

**Knighton Normal School
Minutes of Board of Trustees meeting
15 August 2011 at 6:00 pm**

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

Apologies: Ritchie Stevens, Linda McCullagh,

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 27 June 2011

Matters Arising:

Wairere Drive Extension: No contact with marae

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

Garden project: Project is proceeding – a parent who works for Genesis Energy is arranging for a team to come in, as a community project, and build the gardens for

Charter: Revised Charter accepted by MOE

Te Hihiri: Proposal is to remain as agenda item

Paving: Refer Property Report

7YPP budget No update received from MOE

Newsletter covers: Refer General Business

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

*Tracey/Darryl
Carried*

Correspondence:

Inwards

- A. Education Gazette 4/7, 25/7 and 8/8
- B. Our Smoke Free School – a guide
- C. HCC Project Energise – a report
- D. DV Bryant Trust – acknowledging grant application
- E. MoE – acceptance of Charter
- F. MoE – new clusters for RTLB – larger clusters over wider areas.
- G. MoE - new Collective agreement School Caretakers and Cleaners
- H. Access Hamilton update. Ring Road Extension project stage 2 due to commence late 2012 – includes Dey St
- I. Tectum Consulting _ Offering Project Management services. Board to retain on file and suggest other alternative companies for next property projects
- J. NZEI – Paid meetings for Support staff - @ Knighton 15 September
- K. Copyright Licensing - confirmation of inclusion of electronic copying
- L. MoE - School Network Upgrade (SNUP) Information. MOE fund 80%, balance approx \$100/student can be met from 10YPP funding if available . Have registered Knighton Won't know timeline or extent until response from MOE. Copies distributed to BoT. Linda to present more details at next meeting
- M. NZSTA _ Waikato Branch report
- N. MoE – National school's weather tightness survey – completed during holiday break
- O. HCC Waikato Valley Emergency Operating Area – civil defence emergency management – contact numbers updated for register

- P. -----
- Q. MoE – no to paving and aircon projects from docs submitted 12 July
- R. Paul Barnett – reply to MOE letter about verandahs
- S. Paul Barnett – declining continuation as our Property Management consultant
- T. John Carter Construction – acceptance of paving project quote
- U. Holah Construction and Peter Doole Building – declining paving project quotes
- V. MOE Email approval of paving project documents submitted 25 July

Outwards

1. DV Bryant Trust – grant application for resources for HPP programme
2. Paul Barnett – thanking him for his services
3. MoE – reply re translucent sheeting
4. MOE Wellington Property – follow up re 7YPP balance non-response

Motion: That correspondence be accepted *Andrew/Caitlin*
Carried

Principals Report: see attached

Curriculum: Gail Loane in school this week observing in rooms, taking followup staff meeting on Writing this Thursday

Jeff presented report from Carol Carr re ESOL funding and use (see attached)

Achievement: Parent discussions successful with 372 bookings made. Online process working well

Roll: 608 (620 in 2010). 14/26 classes have had changes.

Staffing: LTR term 4 maternity leave permission to be filled by Whitney Williams (on staff 2010).

Review: LA appraisals completed – fortunate to have such a competent group
 Appraisal of exec ongoing during teacher appraisal this term.
 Specialist teachers and admin appraisals term 4.
 Tracey outlined Principal appraisal procedure for this year, to be conducted internally by Tracey and Henare – discussions with staff, possibly questionnaire style, then prepare report for Board.
 Board to send questions, suggestions re process to Tracey

Policy: Policies on Knighton Scholarship, Staff Leave and Unit Allocations from last meeting presented to staff.
 Review of Appointment, Personnel and Sexual Harassment policies due.
 Jeff met with KASP committee to discuss Lockdown Policy – procedures for them more difficult as children not able to get into all rooms after hours. Jeff to present final draft of school policy at next meeting.

Prof Development: Learning Assistants received training from RTLB's in HPP programme. Some LA's using programme in part of their timetables.

