

Minutes of Clyde Quay School Board of Trustees Meeting 18 October 2021

Present

Chair	Thorsten Engel
Principal	Liz Patara
Staff trustee	Mel Sutton
Board members	Paul Venning-Slater, Dave Woods, Grant Manson, Michelle Little, Johnny Tripe
Public	
Minute Secretary	Helen Burnet

Apologies

David Phipps

Disclosures

No declarations of interest.

Confirmation of Minutes

MOVED that the minutes of 6 September 2021 meeting be accepted as a true and correct record.

Paul/Liz AGREED

Monitoring

Review of Action Items

Heat pump installation	JT	Actioned.
Heating audit	JT	Actioned; no further action required.
Waharoa	PVS, DW, DP	Robert started work progressively on the tiles in a mutually agreed manner.
Summary of science report in newsletter	TE	Actioned and published.
PB4L dates to be confirmed	LP	See Personnel; Staff will vote 29 October.
Updated 5YK construction funding	ML	Actioned.
Wishlist prioritised	JT, GM	Actioned and extra budget approval has largely been spent. Staff should be encouraged to put forward budget requests.
WAF fundraising budget	ML	Actioned. WAF are happy to work towards the \$25,000 target, but limitations with the covid environment. Michelle will confirm that BOT understands this. Decided to host WAF to a social get together at the end of the year to acknowledge and thank them for their efforts.

Principal's Report

Liz spoke to her report.

Some discussion around students attending school if another sibling is unwell.

Liz was encouraged to regularly share more information with community about school funding, eg critical dates for roll numbers that impact funding.

Recommendations

The CQS Board notes:

- The roll is 238 students. Since the September 6 meeting there were four enrolments and three
- withdrawals; two moved out of district and one to a private school.
- Curriculum, assessment and reporting occurring in: health, mathematics, student reports, Māori
- achievement in general and Māori achieving educational success as Māori.
- property update.
- Health and Safety table.

The CQS Board notes two surveys were issued to parents, CQS Whanau Feedback 2021 and Clyde Quay School Year 8 exit survey for parents. The Communication subcommittee to compile results and report back.

MOVED that the Principal's Report be accepted and the items for noting be so noted.

Thorsten/Paul AGREED

MOVED that the board approve an expense of \$1000 for Numicon professional development to be held on November 12.

Liz/Thorsten AGREED

Sub-committees

Property

Michelle spoke to the report.

Pricing for the recladding came back as \$1.6m (no professional fees included); total cost estimated to be \$1.9m. Start date for any work is projected to be Nov. 2022 at the earliest; school would rather this be pushed to the school holiday break.

Johnny will prepare update for community.

MOE want to come back to the site to review the proposed work and costs. Pressure being put on Ministry for this to be progressed as soon as possible. It was noted that the estimate to fix is less than the formulaic estimate to rebuild so the board waits with interest to hear which route the Ministry will choose.

Thorsten will respond to MOE property and advise that the board will check in on a regular basis to ensure that this project moves on.

Rimu plans have been redrawn to better reflect teachers' needs; preference is for operable walls or stacking sliders. Once the teachers give the re-draft a tick, it will be sent to Mark Scrimshaw for costing.

Recommendations

The Board notes:

- The current state of property works;
- That discussions are underway and the property sub-committee will report back once the outcome has been determined, with set pricing for consideration;

- That the board will need to confirm approval to progress this work once confirmation of funding is confirmed;
- That Thorsten, as Chair has undertaken to follow up with the Mark and MOE for response;
- Michelle and Dave will meet with Leon and Max 15th October to discuss planned change;
- Michelle will confirm with Mark the intention to fund this out of 5YK or SIP funds.

MOVED that the Property report and the recommendations therein be accepted.
Michelle/Thorsten AGREED

Finance

Grant spoke to the report.

The school is in a strong financial position with another surplus in September.

Budget notes:

- draft budget being stress tested ;
- a projected deficit of \$100,000 (due to reduction in roll);
- predicated on maintaining current staffing levels;
- this year profits to support next year's deficit;
- If the roll keeps declining, some serious considerations will be needed.

Credit card – once September minutes signed off, the bank will process application.

Once budget is finalised, there may be scope for additional investments for 2022.

