

**Knighton Normal School
Minutes of Board of Trustees meeting
27 June 2011 at 6:00 pm**

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

Apologies: Caitlin Ottaway, Materoa Collins

In Attendance: Sue Hodgson, Barb Cowie,

The meeting was opened with a karakia.

Minutes of Previous Meetings Had been circulated for meeting on 23 May 2011

Matters Arising:

Wairere Drive Extension: No contact with marae

Security Cameras : Tagging remains a problem, particularly weekends. Much time spent on painting out. Need to re-consider cameras or fencing at next property meeting and when preparing next property plan

Garden project: PTA keen to support on ongoing basis. Shed and wood have been donated

Charter: refer General Business

Te Hihiri: Proposal is to remain as agenda item

Term Dates 2012: Start 7 February with latest possible finish agreed to by staff. Dates circulated to neighbouring schools

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

*Tracey/Darryl
Carried*

Correspondence:

Inwards

NZ Teachers Council: LAT extension to end of term 2 for W Sutton

MOE: Acknowledging BoT discussion re Charter non-compliance

MOE: Annual Report 2010 received

Peachgrove Intermediate: Thanks for hosting Y7 teachers

MOE Property: Approval to continue with final stages of tendered projects, on re-submission of tenders

Concern still held by MOE over walkway verandahs. Independent report states construction meets HCC and Building Code requirements, but not MOE guidelines. Refer Property report

Leave Extension: Personnel committee recommend acceptance of request for LWOP T Roose for 2012 school year. Board agreed in view of personal circumstances. Jeff to reply

Health Waikato: Memo of Understanding for Assessment Mobile Clinic on school site – in place for term 3 2011.

Anderson Accounting: Audited 2010 accounts, audit report and management letter – refer Finance Report

WEL Networks: Level One Energy Audit – to be discussed by Property Committee. Jeff to discuss power saving suggestions with staff

Outwards

Nil

Motion: That correspondence be accepted

*Tracey/Henare
Carried*

Principals Report: see attached

Curriculum: Gail Loane back in school next week, meeting with senior management then taking followup staff meeting on Writing

Achievement: Barb presented Writing data from assessment term 2 2011:

- Overall results are okay but groups of children (particularly Y6 and Y3 Maori children) are struggling.
- Other than these, term 1 & 2 results show a general progression from “struggling to meet” to “progressing well.”
- on track to meet targets if trend continues
- Assessment results of ELL children included in data

These results are for Knighton Expectations. If National Standards criteria are used, the results are better as results for ELL children with less than 2 years at school (or 3 years senior school) would not be included.

Impact of Gail Loane PD is already evident in teacher discussions, and childrens’ work.

Roll: 586 + 4 enrolments today to start tomorrow. 11/26 classes have had changes.

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

Review: Jeff presented paper on use of Learning Assistants from term 3 to cover more programmes and children in timetable

- Approx. 120 children/term are assisted by LAs but not enough time for all proposals
- Can’t provide more funding
- New timetabling offers flexibility of times individual children are withdrawn
- Withdraw children 3 times per week, or group work 3 times per week over 10 week blocks.
- Some research shows 20 week maximum x 3 days/week for optimum benefit
- HPP literacy based oral language programme likely to be introduced for children not yet ready for Reading Recovery)

Policy: Policies on Knighton Scholarship, Staff Leave and Unit Allocations reviewed and circulated to BoT members. To be discussed with staff before adoption

Prof Development: Jeff had circulated report on recent conference and Whangarei schools visit (attached)

Two Learning Assistants enrolled in ELL course, with Carol, involving 6 full day training sessions

Motion: That Principal’s Report be accepted

*Jeff/Tracey
Carried*

Finance Report: see attached

No non-budget expenditure. Reminders re parent donations have been sent – at meeting date still \$500 below amount received to end June 2010.

Funds received from account closure on behalf of Hillcrest Management Cluster schools and distributed to member schools

Audit: Unqualified audit report received for accounts to end 2010. Management letter reports very good level of financial control overall but highlights :

1. Need to continue to maintain control over dwindling working capital position. Caused in 2010 mostly by capital expenditure. 2011 will see further decline with budgeted deficit and reduced roll numbers. 2012 budget will be tight.
2. Cyclical Maintenance provision needs adjustment for after final year of painting contract. Overall provisions currently higher than required. To be addressed in end of year accounts 2011.
3. Installation cost of assets – instance referred to by auditor was not for new items therefore not capitalized.

Board considers position well monitored. Sue to formulate reply

Motion: That Annual Report for year ended 31 December 2010, as tabled, be accepted
Darryl/Andrew
Carried

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

Property Report: Refer correspondence. No reply yet from MOE Wellington.

Committee met 13 June – see notes attached

Paving: Jeff and some senior area staff visited Bankwood School to look at their refurbished classroom block, including replacement of single door with central French doors. All agreed a good idea to do same at Knighton to create additional corner space and reduce overall lighting for better data projection.

Paul Barnett to be advised to proceed with tender confirmation, allowing for change of access site to classrooms, but not replacing doors and window joinery yet – to be part of next 10YPP projects. Hopefully paving work will be done these holidays

Aircon: Have requested PB Property Services to seek written confirmation of tender, then proceed with paperwork to MOE and installations Rooms 1 to 5.

Verandahs: Paul Barnett and Ian Thorn will liaise with MOE over discrepancy in understanding of MOE regulations. Cove Kinloch have confirmed current situation is not dangerous

7YPP: No word yet on revised budget. Next 10YPP budget due soon. MOE current focus is on enhanced classroom environments eg acoustics, lighting. Will need to concentrate on Rooms 1 – 5 and 5 prefabs due for refurbishment.

Enviro Garden: Garden shed has been donated and some wood for gardens may be forthcoming also. PTA keen to support.

Sue to arrange advertising of McCains barcode collection in school newsletter to help with future gardening costs.

Power: Report received from WEL Networks shows consumption good with use of boiler and aircon at present but costs may be decreased by altering timeframe of use. Property committee and staff to discuss.

Whanau Report: No meeting

Policy Report: Next policies to be reviewed are Appointment, Personnel and Sexual Harassment policies – date yet to be set

Personnel Report: Refer Correspondence item. All staff including those on approved leave are included in Surplus Staffing procedures, should they be necessary at year end.

Staff Rep Report: Linda presented comprehensive report of activities around the school –see attached. All areas preparing for productions.

General Business:

Newsletter covers: Proposal from Redgate discussed further

- All covers are printed by Redgate for 12 months in advance
- A5 size with inserts more environmentally friendly
- Save approx. \$200 pa on paper costs. Personnel time not factored in if inserts needed
- Could print our own colour version with no advertising @ cost of \$400
- Can offer advertising to our community first - 12 advertisers only for A5 size
- Update of existing newsletter required anyway
- More professional appearance
- Cover design to involve staff – suggestions of artwork, Knighton Way, logo, new characters already being developed, photos, incorporate school colours
- Advise parents in newsletter of no cost for upgrade

Board agreed to implement for 12 month trial

Charter 2011: MOE response to non-inclusion of National Standards statement in Charter had been considered by Board members since last meeting. Knighton basically still reporting on National Standards without using the terminology (Knighton Expectations instead). Members feel it is not worth taking too strong a stance over as seems to be a battle that won't be won. MOE and NZEI do not appear to be communicating over a compromise. To avoid re-writing document, Jeff to respond to MOE suggesting statement be included in Charter that where reference is made to Knighton Expectations, this be read as National Standards.

Meeting dates: **15 August, 12 September and 3 October, 14 November and 12 December**

Meeting closed 7:10 with karakia