Property: Refer Property Report
Also

- Toilets in CentreSpace and R19/20 need spruce up to eradicate smell. Jeff liaising with Steve Townley
- Have applied for MOE School Network Upgrade for IT infrastructure. Most recent cables and switches installed should be up to speed already but past cabling, etc needs upgrading
- Thanks extended to Paul Barnett of PB Property Management for past work with Knighton and regret at non-continuation of contract

Motion: That Principal's Report be accepted

*Jeff/Tracey
Carried*

Finance Report: see attached

The committee has not met – no issues apparent except coding of cleaning contract expenses to 400 instead of 450 needs to be rectified.

Linda proposes to purchase 5 more laptops to complete COW for which budget already approved.

Application made to DV Bryant Trust for \$5,000 towards cost of readers for HPP programme which has been implemented. Purchase will depend on outcome of application.

Motion: That Finance Report be accepted and payments ratified

*Darryl/Andrew
Carried*

Property Report: Refer correspondence.

Aircon and Paving projects: See attached summary of events. Extremely disappointed that MOE reneged on agreement to proceed using previous tenders. Authority to approve new quotes delegated to Jeff by Tracey. Sue H managed alternative quote process initially to get project underway urgently, project management transferred to PB Property Management Services for contractor liaison and expertise.

Paving quoted and laid in a manner to allow for installation of French doors to rooms 1 to 5 in conjunction with refurbishment due. Paving project is now almost complete.

Quotes yet to come for final aircon stage.

Verandahs: Reply from Paul Barnett confirms mesh adheres to MOE Design. It appears that previous report from Cove Kinloch refers to outdated MOE Design requirements. Reply sent to MOE confirming child and staff safety paramount and design requirements adhered to.

7YPP: Wrote to MOE in Wellington and have requested update from local MOE office twice since last meeting – no response yet

Power: Property committee and staff still to discuss recommendations from WEL report.

Project Management: Need to procure a new Project Manager for final projects under this 7YPP and for development of new 10 Year Plan due next year. Jeff to investigate managers used at other schools prior to requesting proposals for management of Room 1 to 5 block refurbishment, once final budget is known.

Whanau Report: No report – meeting scheduled for this Thursday

Policy Report: No changes to Knighton Scholarship, Staff Leave and Unit Allocations policies presented at staff meeting

Motion: That Knighton Scholarship, Staff Leave and Unit Allocations policies as presented at last Board meeting, be adopted.

*Jeff/Tracey
Carried*

Next policies to be reviewed are Appointment, Personnel and Sexual Harassment policies – committee to meet at a date to be decided at our next meeting

Personnel Report: No report

Staff Rep Report: In Linda's absence, refer Principals' report.

General Business:

Newsletter covers: Final draft of cover agreed. To be implemented ASAP

Holiday Programme: Have been approached verbally by Magik Holidays to hold School Holiday Programme in our hall next holidays. Have previously operated out of Hamilton East hall but looking for change of venue.

Perception by parents of BoT endorsement of Programme so need to be confident of professionalism/safety of programme.

Written proposal to come – once received, if appears workable, meeting to be held by Jeff with organisers to ensure Health and Safety, payment of hireage and cleaning requirements are adequately addressed. Reason for change of venue to be investigated.

Quick decision needed so alternative venue can be found by them if not suitable here.

Motion: That Jeff be delegated authority to approve or veto proposal on behalf of the Board.
Tracey/Caitlin
Carried

ASB: Financial Literacy Programme being provided to students by ASB as part of national project – age based sessions covering needs/wants, interest, budgeting etc. Ongoing support also offered as part of our financial package.

Parking: Hcc have installed 5min parks on western side of Knighton Rd for length of playing field – further than anticipated. Concern expressed by Whai Hanga as their parents take longer to offload children. Meeting held with Council – they will reduce to 2 or 3 @ 5 min parks and 3 or 4 @ 30 min parks.

2 x in school carparks currently allocated to Whai Hanga staff not always available.

No further contact from consultants re Dey St upgrade. Jeff to request meeting with HCC consultants and marae to encourage off-street parking, which may also assist Knighton Rd congestion and Whai Hanga parking needs.

Meeting closed 6:35pm

Next meeting 12 September 5:30 dinner, 6:00 meeting