**KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES**

**Minutes of meeting of 16th September, 2019: 5.45pm.**

**Karakia:**

1. **PRESENT:** Tomairangi, Emma, Allister, Chad, Camilla, Lorna, Andrea, Stuart,
2. **In attendance** Materoa, Barb, Sue H, Rachel Allan

**Motion:** *That Rachel be given peaking rights* *at this meeting* *Chad*  Carried

**ADOPTING AGENDA: MOTION *“I*** *move the Agenda be adopted.” Chad*  Carried

**2.** **APOLOGIES:**

**3.** **MINUTES OF PREVIOUS MEETING ... CONFIRMATION**

**MOTION** : *“I move the Minutes of Meeting of 12th August, 2019, are accepted as a true and accurate record.”* *Chad*  Carried

**4.** **MATTERS ARISING:** **refer Task/Action List, Minutes of 12th August, 2019.**

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| **Person Responsible** | **Action** | **Completed/Progressing** |
| Stuart | Decile Review sent to families | Completed with a strong return from our families. |
| Chad | Seek second quote for storage area | Received – sort out budget |

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**5.** **CORRESPONDENCE INWARDS: (listed)**

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| **No** | **Item** |
| 1 | South City Christian School integration letter – no impact assumed |
| 2 | Sport Waikato Start up fund- $5,000 approved – bike purchase |
| 3 | Notification of ERO visit (week of the 11th of November) – extra meeting needed |
| 4 | Provisional Staffing for 2020 reduced from 2019 options to be discussed next meeting |
| 5 | Survey- Health and PE (To be shared during the next meeting) info already received via previous community meetings |
| 6 | Sheryl Abbott resignation letter (as of 10th October) - Board expressed thanks for work over last 6 years. Final day of work 27 September 2019 |
| 7 | MOE seeking change to Berkley enrolment zone – no impact on KNS zoned families but may impact KNS out of zone enrolments - address any issues to Stuart to pass on |

**6.**  **CORRESPONDENCE OUTWARDS: (listed)**

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| --- | --- |
| **No** | **Item** |
| 1 | Review of Code of Practice for International Students sent to NZQA |
| 2 | Decile Review Survey |
| 3 | Health and Physical Education Survey |
| 4 | Hamilton Press Enrolment scheme advert for term 1 2020 |

**MOTION:** “I move correspondence Inwards is Received and Outwards approved.

Stuart moved /Chad Carried

**6.** **RECEIVING OF REPORTS:-**

**6.1 FINANCE REPORT: circulate and tabled by Sue**

Bike and storage quotes received – Versatile Garages meets brief with some minor adjustments to be made.

**Motion:** *That the Board agrees to meet the shortfall of up to $ 30,000 in funding for the purchase of bikes and storage facility, from surplus BoT funds held or PTA contributions received. Chad/Emma* Carried

No other nonbudget items of note

Working capital is high for Year to Date due to grants for Bike shed and bikes, and sports uniforms received , but not yet spent.  Other budgeted asset purchases are also yet to proceed.

Indicative MOE funding for 2020 is $9500 higher than this year, but based on lower roll numbers so there may be some adjustment made to this during the 2020 year. Increase mainly from higher relief teacher payments due to increased salaries.

MOE Donations scheme for 2020 Guidelines received and circulated.  Boards need to opt in annually to this. The new scheme would be more beneficial financially to us. Figure comparison attached

**Motion:** *That the Board takes up the MOE Donation scheme for 2020 Andreea/Emma* Carried

**Motion:** *I Move that the Creditors $190,244.66 and Payments $318,347.26 for August be ratified*

*Chad/Allister* Carried

**Motion:** *I move the Finance Report as circulated and tabled be received. Stuart / Chad* Carried

**6.2 PRINCIPAL’S REPORT:**

Stuart reported on trip to China – see attached

Future digital collaboration opportunities – school, staff, global citizenship

Student exchange possibilities – not Primary - online encourages exchanges in later years – NZ hosting of Chinese students

