

Knighton Normal School
Minutes of Board of Trustees meeting
12 September 2011 at 6:00 pm

Present: Darryl Groufsky, Tracey Gunn, Jeff Freeman, Andrew Ellis, Karlee nBroughton, Caitlin Ottaway, Ritchie Stevens, Linda McCullagh,

Apologies: Sue Hodgson, Henare Waihape

In Attendance: Barb Cowie, Materoa Collins

Minutes of Previous Meetings Had been circulated for meeting on 15 August 2011

Matters Arising:

Security Cameras : Tagging remains a problem, and a few broken windows recently.

Garden project: Proceeding along at the moment.

7YPP budget No update received from MOE

Newsletter covers: Stock has been received

Holiday Programme: No proposal received

Motion: That minutes be accepted as correct record of meeting.

Tracey/Andrew
Carried

Correspondence:

Inwards

- A. MoE - Enrolment scheme review
- B. MoE - National standards and reporting to parents on the progress and achievement of students who are English language learners
- C. MoE - Code of Practice for Pastoral care of International Students
- D. Gail Loane - letter to teachers re writing
- E. MoE newsletter
- F. STA news
- G. Hamilton City Council rent of reserve
- H. Education Gazette - 22/8 & 3/9

Outwards

1. MoE - support of Marian school to be host for RTLB cluster

Motion: That correspondence be accepted
Ritchie/Karleen

Carried

Principals Report: see attached

Curriculum:

Gail Loane - Report shared with staff

ASB Financial Literacy programme was great success

Achievement:

ESA report to BOT - attached

Reporting to parents

- With National Standards we need to report in writing twice a year.
- Proposal - parent conversation early in term 1
- Written report template being developed to give parents as mid-year report
- Would be on reading, writing, math with a statement re: National Standards and next steps.
- Feel parent conversations are more effective than just a report
- Goals are integrated into next steps
- Caitlin queried length of parent conversations
- Suggestion to email report to parents prior to parent meeting. Gives more opportunity to discuss other issues
- Comments about behavior/social issues would also be added to template

Linda: SNUP (School Network Upgrade Project). Linda explained project to BOT. MOE will fund 80% of cost for upgrade. Timing will take about an academic year. The project may come into effect in possibly 2013. Worst case it may cost our school \$60 000 (7YPP)

Students are using 5 laptops, with another 5 having just arrived. (Laptop pods)

Roll: Down about 15 from last year

Staffing:

Tara Paisley is pregnant and will be on parental leave in 2012

Review: Reviewing reporting to parents - see above

Policy:

Lock down policy - difficulty with warning signals. Exec discussed

- not having intermittent ringing due to the person ringing the bell being at risk.
- Concern of alarms going in classrooms because of excessive noise. This will be quite loud for children
- Continuous ringing of bell will be too confusing
- Confusion for children
- Talked about investigating alternative signal
- Jeff will talk to Fire Security services and Steve

Policy committee to meet 4th October at 5.00 pm

Prof Development: Gail Loane will continue in school next year starting with TOD on February 1

Fire evacuation drill was held last week. Some areas are not hearing the alarm

Property: Still waiting for the 7 Year wind up from the MoE Then we can look for a replacement for Paul

Motion: That Principal's Report be accepted

*Jeff/Tracey
Carried*

Finance Report: see attached

Motion: That Finance Report be accepted and payments ratified

*Darryl/Andrew
Carried*

Property Report:

Property meeting to be held once final funding advice comes through from MoE. Need to think about security for next meeting

Whanau Report:

Whanau will help PTA with hangi for Twilight festival

*Karleen/Jeff
Carried*

Policy Report:

Next policies to be reviewed are Appointment, Personnel and Sexual Harassment policies - committee to meet [on 4 October](#). [Jeff to send copies of policies home](#)

Personnel Report: BOT can email Tracy with any feedback or comments towards Jeff's appraisal process.

Staff Rep Report: see below

Meeting closed

Next meeting 31 October 6:00 dinner, 6:30 meeting

Staff report:

Literacy

A strong focus in the senior school is on writing. There is strong evidence of this happening in each class but with differing approaches and genres. As a result of the Gail Loane PD, there is a lot more discussion taking place of the different processes being used and reflected upon. This is happening amongst the teachers and their peers, as well as the students. Some teachers have achieved great success by creating experiences, teaching in the moment, enabling all pupils (ELL) to achieve amazing results in their writing.

Most teachers are attempting to include two bites of writing a day in their programmes.

Teachers are also linking their writing in with their art, M.O.T.E, Cross Country and the World Cup.

Reading is also being used as modeling good writing, it is being broken down and discussed with the children, enabling them to focus on specific structures and features.

Math

Cross grouping is going well. Classes major focus this term are multiplication and division, some are looking at fractions and some are covering the strands.

Topic and MOTE

Being a topical point at the moment the World Cup is influencing programmes. Children are adopting countries and researching them etc.

Science is also taking place in classes; pulleys and forces, plus electricity, Room 4 is investigating wind power and using this to light their city scape as well as taking a virtual field trip to a wind farm. Room 1 is making a trip to Karapiro Hydro Dam in week 8, investigating hydro power.

Visual art: Print making for the world cup, mosaics, studies and observations of a trees in differing weather conditions, plus much more is occurring in the classes.

PE and Sport.

Cross Country: The training programme that the teachers had set up for their students ran extremely well and the children were fantastic on the day. A team of 36 children will represent the school on Wednesday the 14th.

Some classes are focusing on the game Rippa-Rugby while the World Cup is on and others are moving on in preparation for the Tee ball Competition.

A gymnastics programme is also taking place for some classes.

General Business:

Vandalism: Problems with hall alarms, broken R2 window with a rock. A couple of fountains have been ripped off the walls. A computer has been taken from R20. Some minor vandalism, drawers rifled through etc after 4pm. Jeff is looking into the issue.