neal

Meeting closed 9.11pm

Confirmed

**Karakia opening Chris Myatt**

BOT Presiding Member

Michelle Little.....2024

# Monitoring

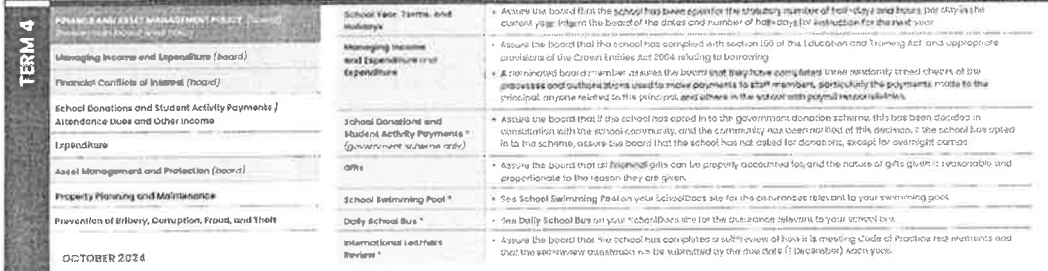
**Clyde Quay School  
Principal's Report  
28.10.2024**

**CLYDE QUAY SCHOOL**

Action Taken									Ongoing Action
<b>Current Roll</b>									
2024	Feb 2024	April 2024	May 2024	June 2024	Aug 2024	Sept 2024	Oct 2024		
	205	211	214	219	230	229	229		
<b>2023</b>	207	213	214	215		229	228		
<p><b>Recommendations</b>  <b>The CQS Board notes:</b>                      There are 229 students. The student roll has stabilised but nowhere near pre-covid times. There were 6 enrolments and 6 withdrawals. Three moved districts, one returned overseas, and one chose another nearby school.</p> <p>The CQS Board notes <a href="#">2025 term dates</a></p> <p><a href="#">Student roll 1999-2024</a></p>									

<b>CURRICULUM REQUIREMENTS AND STUDENT ACHIEVEMENT</b>	
Action Taken	Ongoing Action
<p><b><u>CLYDE QUAY SCHOOL CURRICULUM</u></b>                      Assessment</p> <ol style="list-style-type: none"> <li>1. Student reports were issued Thursday 24 October.</li> <li>2.As reported in this week's newsletter, there's been a flurry of information from the ministry regarding resources in structured mathematics and literacy for 2025.                             <ol style="list-style-type: none"> <li>2.1 State and State-Integrated schools have to choose between four mathematic programmes on offer. Clyde Quay is considering Oxford University Press and Maths No Problem.</li> <li>2.2 Lee Smith (Cognition Learning) is facilitating <i>Teacher Only Day</i> and structured mathematics is the focus as well as e-asTTle assessment. There is an emphasis on a manageable implementation schedule.</li> </ol> </li> <li>3. <a href="#">NZCER Science Thinking with Evidence Y4-8</a> compiled by Cameron Ross shows children performing well.                             <ol style="list-style-type: none"> <li>3.1 Cameron Ross will post the Staff Report over the weekend October 26-27.</li> </ol> </li> <li>4. Inge Millard ESOL verifier did an audit August 6 and her recommendations are attached as annex A. The full report is available on request.</li> <li>5. The Education Review Office notified the school October 15; it was in the process of appointing an evaluation partner for the school who would be in touch term 1 2025.                             <ol style="list-style-type: none"> <li>5.1 This email motification was forwarded to the Board with the link to ERO's approach since 2021: <a href="#">Te Ara Huarau: the new approach to evaluation   Education Review Office (ero.govt.nz)</a>.</li> <li>5.2 The school's preparedness to implement current policy will be a major focus.</li> </ol> </li> <li>6. The current Board needs to review charges for curriculum. There are few items a school can charge for in delivering the curriculum. Technically a school can ask for costs but a parent doesn't have to pay.                             <ol style="list-style-type: none"> <li>6.1 <a href="#">Education and Training Act 2020 – NZ Legislation</a></li> <li><a href="#">Examples of what parents, caregivers and whānau do and do not have to pay</a></li> </ol> </li> </ol>	<p style="text-align: center;"><b>Action Required Science</b></p> <p style="text-align: center;"><b>Action Required ERO</b></p>