MOVED that the Board receive the Finance Report.
Thorsten AGREED

Fundraising & Grants

Decision on grant for turf not due until December.

Personnel

Covid vaccinations

The Board was assured that the school is collecting data from employees regarding their vaccination status and also following up with contractors, volunteers etc. so we comply with the Public Health Order.

Recommendations

The CQS Board notes:

- Status of Board Work Plan;
- Updates;
- Personnel matters under Alert Level 2-3;
- Staff professional development as listed;
- Term 4 policy review and assurances;
- WAF met September 30 and the action items listed.

The Board approves the following operational policy:

“Effective immediately, parents, contracted workers or volunteers engaging with CQS children on camp trips or school outings will be asked to provide proof of vaccination. The same will

hold true for teaching staff who attend children at camp or on school outings where close proximity will be required.

The Board notes that this may result in certain events being cancelled and / or a deposit for planned events being lost, if the people involved in such an event are not vaccinated.

MOVED Dave/Michelle AGREED

The Board endorses Michelle and Paul taking turns in facilitating and running Board meetings, as they share the workload and responsibilities across meetings.

The Board notes that only Paul Venning has the delegated signing authority as Presiding Member and chair of the CQS Board of Trustees.

The Board elects Paul Venning as the new Presiding Member.
Liz/Thorsten AGREED

The Board approves Michelle Little being operationally included and informed in all matters that would normally only go to the Presiding Member - i.e. put on cc' and included in communications and or escalations that might arise.

Liz/Thorsten AGREED

Assurances to attest

Reading Recovery

Appointments Procedure

Provisionally Certificated Teachers

Teachers registration, certification, police vetting

Emergency Evacuation

Staff Usage Expenditure Reports

Length of School Year

Outstanding- compliance

Safety Management System

Surrender and Retention of Property

Searches- YTC

MOVED that the board move into committee at 8.24pm to discuss 2022 re-orginsation, a student matter and a personnel issue.

MOVED that the board move out of committee at 8.43pm.

Dave/Mel AGREED

Information Technology

To note: A letter is going home this week to Yr 4s re BYOD in 2022 and from this the board should soon find out what support will be needed.

Community

John spoke to the report.

Suggested that face to face interviews be conducted in future as very small numbers responding to exit online surveys.

The committee plans to start work on recognising contributions made to the school by groups and individuals.

Recommendations

The Board to consider:

- whether the Board should explore alternatives to the current approach to the survey and whether we have marketed it differently in previous years with different results.

The Board to note:

- the interest from the Community sub-committee to consider this point further;
- the intent of the Community sub-committee to support the Board to identify opportunities for communications on developments in the school and initiatives;
- Community sub-committee to continue to support frequent Board updates in the newsletter.

Thorstén advised that Councillor Iona Pannett (also a parent) had approached him asking if students could be taken to transportation and district planning meeting as a learning opportunity and to be involved with the consultation. She would also like to put details in school newsletter re consultation.

This is curriculum content and staff should make decision. Mel will take this to senior teachers. TE will respond to Iona Pannett as above.

Consultation re cycling; TE will respond that the board is not a lobby group.

As a result of parent's feedback about the school's complaints policy, Thorsten and Liz will update the wording on Schooldocs.

Communications

Correspondence

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

Thorsten AGREED

Up-coming Newsletter Items

Article in Education Gazette

Thorsten acknowledged the article about CQS which is appearing in latest Gazette. This will be shared in the newsletter.

Michelle MOVED a motion of thanks to Thorsten for his contribution as Chair.
Endorsed by all board members.

Playground working group

This group has met once; meeting again this week to progress discussions.
Students will be canvassed for their ideas.

2022 strategic priorities

This will be discussed next month.

WAF

Art auction postponed until 2022.
Italian lunch 5 November.

Meeting Closure

Review of Agreed Action Items

Respond to MOE re property project	TE
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Community surveys to be shared with	Office
Complaints policy	TE/LP
BOT / WAF Social Event	Chair
Community update re property	JT
Student involvement in council consultation	MS

Next meeting 15 November 2021.

Meeting closed 9.18pm.

Minutes confirmed at BOT Meeting 15 November 2021

Signed _____ BOT Chair