



CLYDE QUAY SCHOOL
Te Kura O Matairangi

Board of Trustees Meeting

16 September 2024

6:30 pm

CQS Board of Trustees Agenda: 16 September 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 August</p>	<p>Neil Passey</p> <p>Chair</p>	<p>6.30</p>
<p>1.1 Late Agenda Items</p>	<p>Finance: Professional Coaching Support for Principal Leadership Role \$4450 and high needs teacher aide funding.</p>	
<p>2. MONITORING</p> <p>2.1 Review of Action Items</p> <p>Finance</p> <ul style="list-style-type: none"> ● Tax donation notice for newsletter ● Term Deposits- Neil to liaise with Laurelle in the office ● Neil to organise a meeting with Graeme in a months time. ● Michelle to provide an update on WAF. Graeme will be the accountant for WAF. ● Visa Business Card monitoring to be added to finance subcommittee 	<p>Sue</p> <p>Neil</p> <p>Michelle</p> <p>Liz</p>	<p>Actioned</p> <p>In progress</p> <p>Actioned</p> <p>Not actioned</p>
<p>Property</p> <ul style="list-style-type: none"> ● A meeting to be arranged with Damian and Structural engineer. ● A meeting's arranged with Mark regarding progress of SIP project. ● Sarah pursuing options with MBIE re:exemption to IL3 standard 	<p>Michelle</p> <p>Sarah</p>	<p>Actioned</p> <p>In progress</p>
<p>Term 3 Policies advertised in newsletter</p>	<p>Liz</p>	<p>Actioned</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> <p>4.1 Personnel-Update Ass Principal</p> <p>4.2 Finance</p> <p>4.3 Property</p> <p>4.4 Community Engagement</p>	<p>Sub-committees</p>	<p>7.45</p>
<p>5. COMMUNICATIONS</p> <p>5.1 Correspondence</p> <p>5.2 Up-coming newsletter items</p> <p>5.3 Planned Events</p>	<p>Chair</p>	<p>8.15</p>
<p>6. MEETING CLOSURE</p> <p>6.1 Next Meeting Date</p> <p>6.2 Review of action items</p> <p>6.3 Appoint Karakia for next meeting</p> <p>6.3 Closing Karakia</p>	<p>Chair</p>	<p>8.25</p>
<p>7. Move in Committee</p>		

Administration

*Draft Minutes of Clyde Quay School Board of Trustees Meeting
12 August 2024*

1.0 ADMINISTRATION STARTED 6.32PM

1.1 Opening Karakia Neil Passey

1.2 Present

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

1.3 Apologies:

1.4 Declaration of Interest
None

1.5 Confirmation of Previous Minutes

MOVED that the minutes of 1 July 2024 as amended be accepted as a true and correct record.

Apologies 3.15pm

MOVED

Neil Passey/Sarah Todd AGREED

2.0 MONITORING

2.1 Review of Action Items

Action Item	Responsible	Outcome
Replacement of Board member	Michelle Little	Monte Palliwal joined meeting
David Lee organise bathroom	Chris Myatt	Michelle looking into a floor drain
Annual Plan to be confirmed and tabled	Sarah Todd & Andrew Neal	Actioned Finalised Plan. ML CR LP

Annual Report for 2023 needs to be started update at August meeting	Subcommittees	Sarah drafting
Planned Property Projects	Property committee	Ongoing work

MOVED Monitoring Action Items received

MOVED

Michelle Little AGREED

2.2 General Board Matters

2.3 Principal's Report taken as read

CLYDE QUAY SCHOOL CURRICULUM

The CQS Board notes:

Assessment

1. Jayne and Anne (Y3-4) teachers are completing the the BSLA assessments as they have commenced their course out of the University of Canterbury.

1.1 Matthew Harding (teacher aide) has also commenced the BSLA course for Y1-2 students.

2. Teacher aides Tanya Barrett, Hana Bright, and Jinna Zwanikken are assessing Y2 students for the Nuffield Early Literacy Intervention (NELI); an oral language intervention supporting structured literacy.

