

**Knighton Normal School
Minutes of Board of Trustees meeting
23 May 2011 at 6:00 pm**

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

Apologies: Henare for lateness

In Attendance: Sue Hodgson, Barb Cowie, Materoa Collins

The meeting was opened with a karakia.

Minutes of Previous Meetings Had been circulated for meeting on 11 April 2011

Matters Arising:

Wairere Drive Extension: No contact with marae

PTA: New committee keen to fundraise and hold twilight festival

Security Cameras : Severe tagging last 2 weekends. If continues may need to re-think budget for cameras. Fencing remains on property agenda

MOE Cultural contract: Knighton has withdrawn from this contract due to heavy ELL workload

Caretaker Absence: Relieving caretaker Tim Boucher to be employed in Steve's absence 7 June to 5 July inclusive

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

*Tracey/Darryl
Carried*

Correspondence:

Inwards

MOE: Consent required to make permanent appointments.

MOE: Spec Ed survey – Barb to complete

Green Caps: Proposal received to install fenced garden area between south side of Room 19/20 and swimming pool at cost of approx. \$4500 including implement shed. BoT suggest upgrading ground surface to pebbles or similar for easy maintenance. Approved in principle, part cost to be met from Envirofunds received from New World 2009 (\$2000). Sue to investigate other funding options and / or PTA to be approached to contribute.

HCC: Notice to neighbours of intent to install additional 5 min parking on Knighton Rd north of pedestrian crossing. Request feedback by 3rd June

MOE: Non-compliance with Charter (follow up to their phone call). Submitted Charter for 2011 does not comply with requirements of Education Act as reference not made to National Standards in reporting area (used Knighton Expectations instead). This was deliberate by Board in protest at method of implementation of National Standards. MOE acknowledged our effort to compromise. Consequences of non-compliance unknown (approx 300 schools non-compliant for same reason). Discussion held.

Motion: That the Board of Trustees members individually consider their position with regard to National Standards and defer its decision and response until next month's meeting.

*Tracey/Jeff
Carried*

Confirmed data for National Standards is available if needed as it equates with Knighton Expectations.

MOE Property: Copy of email sent by Dot Roberts, Occupational Therapist, MOE to MOE District Property Officer requesting update on paving project – current unsuitable access to A Block by our disabled student needs addressing urgently.

ERO: Publications on Evaluation Indicators and Framework for school reviews.

Outwards

KASP: Hall cleaning contribution request

Truancy: Notice to parent to progress prosecution re Truancy

MOE re Property: Email and letter requesting response to request to complete final stages of paving and aircon contracts now urgent. If no response by 27 May, to be referred to National Office.

Timeliness of responses to be brought up at Regional Property Meeting by WPA representative as other schools also having problems with non-response

Motion: That correspondence in and out be accepted

*Caitlin/Ritchie
Carried*

Principals Report: see attached

Curriculum: Staff professional development sessions with Gail Loane proving successful – have stimulated informal discussion among staff

Achievement: Barb presented reading data for term 1 2011 (see attached).

- Y5/6 achieving well with almost 80% above target.
- Years 1 to 4 have significant tail, particularly Maori children.
- Staff have noticed a general decline in oral language ability of students, leading on to less success in reading – no ethnic nor socio-economic bias.
- Jeff and DPs investigating implementing HPP programme to boost oral language and reading – research based and implemented successfully with non-achieving Maori students at Opotiki school. Staff to be informed re programme so can be used as part of in-class oral language programme - prescriptive so does not need a lot of PD to implement. Eventually hope to involve parents and whanau.

Maori Children: Proposal from Te Hihiri whanau (attached) formulated following recent whanau meeting, presented by Karleen. Seeking implementation and outlining strategy for fourth bi-lingual class

- Long on-going waiting list of approx 50 pre-school and inzone students
- 47 on waiting list at present, most demand at Y4 and Y5 currently
- Board would need to actively pursue prospective enrolments to maintain class numbers – not considered a problem as unit is not currently actively promoted and already high demand
- Class gender/level/number split would need to be maintained so not all on waiting list would immediately enter
- Need to maintain excellent teaching practice across the school – 2 of current Te Hihiri teaching staff are LTR and current reduced roll numbers overall may preclude us from re-hiring them for 2012.
- Needs of whole school community need to be met – may preclude needs of out of zone students applying under “special character” criteria for places in the unit, over our in-zone students.
- Board agrees in principle to the need for additional Te Hihiri class, however not possible in current staffing situation

- Proposal to remain current and reviewed as agenda item once 2012 staffing known

Roll: 580 incl 2 fee paying students. 16 of 26 classes have had movements in/out since last meeting

Staffing: New professional standards criteria for all teachers (ECE to early tertiary) subject of staff meetings – to be used as basis of appraisal this year.

Exec and Learning Assistants appraisals to be undertaken this term; Teachers in Term 3; admin in term 4.

Review: Evacuation drill to be held this week. Lockdown being discussed with children in individual class settings.

Policy: Policy meeting needed – to follow Property meeting on 13 June

Term Dates 2012: Options discussed- Board majority preference is late start, late finish, but can be re-visited if staff disagree. Jeff to discuss at staff meeting

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

Finance Report: see attached

Audit: Verbal notification received that no major adjustments needed to draft accounts.

School Donations: Sue to send reminders as payments to date even less than last year.

Green Caps garden proposal – refer correspondence

Meeting Room use: Trustees of Grassroots Trust using MR1 once a month for 3 hours. Board agreed to minimal charge – suggest \$300 for 2011 year.

ICT: Board approved proposal presented by Linda for purchase of individual items within previously approved ICT replacement plan (see attached)

- Defer replacement of iMacs to start of 2012 (amalgamate with 2012 budget)
- Replace 3 x wireless points and purchase additional UPS for servers
- Purchase 5 MacBooks for class use (COW)
- Purchase 1 x HP laptop as trial for integration into system
- Purchase 5 Flip Cameras for class use (alongside COW) - *subsequently amended to 8 cameras as per item price reduced*

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

Property Report: Refer correspondence. No progress on projects until reply received from MOE.

No notification of adjusted 7YPP budget received yet either.

Committee meeting set for 5:00pm Monday 13 June

Whanau Report: Refer Principal's Report re additional class proposal
Discussed possible support for Twilight Festival
Investigating Movie Night as whanau fundraiser

Motion: That Whanau Report be accepted *Karleen/Henare*
Carried

Policy Report: Committee to meet Monday 13 June approx. 5:30 following Property meeting

Personnel Report: No report

Staff Rep Report: No report

General Business:

Meeting dates: **June meeting date changed to 27 June, no July meeting due to holidays**

Followed by 15 August, 12 September and 3 October, 14 November and 12 December

Meeting closed 7:20 with karakia