

KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

Minutes of Meeting of 21 September, 2021: 6:15pm

Karakia:

Present: Chad Adams, Andrew Campbell, Lorna Kennedy, Geoff Cable, Emma Fox,,
Camilla Carty-Melis,

In attendance: Pauline Gardener Ward, Simone Ishinabe, Materoa Collins, Sue Hodgson
Simone and Pauline presented proposal for replacement mural on side wall of Te Hihiri (previously circulated). Words reflect tikanga of school, some amendments to be made to original design. Have previously consulted with Te Hihiri whanau and Tainui.

Wall surface will require sound cleaning. Mural to be clearcoated on completion (dust, UV/graffiti protection)
Health and safety of artist to be borne in mind – time on site/height. Chad/Drew to investigate mobile scaffolding sponsorship.

Pauline and Simone left the meeting.

Agreed in principle to proceed with proposal at a cost of approx \$3,000,

Apologies: Tomairangi Melbourne, Andreea Calude

Adopting Agenda: MOTION: *That the Agenda as tabled be adopted.* Chad Carried

MINUTES OF PREVIOUS MEETING had been circulated

MOTION: *That the minutes of meeting of 10 August, 2021, are accepted as a true and accurate record.*

Chad/ Carried

MATTERS ARISING:

Person Responsible	Action	Completed/Progressing
Sue	Lion Foundation application submitted	Awaiting outcome

CORRESPONDENCE INWARDS: (listed)

No	Item
1	PKF Audit proposal 15% increase for 2021, 3%, 3% – accepted (within AOG guidelines)
2	MOE - Confirmation of engagement of consultant for next 10YPP Marika Slavich from WSP

CORRESPONDENCE OUTWARDS: (listed)

No	Item
1	Lion Foundation application
2	

MOTION : *That correspondence Inwards is received and Outwards is approved.*

Drew/Emma

Carried

Principals Report Roll 691, predict 700-710 at year end.

Curriculum: Distance and onsite learning under Covid Alert level 3 & 4.

185 hard packs delivered to students.

Lots of whanau contact - massive thank you to all staff for hard work. Associate Principals worked hard to prepare and co-ordinate team online learning

50 students registered to attend AL3, 5 bubbles staffed but average only 20 to 30 students attended most days.

Bubbles staffed by 2 teachers and an LA on 3 day rosters.

Feedback from staff is positive re readiness should lockdowns be necessary again

At alert level 2 attendance has climbed to around 85%

End of term assessment deferred to early term 4 due to Covid disruption to learning

Term 3 Teacher Only day deferred until week 4 term 4 (8 November)– staff health and hauora

Review & Reporting: Designing and developing plan for 2022 and beyond, based on core actions and development of new initiatives.

Current 2021 strategic plan being updated to reflect progress to date

Community survey to be drafted by Drew and shared with BoT

Personnel: Drew meeting with all teaching staff individually this term – informal, ready for attestation process due in term 4.

2022 provisional staffing not available until 25 September - unlikely to be able to extend current teaching and support staff levels and lower class sizes – BoT funded as one-off in 2021 from surplus funds.

Principal appraisal to be completed by Drew's current appraiser at Newstead (Alison Crookes).

Motion: *That Principal's report be accepted*

Drew/Emma **Carried**

Health & Safety: Visit received from Department of Corrections re person of interest living in the community. Police and NZSTA advice was to make caregivers aware (educate/inform). Note added in school newsletter. No details available. Any enquiries to Principal who will refer to Dept of Corrections.

Child Protection Policy to be amended to include level of advice to staff and community.

Concern raised about delay in daily follow up on non-attendance of students. Largely due to size of school, number of children arriving late or unexplained non-attendance. Drew to contact colleagues to ascertain procedures and fine tune where possible.

Levels of vaccinations of staff discussed- vaccinations to be encouraged, but not mandatory. Drew to investigate possible anonymous survey of staff vaccination status to guide next steps.

Finance: Sue had circulated reports

No additional areas of concern. Additional costs incurred in August and September in relation to Covid lockdown may be reimbursed by MOE- goods and some relievers.

Proposal received from existing auditors for the next 3 years has been received and accepted. Increase in costs is within expected level advised to us by Office of the Auditor General. No reason not to continue with existing relationship. Proposal accepted

No reply yet to Lion Foundation grant application submitted 19 August so devices not ordered yet.

Will have update to expected EOY financial position ready for next meeting, and hopefully first draft of 2022 budget.

MOE Donations Scheme: Board confirmed intention to remain opted in for 2022

Motion: *That Knighton opt into government donations scheme in 2022. Lorna/ Camilla* Carried

Motion: *That creditors \$ 66,497.92 and payments \$238,710.46 for August 2021 be ratified.*
Drew/Chad Carried

Motion: *That finance report be accepted.* Drew/Geoff Carried

Strategic planning:

Drew preparing community survey – week 1 term 4

BoT input into draft next meeting

Outcome of teacher chats, Exec and Student voice will contribute to plan

Policy: Schedule to be re-instated for policies and procedures – circulate prior to meetings for review and amendment
Assurance cycle /timetable also required

Property: B Block refurb contract bottom floor complete, top floor delayed due to lack of materials supply due to lockdown. Materials should be available to re-start beginning of term break
Te Hihiri doors swapped to correct positions
Te Hihiri canopy hopefully to proceed in term break or early term 4
Room 19/20 rationalisation discussed with MOE- no timeline yet. Air quality check due at end of term.
Classrooms will not be replaced due to number of out of zone students.

General Business

Out of zone students for 2022. Need to implement a managed decrease in numbers -only siblings of current students accepted. Currently 18% out of zone Te Hihiri 40% out of zone (predominantly siblings)
Staffing for 2022: canvassing staff re their 2022 plans; 4 fixed term classroom teachers currently employed
Classes for 2022: 2 less senior classes required due to numbers – high Y6 cohort leaving this year 26/27 per room expected 2022; Year 2 1 additional teacher required, Year 1 roll growth class needed during year

MOE Equity funding model will not be implemented for 2022; remains on decile funding basis.

Next Meeting Tuesday 2 November 5:45 dinner, 6:15 meeting

Karakia