3. The July 3 *Open Afternoons*, as usual were well attended, particularly in Y1-6. It is always a challenge in the senior school as parents have probably attended their fair-share of *Open Afternoons*.

4. IMPORTANT

Otago University and NZCER compiled [Curriculum Insights Progressive Study \(CIPS\)](#) to assess curriculum levels of Y3,Y6,Y8 students on the *Refreshed Curriculum* in mathematics and reading. The Minister of Education is claiming the system is dire according to the results. *But CIPS assessed students on a curriculum that is not yet ready to implement because the resources or information has been issued to schools.*

5. The EnglishSpeakersOtherLanguages verifier Inge Millard was in school August 6. Inge audits programmes and teachers judgements when assessing ESOL students. The school has 62 funded students. Inge's verbal feedback indicated teachers were making a material difference for ESOL students.

Cameron Ross and Liz Patara shared views: CIPS assessed how well Y3, Y6, Y8 students on the *Refreshed Curriculum*. The mathematics curriculum is not released nor resourced therefore the CIPS results are not valid. Cameron reported the school performs well against current PAT mathematics. The Y8s are not 78% failing (against current assessment tools) as reported in CIPS.

Sarah acknowledged the teacher shortage and inquired about relief teachers. Liz explained it was dire however the school is managing currently though it is very problematic.

Policies

The CQS Board:

1. **Notes** the term 2 policies and assurances.

2. **Confirm** each member has reviewed both.
3. Term 3 policies and assurances are ready for review this term.

Health & Safety

Recommendations

The CQS Board notes/ or confirms:

1. Register recorded
notification to parents: Head incidents-2, Illness/injury-7, Injuries to staff-2.
2. Hazards: Neptun Structure's book value 0. Robert's mitigated hazard by attending to frayed cables.

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

Liz Patara/Chris Myatt AGREED

3. BOARD STRATEGY

3.1 Board Strategy Initiative

Annual Plan 2024- Subcommittees to track goals

Annual Report 2023- Community Engagement subcommittee will draft report

that the Board Strategy Initiative be received

MOVED that the Board Strategy Initiative be received and the Annual Plan adopted

Sarah Todd/Michelle Little AGREED

4.0 SUB-COMMITTEES

4.1 Personnel

Report taken as read.

Recommendations

Personnel update

1. Michelle Little will provide an update in preparations for the principal's position 2025.
2. The school is working with Stu Birch education personnel to have Limited Authority to Teach (LATs) personnel to act as relievers due to teacher shortage.
 - 2.1 The LATs currently being considered are teacher aides, AfterSchool Care personnel, and graduates. Education personnel has LAT applicants vetted and undertake *Physical Restraint Modules*. The city schools (CQS, Te Aro, Mt Cook, & Sacred Hearts) provide LATs with an Education Sector Logon, and endorsement.
 - 2.2 LATs are assigned to, in this case CQS, Te Aro, Mt Cook, & Sacred Hearts.
 - 2.3 LATs hold this category for a year.
3. Diarmuid Brazendale is a specialist teacher from Kimiora advising and teaching with an exceptional child.
4. Fern Garland (teacher aide) has transitioned to Harakeke as specialist teacher aide well.

Recommendations

Professional development

1. All staff continues with structured literacy programmes:
 - 1.1 Anne Gordon and Jayne Ruitter have commenced study of the *Better Start Literacy Approach*. Matthew Harding (teacher aide) is also enrolled for the Y1-2 programme.
2. The next *Teacher Only Day* is Friday October 25 (term 4, week 2). The Ministerial Advisory Group Report is the subject of topic. A facilitator is being sought to lead the day.
3. Action required: CEC Conference March 13-16 2024 Report, needs to be scrutinised by the Board according to the Sensitive Expenditure Policy (refer Annex A)

Recommendations

Health & Safety

1. Register recorded notification to parents: Head incidents-2, Illness/injury-7, Injuries to staff-2.
2. Hazards: Neptun Structure's book value 0. Robert's mitigated hazard by attending to frayed cables

Recommendations

Policies & Assurances

Board members must review term 2 policy and assurances

Recommendations

Fundraising

Taylor Swift Raffle was a major success and the media attention bodes well for the school on a number of levels.

