

## **Minutes of Clyde Quay School Board of Trustees Meeting 2 February 2021**

### **Present**

Thorsten Engel, Liz Patara, Mel Sutton, Grant Manson, Johnny Tripe, Paul Venning-Slater, Michelle Little, Helen Burnet (Minute Secretary), Andrea Jewell (parent), Phernne Tancock (parent)

### **Apologies**

Dave Woods, David Phipps

### **Election of Chairperson 2021**

With Liz in the Chair, nominations were called for the Chairperson.

Grant Manson nominated Thorsten Engel. Seconded Johnny Tripe.

As no other nominations were received, Thorsten Engel was declared Chairperson for 2021.

With a view to succession planning, Thorsten indicated that he would step down as Chair in June, allowing another Board member to take over while Thorsten was still involved, thus being available for mentoring.

Thorsten proceeded to Chair the meeting.

### **Declaration of Interest**

No conflicts of interest declared.

### **Minutes**

MOVED that the minutes of 30 November 2020 meeting be accepted as a true and correct record.

Thorsten/Mel AGREED

### **Portfolio Allocation**

After a brief discussion, it was decided to leave portfolio allocation until after priorities have been identified/solidified at the Strategic Planning Day.

### **Strategic Planning Day**

13 February 8.30am -12.30pm

MOVED that Morris Rees be co-opted to the board.

Thorsten

Motion rescinded prior to vote.

It was noted that Phernne Tancock and Andrea Jewell have expressed an interest in being co-opted to the board. This will be re-visited following the Strategy Day.

### **Matters Arising**

- Donations notice (actioned)
- Submission re parking – the final submission date was missed. It was agreed to still submit feedback, which Liz will attend to.
- BYOD cyber safety (actioned)

### **Principal's Report**

Liz spoke to her report.

#### Enrolment

Discussion held about enrolment numbers. The school will closely monitor the numbers, as the starting roll this year is 18 fewer than last year, with a view to possibly opening up out-of-zone enrolments.

#### Policy reviews

Liz will share instructions with members for access to Schooldocs.

#### Assessment Data

Liz initiated a discussion about the assessment data which was included in the meeting papers and this year's focus on written language and the reasons why.

#### Property project

Liz advised that the architects have reported back on the final check made to the top block building project. They have asked for some feedback from the board as to whether they have any concerns about deficiencies that have not been addressed.

#### Waharoa

It was noted that no work has been carried out on the waharoa by the caretaker yet, but this will be factored in to his schedule.

#### Recommendations

1. The CQS Board notes the student roll is 216 and 6 are expected to start on day one February 3, taking the roll to 222. It is important to note February 2020 it was 234. If the school does not meet its student numbers by October then the ministry makes a deduction in the October operation grant instalment.
2. The CQS Board notes the curriculum and assessment section as well as professional development.
3. The Board notes the work to date on the Charter Self Review priorities.
4. The CQS Board notes term 1 policy review and assurances.
5. The CQS Board notes property matters section 1-2. (see below)
6. The CQS Board notes property update, health and safety table, student matters.

#### Property Matters

##### Section 1

Block B teachers have organized Pohutukawa. Don Jamieson (Architect) is due to undertake a last check on February 1 and provide an update for the Board. If available, the report will be tabled at the February 2 meeting.

##### Section 2

Robert Stewart, caretaker, returned to work January 18. It is business as usual cleaning grounds, hosing buildings, making minor repairs, gardening and addressing any hazards.

A major part of this week 26-30 January has been fitting new table tops across Y3-87 classes. It's been a major task. By the time Robert's finished each child would be seated at a table of the correct height when using chromebooks; ergonomics satisfied.

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

Thorsten/Michelle AGREED

#### Finance

Grant spoke to the finance report.

Discussion held about income levels, with a number of points noted:

- Importance of communication to ensure parents have a clear understanding of the need for fees and donations to be paid;
- Consistent relevant messages should appear regularly in the newsletter;
- The provisional end of year result is a surplus of \$7041 against a budgeted loss of \$58812;
- Notice to go in newsletter advising what Give a Little monies will be spent on as these funds will be accounted for in 2021 accounts.

MOVED that the Board receive the Finance Report.

Thorsten/Michelle AGREED

### **Strategy Discussion**

#### **Strategy Day**

Liz, Johnny, Paul, Thorsten, Mel to get together to plan the day.

### **Communications**

Correspondence

Correspondence was tabled.

Community communication

- A suggestion was made that supporting documentation from the Board papers be attached to the minutes on the website.
- A suggestion was made for the board to regularly distribute a one page board update.

Review of Minutes & Agreed Action Items

- Schooldocs access – Liz
- Feedback to Council re parking spaces – Liz

### **Other Business**

ERO

It was noted that as it is 5 years since the last review of Clyde Quay, a review is due this year.

Meeting days/times

It was agreed to defer setting meeting dates for the year beyond March until after the strategic planning day.

Next meeting 9 March 2021; 7pm.

Meeting closed 9.09pm.