

**Knighton Normal School
Minutes of Board of Trustees meeting
11 April 2011 at 6:30 pm**

Present: Darryl Groufsky, Ritchie Stevens, Tracey Gunn, Jeff Freeman, Linda McCullagh, Andrew Ellis, Karleen Broughton, Caitlin Ottaway, Henare Waihape

Apologies:

In Attendance: Sue Hodgson, Barb Cowie, Materoa Collins

Birthday wishes extended to Andrew. Henare opened the meeting with a karakia.

Minutes of Previous Meetings Had been circulated for meeting on 14 March 2011

Matters Arising:

Amendment: Report on assessment – reference to Y6 net altered to 6 Year net

Turf: Jeff will circulate draft guidelines

Emergency Lockdowns: Further discussion needed re necessity of practice

Wairere Drive Extension;

Jeff to follow up with Rangī Martell from Kirikiriroa Marae Health Centre over the holidays to see what support is needed for their submission on parking.

PTA future: Good response to Special General meeting. New office bearers and committee elected.

Prof Development: APs have attended 2 Leadership Workshop days which they have found worthwhile.

Security Cameras : Refer Principals report

Active Walking: Campaign deemed successful – one class came third in HCC competition for improved active means of getting to school

Motion: That minutes as amended be accepted as correct record of meeting.
Tracey/Caitlin

Carried

Correspondence:

Inwards

Leave: Request from T Roose to extend LWOP until end of term 2 – approved

HCC re Wairere Drive extension: Update on progress – Ruakura Rd to Cambridge Rd section likely to commence early 2013. Detail design progressing in meantime.

MOE: Letter from Anne Tolley re bullying discussed in General Business.

Auditor General: Guidelines on more meaningful reporting in Annual Accounts Analysis of Variance reports

MOE Resourcing: Term 2 funding reduced due to roll numbers. Staffing retained due to Assured Staffing – no permanent appointments to be made

MOE re enrolment eligibility: Includes Principal discretion to approve enrolment with 28 Day Waiver for international students if documentation not complete.

MOE re Property: 1. Approval of claims submitted November. Apology for delay

2. Query re compliance with MOE Fire regs still current – MOE seeking independent advice. Our architect and Project Manager’s response already submitted

3. Response to outstanding issues. Reminder cost over-runs not expected in future projects.

Outwards

MOE re Property: Emailed concern at lack of response re claims and issues following meeting held 4 March, requesting immediate response

Annual Accounts: Draft 2010 accounts to Anderson Accounting

Motion: That correspondence in and out be accepted *Darryl/Ritchie*
Carried

Principals Report: see attached

Curriculum: Jeff and DPs to visit Opotiki school to investigate their successful initiative to increase Maori Achievement (subject of presentation at recent conference)

Discussions held (Matua Ra/Henare/Karleen/Koka) re feasibility of fourth class Immersion

Children At Risk: Prosecution of 1 family for truancy is pending

Roll: 564 Funding and staffing implications discussed.

Recent NE open day successful. Term 2 Open morning planned for 15 June.

Ballot for out of zone places to be held 29 April. Space at all levels except Y3.

Staffing: Reduced roll numbers may mean reduction in staffing for 2012. To be closely monitored. Procedure and implications for staff outlined. Staff have been advised of situation

Review: Discussed Lockdown Policy at length with staff. Procedure practice cancelled as not enough consistency in procedure for various scenarios that may happen. MOE guidelines too complicated. Procedures often Police-driven (depending on scenario). All duty teachers aware of procedures – toilet checks if out of class time important. Children to be made aware of signal – to be discussed in class. Tracking of children at time of incident not practical – a check after all-clear more sensible.

Review of Job overviews completed – Jeff to check current versions available to all staff via server.

Class profile discussions continuing

Curriculum: New MOE/school contract based on Cultural Practice and Resourcing Audit discussed.

Assessment: Barb and Materoa presented reports on Maths, Reading, Listening achievement using data from recent PAT and STAR testing - see attached

Maths: Results for Maori/Pasifika children of concern as underperforming significantly. Y5/6 maths cross grouping effective – low maths group number capped at 20 to ensure best teaching. Areas to discuss results and target specific needy areas. Middle School targeted children in 2010 have showed improvement.

Children not achieving easily identified on eTap but tracking of particular cohort difficult due to low numbers and transience.