Major School Event

Hura Pikitia Pakitara/Unveiling of the mural *The Forest, Us, Ancestors, Tomorrow* was another major success; likewise the media coverage impacts well on the school

MOVED that the personnel report and recommendations therein be accepted

Sue Bibby/Neil Passey AGREED

4.2 Finance

4.2.1 May 31 Financial Statement

Variance Report June 30

Finance Report June 30

- 4.2.1.1 Term Deposits- Neil will liaise with Laurelle (office manager) regarding maximising term deposits.
- 4.2.1.2 Property Finances- Sarah Todd and Neil discussed the matter with Graeme. Neil to organise a meeting in a month's time.
- 4.2.1.3 Michelle to provide an update on WAF. Graeme will be the accountant for WAF.
- 4.2.1.4 The Auditing process is to be started under the gambling licence.
- 4.2.1.5 Sue Bibby wrote the tax donation notice previously and will do so again for the newsletter.

Finance noted:

Neil Passey to contact Graeme Wigzell to correct Variance report and to organise rationalising finance across term deposits, property projects, and sponsorship.

MOVED that the finance report and recommendations therein be accepted

Neil Passey/Sarah Todd AGREED

4.3 Property

Property Subcommittee meeting

Date: 05/08/24 via google meet

Invited: Michelle, Liz, Cameron, Andrew and Sarah

Apologies:

Minutes: Sarah

Next meeting: Prior to next board meeting

Review of Action Points:

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

Projects

SIP Project

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

Hall Move and C, D, & E Remediation

- WAF Fundraiser raised \$75k~ (GST tbc, can be claimed back on purchases)
- GST registration kicks in once \$60k revenue exceeded
- Foundation works update: IL3 ~ \$172K for pile foundations, IL2 ~ \$60k for pile foundations
- Pax capacity is 250 people, seismic testing (highest school roll has been 265 students)
- Comfortable capacity for whole school is ideally 238 pax

- Do we want to pursue IL2 (max capacity 250) or IL3 (with extra \$100k to find)
- Existing file on original hall construction; no available documentation for calculations for structural engineering signoff
- 2013 change of use for hall and WCC application increased occupancy load to 270 (code of compliance certificate)
(complies as nearly as practicably required)
- Alternative approach using steel could be an option (with steel donated by school family)
- What are the proposed improvement costs to the school for hall vs move & foundations

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

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

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

SYA Roofing Project

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

Other Matters

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

Matters Arising

- Michelle to arrange a meeting with Damian and Structural engineer.
- A meeting's arranged with Mark regarding progress of SIP project.
- Sarah Todd pursuing options with MBIE re:exemption to IL3 standard
- Michelle reported the hall mediation will now occur in term 4 holidays

MOVED that the property report and recommendations therein be accepted
Michelle Little/Neil Passey AGREED

4.4 Community Engagement as per annual plan. Upcoming is annual report and website content refresh

5.0 COMMUNICATIONS

Correspondence for Board of Trustees' Meeting 12 August 2024

INWARDS

Date/Date Rec'd	Received From	Subject	Action
1 July 2024	Ministry of Education	Education Gazette, Vol 103, No.8	For Board FYI
1 July 2024	Starters & Strategies	The New Zealand Teachers Magazine, Term Two 2024	For Board FYI

OUTWARDS

Date	To	Subject	Sent by

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

Action

Visa Business Card monitoring to be added to finance subcommittee

MOVED

Cameron Ross/Sarah Todd AGREED

5.2 **Up-coming Newsletter Items-** Donations, Term 3 Policies

5.3 **Planned Events-** First Assembly of term 3 August 30

6.0 MEETING CLOSURE

6.1 **Next Meeting Date: 16 September**

Next meeting will be 6.30pm Monday 16 September 2024

6.2 Review of Action Items

Action Item	Responsible	Outcome
Finance		
<ul style="list-style-type: none"> Tax donation notice for newsletter 	Sue	
<ul style="list-style-type: none"> Term Deposits- Neil to liaise with Laurelle in the office 	Neil	
<ul style="list-style-type: none"> Neil to organise a meeting with Graeme in a months time. 		
<ul style="list-style-type: none"> Michelle to provide an update on WAF. Graeme 	Michelle	