<p>7.0 EOTC November 5-8 <a href="#">Worsler Bay Boating Club RAMS</a> has been submitted.</p> <p><b>Recommendations</b>  <b>The CQS Board notes/ or endorses recommendations 1-7</b></p>	<p><b>Action Required Curriculum</b></p>       <p><b>Action Required EOTC</b></p>
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DOCUMENTATION AND SELF REVIEW		
Action Taken	Ongoing Action	
<p><b>STRATEGIC PLAN</b>  <b>SCHOOL SELF REVIEW</b></p> <p><b>POLICY REVIEW &amp; BOARD ASSURANCE</b>  <u>2024 Review Schedule and Board Assurances</u>  Please check the policies and assurances each term. Board members must review these.</p> 	<p><b>Recommendations</b>  <b>The CQS Board:</b>  <b>1. Notes</b> the term 3 policies and assurances.  <b>2. Confirm</b> each member has reviewed both.  <b>3. Term 4</b> policies and assurances are ready for review this term.</p>	
<p><b>PERSONNEL</b>  No further matters to report since personnel meeting October 21, 2024.</p>		
<p><b>HOME AND SCHOOL PARTNERSHIP</b></p> <p style="text-align: center;">Action Taken</p>	Ongoing Action	
<p>Nothing to report since July 1 Board meeting.</p>		

EMPLOYER RESPONSIBILITIES	
Nothing further to report	Ongoing Action

PROPERTY MANAGEMENT	
Action Taken	Ongoing Action
Refer Property minutes 21.10.2024	



## HEATH AND SAFETY

Action Taken		Ongoing Action
<b>REGISTERS</b> Register since 16 September		<b>Action Required</b> 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)	0	
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 - 10 Illness or injuries-10 Injuries to staff - 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	

### 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 25.10. 2024



## English for Speakers of Other Languages (ESOL) Verification Visit Report

### Summary

<p><b>General observations</b></p>	<ul style="list-style-type: none"> <li>• The school has processes in place around the identification of ELLs and their learning needs and provision of support.</li> <li>• ELLP records of progress are regularly and accurately completed.</li> <li>• ESOL support is provided collaboratively by the deputy principal, assistant principal/SENCo, teachers, and teacher aides.</li> <li>• The principal provides overall support of the ESOL programme.</li> <li>• The school has a diverse community, and relationships are fostered and valued. This allows its culturally and linguistically diverse learners to have a safe and supportive environment in which to learn and utilise to build their acquisition of the English language.</li> </ul>
<p><b>Plans for ongoing ESOL development</b></p>	<ul style="list-style-type: none"> <li>• To consider the use of the ESOL Supplementary form in the enrolment process.</li> <li>• Clearly documenting procedures for identification of ELLs and their learning needs, and provision of support.</li> <li>• To introduce and implement the ELLP Pathway record of progress matrices to embed understanding and continued consistency of assessment for ELLs across the school.</li> <li>• To provide ongoing, regular professional development for teachers to unpack the ELLP Pathway resources in detail to upskill teachers to further support ELLs in their classes and assist with targeted, specific planning, in addition to the ESOL programme.</li> <li>• To ensure the year 7 and 8 teachers explore and implement the resources to support ELLs in these years.</li> <li>• To use the 'Working with English Language Learners' resources to further upskill teacher assistants/teachers in the future.</li> <li>• To encourage and promote the TESSOL scholarship to gain formal ESOL qualifications.</li> <li>• Continuing to celebrate the school's culturally diverse learners and to continue to build strong relationships and connections with whānau.</li> </ul>

# Personnel

**Clyde Quay School  
Personnel Report 21.10.2024**

**Present:** Liz Patara, Cameron Ross, Michelle Little, Andrew Neal, Chris Myatt, Cameron Ross, Sarah Todd  
Neil Passey (logged in 7.32pm)

**UPDATES**

Board Work Schedule 2024

**NOTING:**

**Recommendations**

**The CQS Board notes**

1. Review Board Work Schedule 2024
2. Board training
3. Strategic Priorities;
4. Personnel matters;
5. Staff professional development as listed;
6. Policies & Assurances;
7. Safety Registers;
9. Student Matters;
10. Fundraising

**BOARD TRAINING**

Board members attendance at Board training was not covered at meeting.

**STRATEGIC PRIORITIES**

Update on targets CQS Strategic Plan Final 2024.

Each subcommittee must track priorities.

**PERSONNEL**

1. Michelle Little will provide an update on principal's position 2025.
2. Provisional staffing 2025 entitlement is 11.0 FTE. It is a return to a previous level.
- 2.1 The decision to advertise the assistant principal position is left to a later date considering the teaching situation.
3. Resignations were received from three teachers: Anne Gordon (Y3-4), Jayne Ruiter (Y3-4), Elyse Hemara (Y7-8).
4. The appointments panel interviewed Tuesday 15/10-Thursdays 17/10. Nine were interviewed and four offered jobs. Three offers were accepted: Abby Lummis (Y5-6), Fiona Crossett (Y3-4), Jemima Hales (Y7-8).
- 4.1 It is unnecessary to convene and appointments panel for another teaching position until the outcome of the principal appointment for 2025.

