**KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES**

 *Prior to this meeting Emma and Chad met with Stuart to discuss unit allocation for 2020.*

**Minutes of Meeting of 2nd December, 2019: 5.45pm.**

**Karakia:**

**1.** **PRESENT:** Chad Adams, Allister Keast, Emma Fox, Lorna Kennedy, Camilla Carty-Melis, Stuart Armistead

In attendance: Materoa, Barb, Sue

*2***ADOPTING AGENDA: MOTION “I** move the Agenda be adopted.”

 Chad

**2.** **APOLOGIES:** Tomoirangi Melbourne, Andreea

**3.** **MINUTES OF PREVIOUS MEETING ... CONFIRMATION**

 **MOTION** “I move the Minutes of Meeting of 29th October, 2019, are accepted as a true and accurate record.”

 Chad

**4.** **MATTERS ARISING:** **refer Task/Action List, Minutes of 29th October, 2019.**

|  |  |  |
| --- | --- | --- |
| **Person Responsible** | **Action** | **Completed/Progressing** |
| Stuart | Organise Parent Survey | Completed |
| Stuart | Prepare Kahui Ako Information | Completed |

**5.** **CORRESPONDENCE INWARDS: (listed)**

|  |  |
| --- | --- |
| **No** | **Item** |
| 1 | Resignation letters- Kim McCall,Emile Valkenberg, Whitney Williams. Letters of acceptance- Sarah King and Josef Holm.  |
| 2 | Decile Review reply |
| 3 | Kāhui Ako Response |

**6.**  **CORRESPONDENCE OUTWARDS: (listed)**

|  |  |
| --- | --- |
| **No** | **Item** |
| 1 | Email to Paula Rawiri- direction on Kahui Ako |

 **MOTION:** “I move correspondence Inwards is Received and Outwards approved.

Chad moved / Emma

 **6.** **RECEIVING OF REPORTS:-**

**6.1 FINANCE REPORT: tabled by Sue**

No update on 2020 budget – LA hours, new copier and phone leases not available

Cabin currently hired for ELL programme has become available for purchase for $28,000. Power, insulated, 6 x 3.6m with awning and deck, still in as-new condition – price comparable with others advertised. cash flow okay

Motion: That the Bot purchase transportable leased building Chad/ Allister

**MOTION** *I Move that the Creditors $325,353.94 be approved and Payments $330,563.47 be ratified.*

 *Stuart /Camilla : carried*

**MOTION** *I move the Finance Report as circulated and tabled be received.*

 Stuart / Camilla : carried

**6.2 PRINCIPAL’S REPORT:**

ERO visit positive; had some suggestions, below/well below/ELL

Stuart thanked Board for their input particularly in view of short time in office

Tomorrows schools report **Link here** Supporting All Schools to Succeed

Decile review disappointing – no change

Parents’ survey feedback to date looking positive – interim data circulated

MOE Capital Works meeting – Stuart, Chad and Sue. 2 modular classrooms for roll growth to be made available, remove rooms 19/20 per plan when building rooms 29/30; back on list for further roll growth classrooms – conversing with MOE Network

$400,000 additional property grant advised by MOE; possibly targeted at refurbishment or special projects. Stuart to contact MOE to clarify what could be covered.

Asbestos plan received - bookroom powerboard, IT storage cupboard need attention. School in good shape generally. Need to keep plan updated. To be presented in detail at future meeting

Teacher Only days 30 and 31 January 2020 – mainly PD and admin. 2 more Teacher Only days available yet to be booked

Progress of below and well-below students to be reviewed in 2020

Unit allocations for 2020 discussed by sub-committee

Banked staffing 3.39 overspent – all set to balance at end of year, overspend charged to BG, per previous approval.

**MOTION:** *I move the Principal’s Report be received*  Stuart /Chad Carried

 **7. NOTIFIED BUSINESS**

**7.1 ANNUAL & STRATEGIC AIMS / OBJECTIVES and COMPLIANCE REPORTING: Self-Review**

 **7.1.2 Parent Survey Results-** Discussion and any implications for future planning.

**7.1.3 Charter-** Strategic goals and steps to be discussed at Feb meeting.

**7.1.4 Student Achievement-** progress data for reading, maths, writing had been circulated

Celebrate improvement eg. of well or well below students 35/43 show more than a year’s progress in maths

**7.1.5 Property-** Update and decision re ELL space – see Principal’s report

**8. MEETING CLOSURE:** 6:50pm **NEXT MEETINGS: Tues 18** Feb 5:45 dinner, 6:15 meeting

**ACTION LIST:**

|  |  |  |
| --- | --- | --- |
| **Person Responsible** | **Action** | **By date** |
| Barb and Stuart | Complete and share end of year data reports.  |  Next BOT Meeting |
| Stuart and Chad | Complete Analysis of Variance and Annual Report | Next BOT Meeting |
| Stuart |  Complete draft charter for BOT | Next BOT Meeting |
|  |  |  |
|  |  |  |

Banked staffing and Principal appraisal and future appraiser to be discussed at next meeting