Y5/6 (incl 1 Y3 gifted student) are cross grouping by ability, Y2 to cross group next term.

Results have been sent to APs –follow up to be discussed at exec meeting in holidays.

Reading: STAR results for Y3 to Y6 were analysed.
Paragraph comprehension of concern – may be lack of vocabulary
Maori/Pasifika disproportionately high in critical category
Y3/4 sentence comprehension is low
Individual results can be checked against previous year to check for growth.
Discussed value of additional test later in the year.
Other reading assessments can also provide data.
Good oral language and vocab base needed to achieve in reading.

PAT Listening: Results exclude ELL children below cohort and ORRS children.
Y3 to Y6 updated stories provide better understanding of content
Focus needed on explicit inferential teaching.

Results to be discussed at exec and staff meetings in term 2.

Followup report on interventions and progress to be presented to BoT at end of term 3.

Policy: Refer Policy Report

Health and Safety: No issues, although number of broken limbs have increased 2010/2011.

PTA: Jeff extended thanks to Caitlin and PTA committee for past work

Motion: That Principal's Report be accepted *Jeff/Tracey*
Carried

Finance Report: see attached

Draft Annual Accounts for 2010 submitted to auditor show loss of \$54,574 against budgeted loss of \$76,750. Net working capital at year end \$362,715 (incl reserves of \$187,507).

Impact of reduced MOE funding approx \$38,000 and staffing if roll not increased was discussed. 1 July 2011 roll numbers (with added NE component) form basis for 2012 provisional staffing and funding. If staff reduction likely, staff members affected need to be identified early.

Motion: That Finance Report be accepted and payments ratified *Darryl/Ritchie*
Carried

Property Report: Meeting to be held once revised 7YPP budget received from MOE. Plan runs out in June 2012 – revised budget was due in January. Need to discuss balance of 7YPP projects (incl aircon and paving); security cameras/fencing; changing sheds

Security camera proposal deferred in view of current uncertainty about funding. Fencing to be part of 7YPP ASAP. Vandalism has reduced in meantime.

Caretaker, Steve Townley on leave 7 June to 5 July inclusive. Jeff organizing reliever.

Whanau Report: No meeting

Policy Report:

Job Sharing Policy was reviewed with no alteration

Motion: That Job Sharing policy be adopted *Tracey/Linda*
Carried

Synopsis re Medical Systems: Draft circulated and accepted – to be included in newsletter early in term 2

Turf Hireage: Conditions were amended, circulated and accepted

CRT Policy: No changes necessary – to be discussed with staff

*Motion: That policy on Classroom Release Time be retained, subject to staff concurrence.
Tracey/Karleen Carried*

Personnel Report: Leave for Tracy Roose extended to end term 2. Jodie Mason to continue in R7 for term 2.

Staff Rep Report: see attached

Linda presented comprehensive report on school activities and initiatives

- Busy term with extended swimming timetable, cultural festival.
- MOTE being trialled in junior school
- NE team hopeful that PMP will re-commence for term 2 and 3 – dependent on funding
- Enviroschool team held Successful Pumpkin Festival. Planning new garden area – proposal to be presented to BoT
- ELL team and area co-ordinators to be congratulated on Cultural Festival – great response from children and families to culminating parade
- IT seminars to be held for staff on ePortfolios and Konnected collaboration

Linda presented slideshow of recent cultural festival

Motion: That Staff Rep report be accepted

*Linda/Jeff
Carried*

General Business:

MOE letter re bullying: Current situation at Knighton discussed:

- Very little evidence of bullying – any that is reported is low-level
- Any concerns are addressed immediately
- No tolerance, no exceptions – incidents dealt with by DP. Discussed with parents if required
- Playground well managed, organized lunchtime activities help
- Strategies from Incredible Years programme implemented
- Children use WITS and Peer Mediation to deflect further problems
- Staff feel supported by senior management
- Positive comment received in ERO report
- No issues have been reported directly to BoT by parents
- Any major incidents would be reported to Jeff then BoT if necessary
- Suggest parents be given info on bullying policy in newsletter
- Suggest survey of parents re their perception of bullying at Knighton, including observations
- Report back on findings next term

Meeting times were discussed. Revert to 5:30pm dinner, 6:00 meeting over winter months

Meeting closed 7:45 with karakia

Next meeting 23 May Dinner 5:30, meeting 6:00pm