**Recommendations**

**The CQS Board endorses/ or notes personnel items 1-4.1:**

**STAFF PROFESSIONAL DEVELOPMENT**

**Strategic Aim 1 Attract and Retain Fantastic Staff**

- **Ensuring plenty of teaching staff,**
- **Develop Strong Teaching and Learning Programmes and**
- **Gain Access to Great Teaching Resources**

Professional development is always part of succession planning. Though teachers in schools, are a mix of- fixed term , part time, or permanent staff- it is an expectation all (regardless of tenure) receives quality professional development. Teachers may choose to apply for management positions, lead curriculum positions/ or move across the education sector.

1. All staff continues with structured literacy programmes:

2. The NELI programme started September 2 continues. Teacher aides are delivering this programme: Hana Bright, Tanya Barret and Jinna Zwanikken.
3. Matthew Harding has started the *Better Start Literacy Approach* (BSLA) programme. Anne Gordon and Jayne Ruter continue with BSLA which is due for completion term 1 2025.
4. Anya MacDonald continues with te reo Māori.
5. Mathematics is the focus for teacher only day Friday October 25. Lee Smith will facilitate the session.
- 5.1 There is a flurry of information from the ministry regarding the *Refreshed Curriculum*; in particular mathematics and structured literacy resourcing.
6. Action required: [CEC Conference March 13-16 2024 Report](#), needs to be scrutinised by the Board according to the Sensitive Expenditure Policy (Annex B).

### Recommendations

The CQS Board notes/ or agrees to professional development items 1-6

### POLICY REVIEW & BOARD ASSURANCES

#### 2024 Review Schedule and Board Assurances

Each board member confirms term 3 policies and assurances have been reviewed  
Term 4 policies and assurances are ready for viewing and comment.

### REGISTERS

Register since 16 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 incidents have been notified to parents this month (since the last BOT report)?	Head incidents - 10 Illness or injuries-10 Injuries to staff - 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

### STUDENT MATTERS

Personnel move in committee 7.20pm  
Moved Liz Patara/Michelle Little **Agreed**

Personnel move out of committee 7.38pm and whilst in committee discussed two student matters  
Moved Liz Patara/Michelle Little **Agreed**

### FUNDRAISING

Taylor Swift fundraiser another major success.

Liz Patara Tumua

Annex A

## Sensitive Expenditure

The board ensures that all expenditure of board funds is clearly linked to the business of the school, and that no individual, or group of individuals (staff or students), gains unreasonable and/or personal benefit from those funds. All money received or under the control of the board are automatically public funds (including fundraising, locally raised funds, and any international student income).

At times there are expenses which may be considered beneficial only to individuals or small groups of individuals, such as travel expenses (especially international travel), gifts/koha and other payments to individuals. Any such expenditure is carefully scrutinised by the board before approval, and may require appropriate and specific fundraising. The board also refers to its travel policy in considering this expenditure.

We ensure those contributing funds (e.g. parents, charities, or other funding sources) for specific expenditure that may benefit individuals or groups of individuals have a full understanding of the purpose of those funds. The funds raised will cover all costs (including travel and accommodation costs for teachers who may be involved).

### Authorising sensitive expenditure

The board requires the principal to consider the following before authorising expenditure that may be beneficial to individuals or groups, seen as being spent inappropriately, or as not in the best interests of the school.

- Would the expenditure benefit student outcomes?
- Is it the best value for money?
- Is it in the budget?
- Could the board justify this expenditure to a taxpayer, parent, or other interested party?
- How would the public react if this expenditure was reported by the media?
- Does there appear to be any personal gain from this expenditure?
- Does this expenditure occur frequently?

All expenditure that is incurred on behalf of individuals or groups of individuals is fully accounted for. The board is provided with a separate income statement for management reporting purposes, showing all funds raised and expenditure incurred.