<ul style="list-style-type: none"> will be the accountant for WAF. • Visa Business Card monitoring to be added to finance subcommittee 	Liz	
Property <ul style="list-style-type: none"> • A meeting to be arranged with Damian and Structural engineer. • A meeting's arranged with Mark regarding progress of SIP project. • Sarah pursuing options with MBIE re:exemption to IL3 standard 	Michelle Sarah	
Term 3 policies to be advertised in newsletter	Liz	

6.3 Closing Karakia

Undertaken by Neil

Meeting closed Neil

8.44 Amit Cameron & Liz left meeting

Confirmed

Karakia opening Andrew Neal

BOT Presiding Member

Michelle Little.....2024



Monitoring

**Clyde Quay School
Principal's Report
13.09.2024**

CLYDE QUAY SCHOOL

Action Taken										Ongoing Action
Current Roll										
2024	Feb 2024	April 2024	May 2024	June 2024	Aug 2024	Sept 2024				
	205	211	214	219	230	229				
2023	207	213	214	215		229				
<p>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.</p> <p>The CQS Board notes 2025 term dates</p> <p>Student roll 1999-2024</p>										

CURRICULUM REQUIREMENTS AND STUDENT ACHIEVEMENT

Action Taken	Ongoing Action
<p><u>CLYDE QUAY SCHOOL CURRICULUM</u> Assessment 1. Teachers are compiling assessments ready for term 4 reports. Reports are expected to be issued term 4, week 2, October 14. 2. 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. 3. 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. 4. 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.</p> <p>Recommendations The CQS Board notes recommendations 1-4</p>	

DOCUMENTATION AND SELF REVIEW																											
Action Taken	Ongoing Action																										
<p>STRATEGIC PLAN SCHOOL SELF REVIEW</p> <p>POLICY REVIEW & BOARD ASSURANCE <u>2024 Review Schedule and Board Assurances</u></p> <p>Please check the policies and assurances each term. Board members must review these.</p> <table border="1"> <tr> <td rowspan="6">TERM 3</td> <td>Concerns and Complaints (board)</td> <td>Students Attendance</td> <td> <ul style="list-style-type: none"> Assure the board that student absences are correctly recorded, monitored, and followed up </td> </tr> <tr> <td>Allegations</td> <td>Reporting to Parents on Student Progress and Achievement</td> <td> <ul style="list-style-type: none"> Assure the board that teachers have used good quality assessment information to report to each student and their parents/carers at least twice a year on student progress and achievement </td> </tr> <tr> <td>Performance Management (board)</td> <td>Searches, Seizures, and Retention of Property</td> <td> <ul style="list-style-type: none"> Assure the board that all procedures relating to search, seizure, and retention have been followed. Confirm that a written record has been kept of all searches and seizures, and retention of any property held for more than 2 days </td> </tr> <tr> <td>Professional Development</td> <td>Staff Conduct</td> <td> <ul style="list-style-type: none"> Assure the board that the retention of non-teaching staff is specified in writing, and that staff members receive a copy and acknowledge the receipt in writing </td> </tr> <tr> <td>Protected Disclosure (board)</td> <td>Staff Leave</td> <td> <ul style="list-style-type: none"> Assure the board that all procedures relating to physical restraint have been followed, and that all requirements to notify, monitor, and report have been met. Confirm that any non-teaching staff have been notified in writing, discuss the board that staff undertake to supply students receive appropriate training and support </td> </tr> <tr> <td>Staff Conduct</td> <td>Minimising Physical Restraint</td> <td> <ul style="list-style-type: none"> Assure the board that the school complies with the correct procedures and reporting requirements relating to suspension, exclusion, and unauthorised absence </td> </tr> <tr> <td>Staff Leave</td> <td>Searches, Seizures, and Retention of Property</td> <td> <ul style="list-style-type: none"> Assure the board that the school has complied with the Public Records Act 2004 in relation to the retention and disposal of school records </td> </tr> <tr> <td></td> <td>Safety and Welfare for Students on Work Experience</td> <td> <ul style="list-style-type: none"> Assure the board that work-based learning and work experience situations for students meet the required welfare and safety conditions </td> </tr> </table>		TERM 3	Concerns and Complaints (board)	Students Attendance	<ul style="list-style-type: none"> Assure the board that student absences are correctly recorded, monitored, and followed up 	Allegations	Reporting to Parents on Student Progress and Achievement	<ul style="list-style-type: none"> Assure the board that teachers have used good quality assessment information to report to each student and their parents/carers at least twice a year on student progress and achievement 	Performance Management (board)	Searches, Seizures, and Retention of Property	<ul style="list-style-type: none"> Assure the board that all procedures relating to search, seizure, and retention have been followed. 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Confirm each member has reviewed both. Term 3 policies and assurances are ready for review this term.
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<p>PERSONNEL No further matters to report since personnel meeting August 5, 2024.</p>																											
<p>HOME AND SCHOOL PARTNERSHIP</p>																											
Action Taken	Ongoing Action																										
Nothing to report since July 1 Board meeting.																											