Leadership and teacher exchange – professional and financial benefits

2nd language important

Full report to be circulated to Board when completed

ELL review went well. MOE TESSOL Prof Development for staff likely in 2020

PLD hours have been applied for for 2020

Middle school production very successful

Additional NE class term 4 needed

OOZ ballot – advert placed for term 1 2020, closing 16 October; ballot for term 4 2019 to be held 25 Sept. Generally only enough space for siblings of existing students

Measles – information being updated. Non- immunised students to be excluded if notified to do so by M of Health

Reply received regarding lack of Learning Support Co-ordinator

Approval sought by Stuart to conduct Principal appraisal of peer 2020 – good Prof development opportunity – any payment received to be paid to KNS – could cover princ PD costs

Chad thanked Stuart for personal time involved for long term benefit of school, and those who stepped up to cover his absence.

Type of reporting to Board was discussed - brief concise reports best

**MOTION*:*** *I move the Principal’s Report be received and release for appraisal of peer in 2020 be approved. Stuart / Chad* Carried

**7. NOTIFIED BUSINESS**

**7.1 ANNUAL & STRATEGIC AIMS / OBJECTIVES and COMPLIANCE REPORTING: Self-Review**

**7.1.2 Education Review Office Visit 11th November, 2019**

Barb and Chad reported on meeting with ERO- powerpoint shared

**Evidence** of impact of programmes necessary - ERO acclerated progress definition is more than 1 year’s progress in a school year. Can include well-being , but need to prove statements – student voice, survey results, etc

Disparity and impact of it - what programmes implemented to improve, and evidence of its impact

Teacher enquiry notes provide good evidence

Good method of self audit

High level reports for ERO – Stuart shared initial drafts for board to consider and complete

**BOT Assurance Statement**

<https://docs.google.com/document/d/1P93TZuWZdboh5xZ3zsJwpqn7xCxD5cdL/edit>

**International Code Statement**

<https://docs.google.com/document/d/1wL1EsO-sQF3G8Fw0gqSmsHyDJG0RZNMg/edit>

ERO framework for Knighton review

Stuart will collate all docs and information required once complete

Stuart meeting with all teaching staff re their enquiries early term 4 as part of their attestation reviews

Board assurance statement and Self audit checklists to be completed

Support teachers

**7.1.3 Property Update**

Storage solution – Bike storage, caretaker and KASP storage to proceed per accepted Versatile plan

New classrooms – take over scheduled for start of term 4

Roll growth classrooms – waiting to hear from MOE re timeline; Site restrictions for other expansion – wait for new 5YA for any major projects after Te Hihiri upgrade

Te Hihiri next steps meeting with project manager 24 Sept

Abestos plan – consultants to undertake survey and provide management plan. Samples only to be taken if work is due

**7.1.4 Rachel Allen- Stuart’s appraiser reporting to the Board – Board to move into committee**

**8. Open meeting closed:** 8:00 pm

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**The Chairperson moves** *that under schedule 2A of section 48(1) of the Local Government Official Information and Meetings Act , the public be excluded from the remainder of this meeting to hear and discuss feedback on Principal appraisal.*

*I also move that Rachel Allan be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the appraisal process. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because of her role as Principal appraiser.* Chad Carried

**10. MEETING CLOSED:**

**NEXT MEETINGS:** Tues 15 Oct 6:00pm ERO focus ; Tues 29th Oct shortened meeting; December meeting TBC

**ACTION LIST:**

|  |  |  |
| --- | --- | --- |
| **Person Responsible** | **Action** | **By date** |
| Stuart | Work on Parent Survey for review of the year to be sent out early term four. |  |
| Stuart | Organise pre ERO BOT Meeting when people are free. |  |
| Sue | Confirm acceptance of MOE donations scheme | 30/9/19 |

**Karakia:**