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### Related topics

- Travel Expenditure
- Entertainment Expenditure
- Gifts

Release history: Term 2 2021, Term 2 2018

## **Annex B Policies Term 1**

### **FEEDBACK**

#### **Te Tiriti o Waitangi**

- 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**

- Currently no volunteer form currently, volunteers should receive the policy

#### **Documentation and Self-Review**

Action: May increase brief reports to parents on student achievement

#### **School Planning and Reporting**

- 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**

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

# Finance





CLYDE QUAY SCHOOL

**Finance Report**  
**Report for the year to 31 August 2024**  
**(All figures are GST exclusive)**

**1. Introduction**

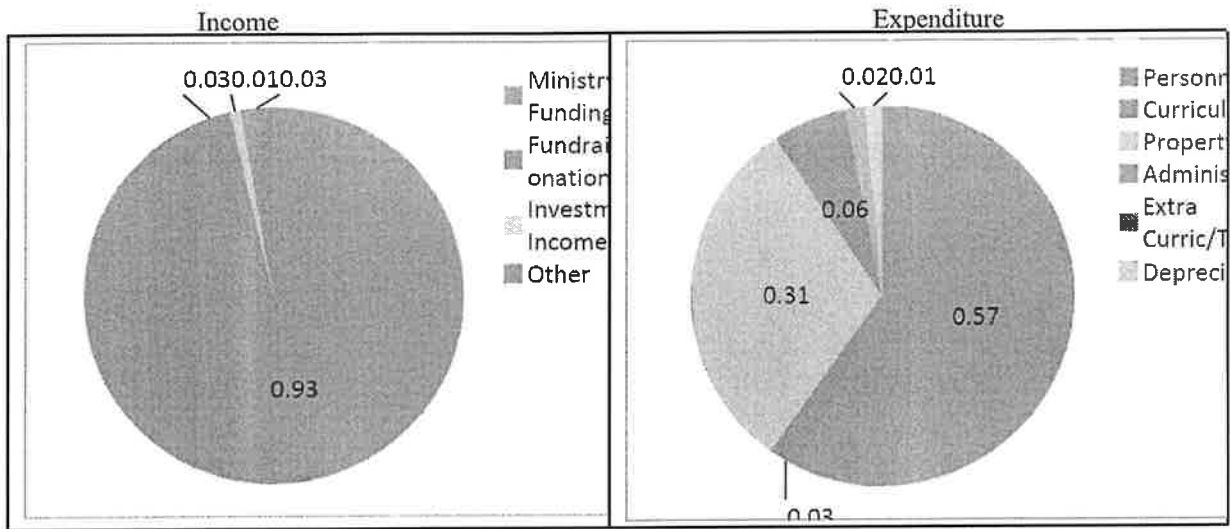
The purpose of this report is to provide the Board of Trustees with a summary of the financial activities of Clyde Quay School for the year to 31 August 2024.

**2. Financial Operations (Excludes grants for hall relocation)**

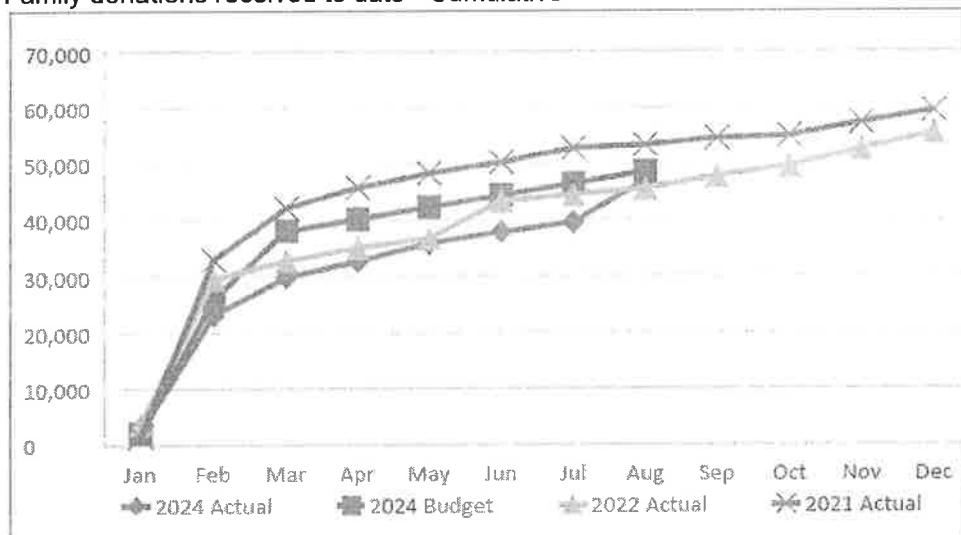
( ) = Deficit	Actual	Budget
Month	\$1,555	\$20,588
Year to Date	\$75,978	\$35,329
Year End Projection / Budget	\$41,076	\$425