EMPLOYER RESPONSIBILITIES	
Nothing further to report	Ongoing Action

PROPERTY MANAGEMENT	
Action Taken	Ongoing Action
Refer Property minutes 09.09.2024	

HEATH AND SAFETY	
Action Taken	Ongoing Action

REGISTERS		Accident register will be checked by a Board member prior to personnel subcommittee meetings.
Register since 09/08 will be updated at 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- Illness or injuries- Injuries to staff-	
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 13.09. 2024

Personnel

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

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. (?check)
- 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.

**Clyde Quay School
Personnel Report 09.09.2024**

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 will confirm attendance at tomorrow's meeting 9 September or full Board meeting 16 September.

STRATEGIC PRIORITIES

Update on targets CQS Strategic Plan Final 2024.

Each subcommittee must track priorities.

PERSONNEL

1. Michelle Little will provide an update in preparations for the principal's position 2025.
2. CQS student roll will probably trend the same for 2025. Provisional staffing notices will arrive Friday September 13.
2.1 Currently Xandra Boswell is acting assistant principal however, in a falling roll situation, a Board can confirm a teacher in a vacant position rather than advertise it. The Board followed the same procedure for Cameron Ross and for the same reason.
3. As reported previously it is a teachers' market; high demand low supply.

Recommendations

The CQS Board endorses/ or notes:

1. Xandra Boswell as assistant principal and notes it's because it's a falling roll situation.
2. CQS student roll will probably trend the same for 2025. Provisional staffing notices will arrive Friday September 13.
3. As reported previously, it is a teachers' market; high demand-low supply.
4. Michelle Little will provide an update in preparations for the principal's position 2025.

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. Teacher aides are delivering this programme: Hana Bright, Tanya Barret and Jinna Zwanikken.
3. Staff submitted feedback on the *Refreshed Mathematics* curriculum closing today Monday 9 September.
4. 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:

1. All staff continues with structured literacy programmes:
2. The NELI programme started September 2. Teacher aides are delivering this programme: Hana Bright, Tanya Barret and Jinna Zwanikken.
3. Staff submitted feedback on the *Refreshed Mathematics* curriculum closing today Monday 9 September.
4. Action required: [CEC Conference March 13-16 2024 Report](#), needs to be scrutinised by the Board according to the Sensitive Expenditure Policy (Annex B).

Further Updates regarding Board members: Michelle Little

POLICY REVIEW & BOARD ASSURANCES

[2024 Review Schedule and Board Assurances](#)

Please check each term 3 policies and assurances; Board members must review these.