**Income/Expenditure to Date Proportions**

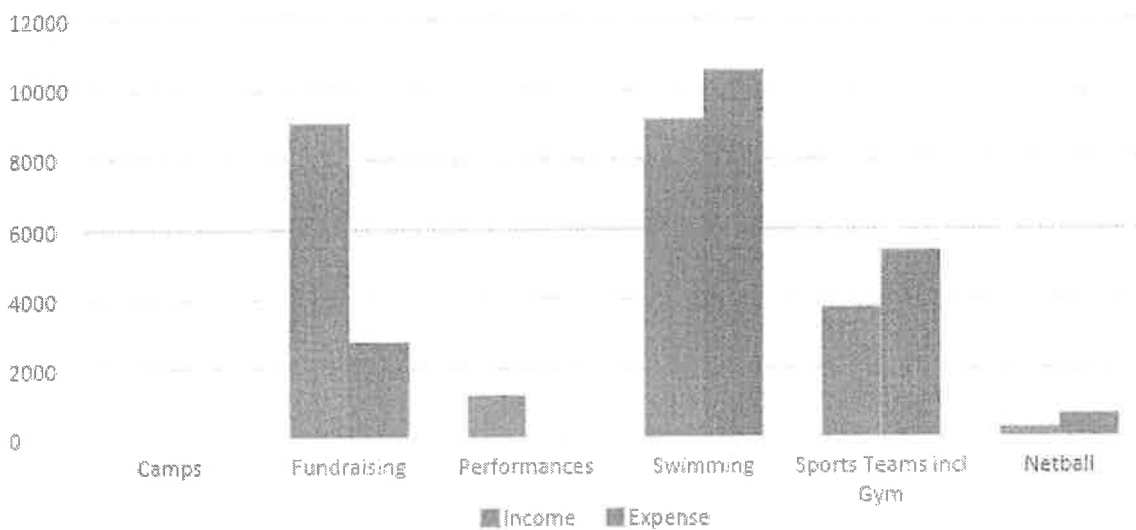
	This Month			Year to Date			Full Year	Last Year to
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	31/08/2023
Ministry Funding	201,657	220,232	18,575	1,621,465	1,614,116	(7,349)	2,406,403	1,556,367
Fundraising/Donations	12,736	3,780	(8,956)	60,195	68,680	8,485	82,000	68,563
Investment Income	3,946	4,333	387	15,855	12,664	(3,191)	19,000	6,300
Other	3,841	3,594	(247)	47,865	39,372	(8,493)	47,619	43,317
<b>Total Income</b>	<b>222,179</b>	<b>231,939</b>	<b>9,760</b>	<b>1,745,380</b>	<b>1,734,832</b>	<b>(10,548)</b>	<b>2,555,022</b>	<b>1,674,547</b>
Learning Resources	136,544	127,947	(8,597)	1,000,304	1,033,367	33,063	1,555,912	976,512
Property	61,831	65,471	3,640	511,636	517,328	5,692	774,845	517,306
Administration	15,979	9,904	(6,075)	104,909	88,125	(16,784)	139,325	82,300
Extra Curricular	2,831	4,039	1,208	17,658	24,263	6,605	28,015	19,712
Trading	377	600	223	10,001	9,300	(701)	15,800	11,943
Depreciation	3,063	3,390	327	24,894	27,120	2,226	40,700	27,914
<b>Total Expenditure</b>	<b>220,624</b>	<b>211,351</b>	<b>(9,273)</b>	<b>1,669,402</b>	<b>1,699,503</b>	<b>30,101</b>	<b>2,554,597</b>	<b>1,635,687</b>
<b>Net Surplus / (Deficit)</b>	<b>1,555</b>	<b>20,588</b>	<b>19,033</b>	<b>75,978</b>	<b>35,329</b>	<b>(40,649)</b>	<b>425</b>	<b>38,860</b>



Family donations received to date - Cumulative



Cost Recovery



**Notable Events in the Month**

Result: For the month a *surplus* of \$1,555

Income

From the Ministry, term 3 ORRS funding (\$5,270). Notable local funds income was from family donations (\$7,467); general donations (\$1,533); sports fees (\$2,052); fundraising from the runathon (\$3,093); other fundraising (bake sale \$404 & hot chocolate \$239) and interest (\$3,946).

Expenditure.

Salaries totalled \$30,108 (\$19,519 last month) Other significant costs were for the school art project (Koha \$400 & final payment for artwork etc. \$1,500); a quarterly lease payment for laptops (\$995); entry fees for term 3 hoop kids interschool basketball league (\$2,174) and BOT expenses (\$4,927). Also, payments to Tracer Construction (\$37,160) and Ashby Properties (\$3,000) for the SIP Block A windows project and to Complete Projects for the hall relocation project (\$4,552).

**Financial Position / Working Capital**

The Year-to-date position is a surplus of \$236,630 including the \$160,652 donation to the hall relocation project. Year-to-date budget (excluding hall) is \$35,329. At the same stage last year the surplus was \$38,859.

The Working Capital position at 31 August 2024 was \$559,899. At the commencement of the year, it was \$338,628.

Cash in the bank at months end totalled \$901,451 (\$264,684 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 17 September was 197.31 FTE compared to an entitlement of 193.29 FTE resulting in a *negative* balance of \$9,704. Any balance at 31 March next will impact on the subsequent July instalment of the operations grant.

**6. Playground and Hall Projects**

The change from last month for the hall relocation is the payment to Complete Projects

Funding for the hall relocation is \$195,000. Expenditure this year has been for electrical engineering (\$500); architectural developed design (\$2,500); weathertightness (\$19,858); carpet strips (\$1,135) and payment to Complete Projects (\$4,552). 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:		Date:	
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Report reviewed by:		Date:	
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## Commentary

The reported surplus for the month was significantly less than the budget due to the anticipated ESOL funding (\$12,148) not being received and the other MOE Grants were less than expected (\$3,760/\$16,400). This budget is based on the previous year activity and these grants vary significantly year on year. The reduced Ministry income was partially offset by greater than budgeted local funds income (\$16,517/\$7,374) from donations and the runathon fundraising. Contributing also to the lower surplus is one-off expenses for the school art project, BOT expenses and greater teacher aide costs. Overall income for the month was 5% less than budgeted and the expenditure 4% greater.

The surplus at the reporting date is more than twice (215%) the budget of \$35,329. That results from a 25% increase in interest income and a 9% reduction in expenditure, both excluding the teacher's salaries and use of land. Ministry income is on a par with the 67% passage of the year but local funds income is 83% but it is recognised that this income is not received equally over the year. Interest is also 83%, due in part to the funds received for the playground, the hall relocation and the 5YA building projects. Of the expenditure budget groups, curricular (90%) and administration (75%) are exceeding the percentage of the year. One off costs such as subscriptions that are incurred early in the year are impacting on the curricular costs. That is true also for administration (subscriptions 107%; insurance 108%), but contributing also is increased costs for stationery (131%) and BOT expenses (473%). Salaries (83%) are contributing also but the percentage is reduced to 75% if the employment related expense credit is included.

The projected result for the year as a whole has reduced from last month by \$12K once the budget for August is replaced by the actual result. However as discussed previously the accuracy of the now projected \$41K surplus is dependent on the actual results for the remaining four months being comparable to the budgeted ones.

As is the case always, if you have any questions or would like to discuss the finances generally please get in touch.

Regards

Graeme



**Clyde Quay School**  
**Finance Minutes 21.10.2024**

**Present:** Neil Passey, Michelle Little, Chris Myatt, Cameron Ross, Liz Patara

**Date 21.10.2024**

1. Finance received the Finance Report August 31.
  - 1.1 The surplus for the month was significantly less than the budget as ESOL funding was not received and other ministry grants were less than expected.
  - 1.2 The lower ministry income was off set by greater than budgeted local funds (\$16,517/\$7,374) from donations and the runathon fundraising. Overall income for the month was 5% less than budgeted and the expenditure 4% greater.
2. The committee noted it received \$160k from the Taylor Swift (Vancouver) raffle. The \$236K surplus is inclusive of the \$160k from Taylor Swift
3. Liz reported that fundraising for the teacher resourcing area has been considerably curtailed over recent years due to a focus on fundraising for the hall relocation and playground development. Fundraising, for teacher resourcing, has been restricted to passive income (New World); run-a-thon, spell-math-athon, and donations.
  - 3.1 The library mainly uses money raised on Book BBQ.
  - 3.2 Michelle shared with the committee that a percentage of the Taylor Swift fundraiser is intended for teacher resourcing.
4. The bridging finance vs. WAF contribution is still to be sorted.
5. A meeting with Graeme Wigzell in order to finalise financials of the property projects is yet to be organised.

**Questions were posed:**

1. BoT Expense line was over budget.
2. Administration area was over budget.
3. Fundraising compared to previous years was notably different.

**Liz responded to questions in an email to finance committee October 22**

1. BoT Expenses \$4927.50 Principal Recruitment
2. Administration Codes 6402-6801 (22 separate lines) and BOT expenses is one. Again the significant variance in *Administration* was attributed to recruitment costs of \$4927.50
3. ESOL funding of \$25,000 will show in the September financials. There are only two tranches May and September. Since these are 31 August accounts the income will not show
4. Fundraising in 2023 there was 'Run-athon and Mathathon'. Income goes to the same code. I have not separated these out. Rn-a-thon was \$8313.24 and Math-a-thon \$7029.91
5. In 2024 the school has only had Run-a-thon and the total to October is \$4510.00 Graeme's total is to 31 August hence \$3093.00

Recorded  
Liz Patara

# Property

## Property Subcommittee meeting

Date: 21/10/24 via google meet  
Invited: Michelle, Neil, Cameron, Liz and Sarah  
Apologies: Andrew  
Minutes: Sarah  
Next meeting: Prior to next board meeting

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### Review of Action Points:

- Michelle to forward quotes once received.

### Projects

#### SIP Project

- Rimu classroom slope still needs to be remediated
- Sound proofing for hall - tbc
- Sub floor insulation for hall - tbc

#### Hall Move and C, D, & E Remediation

- Quotes not yet received due to the high number of RFI's received just before closing date. ML, Architect and Project Manager (Scott - Savills) currently working through these.
- Neptune climbing frame (ST following up for estimate of value with James Hardy MOE), if value is low the consensus is to gift to Mt Cook School.