REGISTERS

Register updated tonight

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)	
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- illness or injuries- Injuries to staff-
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

Nothing to report

FUNDRAISING

Second major Raffle Fundraiser in progress.

Liz Patara

Tumuaki

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.

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 July 2024
(All figures are GST exclusive)

1. Introduction

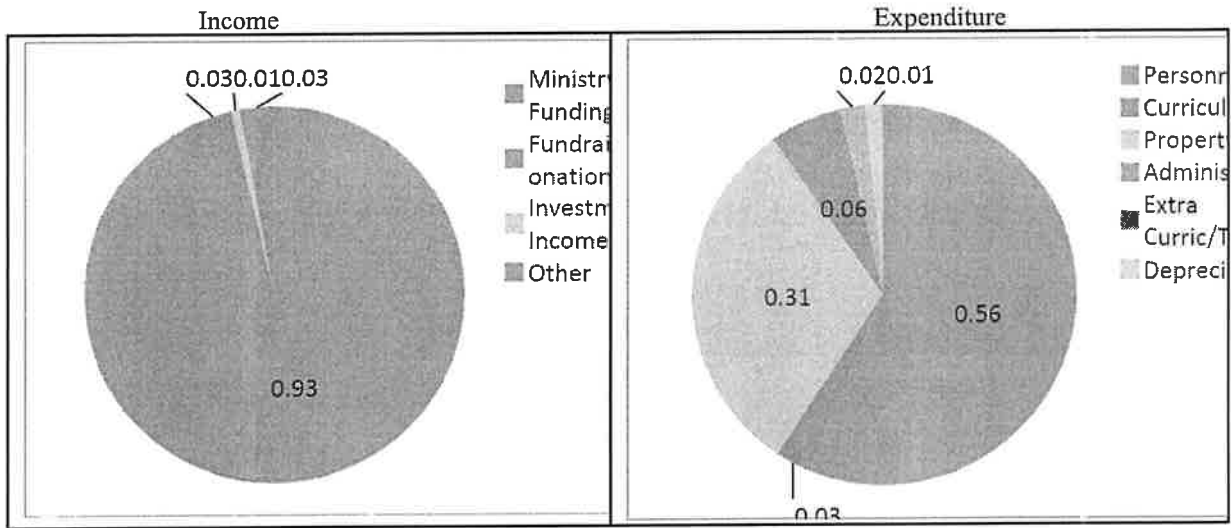
The purpose of this report is to provide the Board of Trustees with a summary of the financial activities of Clyde Quay School for the year to 31 July 2024.

2. Financial Operations (Excludes grants for hall relocation)

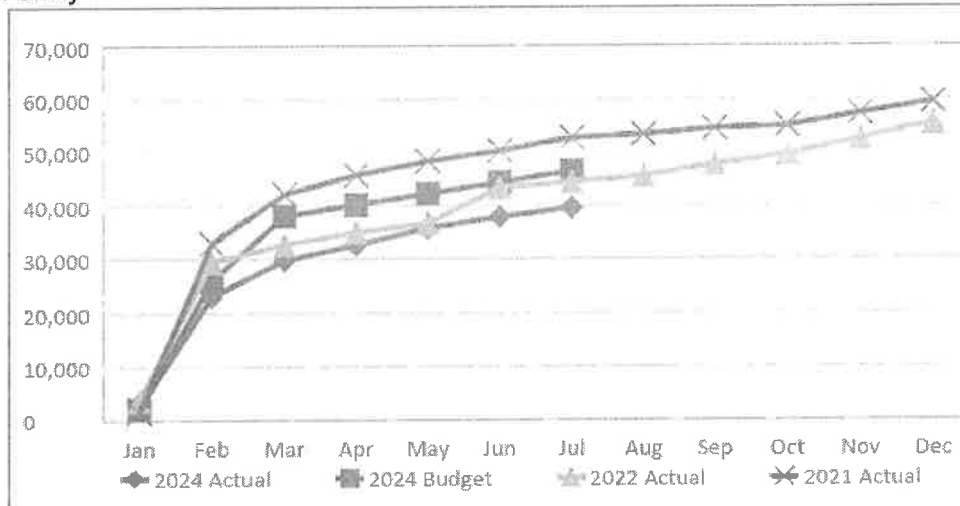
() = Deficit	Actual	Budget
Month	\$9,980	(\$3,135)
Year to Date	\$67,285	\$14,741
Year End Projection / Budget	\$52,971	\$425