#### Easements

- To progress easement we need an Land Transfer plan (Simpson Grierson, Spencer Holmes) both were very hesitant as they usually do LT plans as built. School has been told by MOE that we needed easement first. Surveyors have been engaged to do the easement and building set out at the same time (\$500-\$1000 more). Quotes have come in around \$5000. Confirmed Harrison Grierson as their response was best configured and priced.
- Can't start LT process until final site plan received from Architect (expected this week).
- Income made from two TS raffles (approx \$230k) will go towards School Led Property Projects.
- Once contractor costs confirmed, playground property group will work through the schedule of school led costs and update the sub committee and board with where we are tracking with expenditure/income.
- School led funding is made up of three areas - grant funding secured, fundraising funds and board funds

#### 5YA Roofing Project

- Working with MOE to get Karaka roofing work included as part of the remediation works in 2025
- Boilers for Karaka block, also looking to schedule these as part of remediation works in 2025

#### Other Matters



- One of the grants secured last year matured (end of use date) at end of Sept, work is underway to negotiate with the grant entity and provide explanation.

Action Points

- Watching brief on easement situation (ML)
- Update on hall move project budget (ST) once contractor and budget confirmed via Weathertightness programme

# Community

## Community Subcommittee meeting

Date: 21/10/24 via google meet  
Invited: Cameron, Liz, Monty, Sarah, Andrew  
Apologies: Sue  
Minutes: Andrew  
Next meeting: Prior to next board meeting

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### Review of Action Points:

- N/A – inaugural sub-committee meeting for Community

### New Action Points arising:

- To draft survey for this year, inc review Qs from last year. See plan in memo for full board meeting 29 Oct.
- Sarah draft content on whanau options for involvement > Sub-committee review > Cameron to add content to web-site.

### Review of annual plan action/measures

(Cover activities intended, progress, actions not yet done/started).

1. Drafting of next years annual plan,
  - a. Community consultation
  - b. Aligning planning with mgmt re: curriculum planning period.
    - i. Perhaps more a case of holding off annual plan so curriculum planning can be done as much as possible, less about marrying them up.
  - c. Re-do survey to get community feedback.
  - d. *To draft survey for this year, inc review Qs from last year.*
    - i. Also a re-check on what we've done in response? Comms to highlight that to people.
  - e. Start drafting annual report (first half, second half to follow consultation).
2. School events to be contributing to?
  - a. Focus for term will be year 8 leavers event and principal leaving event.
  - b. Have broadly met the goal of running events. Continue for next year and seek further support from families (but have done the running of).
3. Whanau contribution plan,
  - a. How to provide info on what can be done?
  - b. How to understand what people would be up for?
  - c. Sub-comm to be clear on ways whanau can contribute to any events happening.
    - i. Teachers do well communicating about class activities, how to work together with them?
  - d. What should web info include? Broad range of options - so be good to add more suggestions/details on how to be involved.
    - i. Discuss as a committee what expectations and suggestions we have for parents/whanau.

- ii. *Sarah draft content*
  - iii. *Sub-committee review*
  - iv. *Cameron to add content to web-site.*
- b. Intent for website to be over-arching source of truth. Ideally up-to-date and covers whole range of options. Then can steer people to it at times.
  - c. And also ongoing comms for activities, classroom events etc. Newsletters ongoing call outs for events.



## Clyde Quay School Board Memo

<b>Date</b>	28 October 2024
<b>From</b>	Community Subcommittee
<b>To</b>	CQS Board
<b>Subject</b>	CQS Community Survey 2024
<b>Appendices</b>	1. 2023 Questions

### Purpose

This memo provides the CQS Board with a proposed approach for CQS community survey planned for term 4 2024, and adjacent community consultation, proposed development and delivery of the 2025 Annual Plan in term 1 2025.

### Background

- From 2023 the Ministry of Education requires that all New Zealand school boards consult with their community in the development of their Annual and Strategic Planning and Reporting.
- As a Board we have always endeavoured to engage with our community in person, however following low engagement from parents in organised in person meetings, last year we moved our consultation to an online survey. This was a successful transition and we gained feedback from over 70 families in the December 2023 survey.
- This feedback was utilised in the development of the 2024-25 Strategic Plan which sets out our strategic priorities, and the 2024 Annual Plan which identified our intended actions. The AP24 Tracker has been updated and used by the board and subcommittees to track our progress.
- The community subcommittee has recommended that along with the community consultation, a summary of delivery be presented to our community to provide some context of what has been achieved this year, against our strategic priorities and based on last year's community consultation.

### Proposed approach

- Delivery of the actions outlined in our AP24 contributes directly to the 'statement of variance' required in the AR24. It demonstrates the progress made over the last year towards achieving the targets set out in our AP24. It offers explanations for any differences and how we intend to address targets that were not achieved, in the AP25.

- While we are not required to incorporate community feedback into our Annual Report or Annual Plan, as a board we choose to do this to ensure we are calibrating and balancing the priorities of our community into our action plan for the coming year.
- To provide insight and context to our community we will develop a consultation document that recalls our strategic model and priorities, and summarises delivery against the AP24 this year.
- The consultation pack will provide:
  - Page 1: CQS Strategic Model (as per SP 24-25)
  - Page 2: Strategic Priorities 24-25 (as per SP 24-25)
  - Page 3: Annual Plan 24 delivery (draft statement of variance)
  - Page 4: List of 2024 questions and prompt to online survey (option for paper response had low uptake last year)
- The consultation pack will be emailed to whanau, and available via the community page on our website. The survey link will be live for 3 weeks towards the end of term 4.
- Once the survey closes, the community subcommittee will review and summarise the findings for board consideration and AP25 development in Term 1 (see proposed timeline for Annual Plan below for further detail).

### **Proposed Timeline**

#### Suggested timeline for 2024 Community Survey

Review approach with Board	28 Oct
Develop & confirm questions	4-8 Nov
Survey Monkey dev and test	11-15 Nov
Newsletter announcement	13 Nov
Survey goes live (3 weeks)	18 Nov-6 Dec
Review and finalise results	9-13 Dec

Suggested timeline for drafting of AR24 and AP25

Board review of AR24 delivery, community survey feedback and discuss approach for AP25	<u>Jan 25</u>
Review and approve drafted AP25	<u>Feb 25</u>
Drafted AP25 circulated to CQS community for consultation (3 weeks) via email, website document and in person/online consultation	<u>Feb 25</u>
Finalised Annual Plan passed by Board, posted to CQS website and lodged with MoE	<u>Mar 25</u>

**Recommendations from subcommittee**

- Review AP 24 tracker and draft delivery summaries against each of the 5 strategic priorities
- Review 2023 survey questions for each area - consider changes



## Appendix A - Summary of 2023 Questions

CQS 2023 Community Survey - Summary Response		
Q#	2023 Question	Average Rating/5
1	Thriving Students: My child is developing a excellent base of academic knowledge at CQS	
2	Thriving Students - My child is developing good social and emotional skills at CQS	3.9
3	Thriving Students - CQS teaching meets the learning needs of my child(ren)	4.3
4	Thriving Students - CQS caters well to the diverse learning needs of students	3.9
5	Thriving Students - I have easy access to reports on my child/ren's learning progress. The reports are high quality, relevant and easy to understand.	3.7
6	Thriving Students - There is plenty of choice for sports, recreation and physical activity at CQS	3.7
7	Operational Excellence - Leadership in the school is visible, they are doing a good job	3.3
8	Operational Excellence - CQS maintains a strong financial position, and resources are appropriately allocated	4
9	Operational Excellence - Classrooms and learning environments are well maintained and resourced	3.4
10	Operational Excellence - Recreational facilities and playgrounds are well maintained and resourced	3.7
11	Honouring Te Tiriti o Waitangi - CQS upholds and honours Te Tiriti o Waitangi	3.2
12	Honouring Te Tiriti o Waitangi - my child(ren) has good opportunity to engage in learning te ao Māori, te reo me ngā tikanga (Māori world view, language, protocols and culture)	3.7
13	Living our Values - My child(ren) is learning self awareness, confidence and well being at CQS (Mana Tangata - We Value Ourselves)	4.2
14	Living our Values - My child(ren) is encouraged to care about & respect others (Manaakitanga - we value other people)	4.4
15	Living our Values - my child(ren) is developing a growth mindset, and is motivated to learn (Māramatanga - We value active learning)	4.4
16	Living our Values - my child(ren) feels safe and welcome at CQS and enjoys contributing to our school (Whanaungatanga - We value our community)	4.3
17	Community Engagement - There is a good relationship between CQS staff, management & board, and the school community	4.5
18	Community Engagement - School communications are regular, informative and convenient, I feel well informed	3.9
19	Community Engagement - I am aware of opportunities to contribute my skills and time to school events, projects and fundraisers	4.2
20	Community Engagement - our family feels welcome and part of the school community	4
21	Community Engagement - Ethnicity: (insert what best describes your ethnicity), this helps the board grow our understanding of our community.	4.2
		30% answered

# Communications

**Correspondence for Board of Trustees' Meeting 29 October 2024**

**INWARDS**

<b>Date/Date Rec'd</b>	<b>Received From</b>	<b>Subject</b>	<b>Action</b>
1 October 2024	Starters & Strategies	Magazine Term Three 2024	Board FYI
1 October 2024	Education Gazette	Magazine Vol 103 No.13	Board FYI
1 October 2024	Anne Gordon	Resignation Letter	Board FYI
9 October 2024	Elyse Hemara	Resignation Letter	Board FYI
18 October 2024	Jayne Ruiter	Resignation Letter	Board FYI
21 October 2024	ASB	Bank Statement for Visa	Board FYI
			For Board FYI

**OUTWARDS**

<b>Date</b>	<b>To</b>	<b>Subject</b>	<b>Sent by</b>