Income/Expenditure to Date Proportions

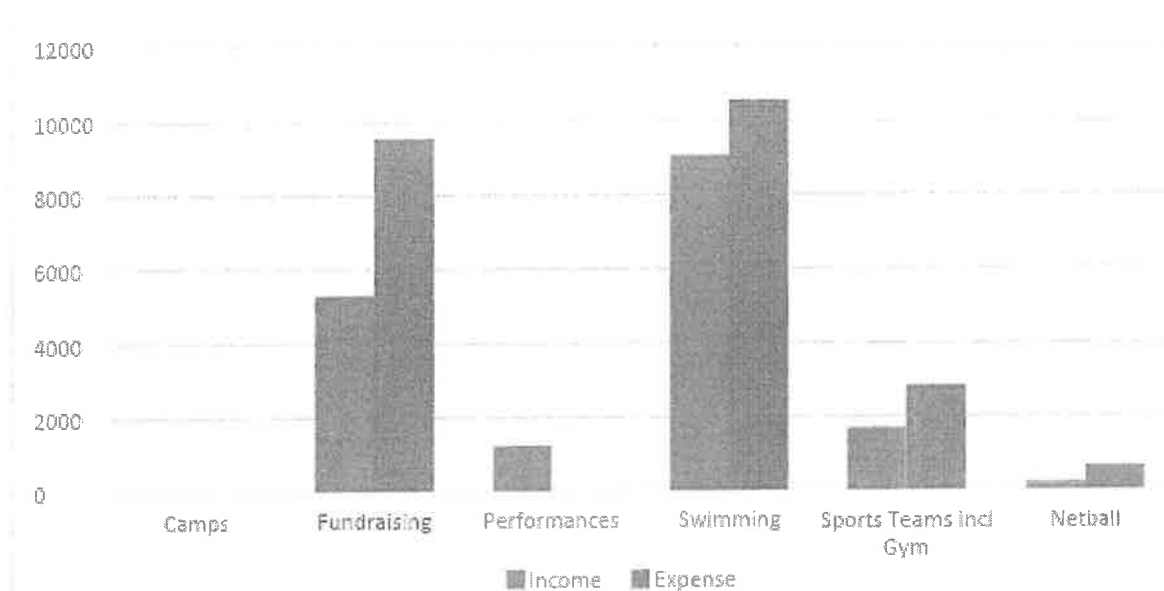
	This Month			Year to Date			Full Year	Last Year to
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	31/07/2023
Ministry Funding	209,255	190,684	(18,571)	1,419,809	1,393,884	(25,925)	2,406,403	1,361,552
Fundraising/Donations	2,688	7,580	4,892	47,459	64,900	17,441	82,000	66,770
Investment Income	2,883	833	(2,050)	11,909	8,331	(3,578)	19,000	5,328
Other	814	4,045	3,231	44,024	35,778	(8,246)	47,619	40,242
Total Income	215,639	203,142	12,497	1,523,201	1,502,893	(20,308)	2,555,022	1,473,892
Learning Resources	124,722	127,087	2,365	863,649	905,420	41,771	1,555,912	853,855
Property	67,430	64,175	(3,255)	450,022	451,857	1,835	774,845	449,697
Administration	8,635	9,904	1,269	88,936	78,221	(10,715)	139,325	73,971
Extra Curricular	513	1,639	1,126	14,827	20,224	5,397	28,015	16,895
Trading	1,296	100	(1,196)	16,649	8,700	(7,949)	15,800	10,650
Depreciation	3,063	3,390	327	21,832	23,730	1,898	40,700	24,639
Total Expenditure	205,659	206,295	636	1,455,916	1,488,152	32,236	2,554,597	1,429,707
Net Surplus / (Deficit)	9,980	(3,153)	(13,133)	67,285	14,741	(52,544)	425	44,185



Family donations received to date - Cumulative



Cost Recovery



Notable Events in the Month

Result: For the month a *surplus* of \$9,980

Income

From the Ministry, the 3rd quarterly instalment of the operations grant (\$84,920) and accompanying non-teach support PE & CA funding (\$9,781). Also paid with the grant was the 2023 balance of the banked staffing (\$9,770). Received as well in the month was an in-class support teacher aide grant (\$1,950). Notable local funds income was from family donations (\$1,699); fundraising from the runathon (\$942) and interest (\$2,883).

Also received was further funding for the weathertightness remediation project (\$19,858)

Expenditure.

Salaries totalled \$19,519 (\$24,492 last month) Other significant costs were for the school art project (supplies \$1,128 & salary \$325); fundraising expenses (thank you to Ben payment \$620); stationery for re-sale (\$676) and advertising (\$613).

Also a payment to Tracer Construction for the SIP Block A windows project (\$102,150).

Financial Position / Working Capital

The Working Capital position at 31 July 2024 was \$552,782. At the commencement of the year, it was \$338,628.

Cash in the bank at months end totalled \$992,642 (\$263,251 on term deposit) compared to \$626,990 at 31 December 2023.

5. Other Financial Issues / Points of Note

Banked Staffing

The staff banking usage as at 20 August was 173.15 FTE compared to an entitlement of 168.98 FTE resulting in a *negative* balance of \$10,250. Any balance at 31 March will impact on the next July instalment of the operations grant.

6. Playground and Hall Projects

No change from last month.

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

7. Recommendations

That the Committee/Board receives the report

Report prepared by:		Date:	
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Report reviewed by:		Date:	
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Commentary

The receipt of the 3rd quarterly instalment of the operations grant and accompanying non-teach support funding is a prominent feature of the income for this month. The operations grant is comparable to the earlier January (\$82,256) and April (\$86,956) payments but the non-teach support funding at \$9,781 is significantly less (\$16,476 & \$20,256). Paid with the instalment was a refund of the underused 2023 banked staffing (\$9,770). Also received from the Ministry was an in-class teacher aide support grant. Total Ministry funding was 10% greater than was budgeted. Family donations, runathon fundraising and interest comprised the bulk of the local funds income which in total was less than anticipated due in large part to reduced fundraising income. Expenditure was on a par with the budget and also with the monthly average for the year to date although notably both personnel and property, the largest of the expenditure groups were both less than budgeted.

The year-to-date surplus at reporting date is 456% greater than was anticipated. Excluding the accrued teacher salaries, income is 3.5% or \$25,900 greater and expenditure 3.7% or \$26,600 less than was budgeted for. The former is a consequence of greater Ministry funding while the latter is due to reduced personnel costs. Those variances are mirrored when the income and expenditure are compared to the 58% passage of the year. The former is greater at 60% and the latter less at 57%. Notably the personnel at 55% is less than the year past and is compensating for additional curricular (79%); extra-curricular (72%) and administration (64%).

The total of the reported bank balances suggests that the availability of cash is not a concern but as you'll be aware included in that balance is operations grant funding for August and September (\$63K), unspent 5YP project funding (\$108K) and the unspent funding for the hall relocation (\$168K).

The projection report suggests a surplus of \$53K for the year as a whole. However, it is apparent that the actual results for the year to date are more positive than budgeted and so the indicative projection could be regarded as a minimum. Equally vague by way of indicative result is consideration of the outcome should the results for August to December be comparable to last year. Acknowledging that the surplus at reporting date is 52% greater than at the same stage last year, if the results for the remaining months were to be similar the outcome for the year as a whole would be a surplus of \$32K.

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

Regards

Graeme

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

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.

Communications

Correspondence for Board of Trustees' Meeting 16th 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
3 September 2024	ASB	Bank Statements for Accounts - 04 & 00	For Board FYI

OUTWARDS

Date	To	Subject	Sent by