

KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

Minutes of Meeting of 4th of August, 2020: 6pm on

Karakia:

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

In attendance: Materoa Collins, Barb Cowie, Sue Hodgson, Shontelle Harris

Karakia by Tomairangi

Chad outlined meeting procedures and speaking rights

ADOPTING AGENDA: **MOTION** *"I move the Agenda be adopted."* Chad/Emma. Carried

2. **APOLOGIES:**

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

MOTION: *"I move the Minutes of Meeting of 16th June 2020, are accepted as a true and accurate record."*

Chad/ Camilla. Carried

4. **MATTERS ARISING:** refer Task/Action List, Minutes of 16th June, 2020.

Person Responsible	Action	Completed/Progressing
Stuart	Investigate high school student pathway	Completed – refer Principal's report

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

No	Item
1	Email from Paula Rawiri- follow up from our meeting
2	Annualised staff at Knighton School-a request re support during Covid

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

No	Item
1	Email to Paula Rawiri after BOT Meeting

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

Stuart /Andreea. Carried

6. RECEIVING OF REPORTS:-

6.1 FINANCE REPORT to end of June: had been circulated by Sue

Largely historical now but indications to date show that we are tracking within budget apart from deficiencies in local funds already outlined.

Predicted overspend EOY \$10,300 in Learning Assistant wages will be met from underbudgeted MOE contribution to their backpay from Nov 2019 - see financial statement summary.

Increased costs from final settlement of Learning Assistant pay equity claim due to be paid later in the year, but backdated to February, will theoretically be met by MOE ring-fenced funding for this purpose, but will be paid to us retrospectively.

MOTION : *I Move that the Creditors \$138,407.55 and Payments \$230,758.77 be ratified.* Allister /Stuart : *carried*

MOE donations scheme – has been worthwhile financially this year. Parents appreciative

MOTION: *That BoT continues participation in scheme for 2021.* Stuart/Camilla : *carried*

MOTION : *I move the Finance Report as circulated and tabled be received.*
Stuart / Emma : *carried*

6.2 PRINCIPAL'S REPORT:

Roll increased dramatically this term – 697 today – should lead to increased staffing per budget. In-fill housing, Inland port, uni growth may put further pressure on future space.

New J1 class to open soon, once Te Hihiri re-opens and space available. Additional staff working within NE space at present.

New modular rooms hopefully ready in October. On completion, R19/20 will be added to MOE demo list, so probably available longer. Condition may preclude use as a classroom but available as alternative space. MOE will check roll data when new buildings are on-site .

Library hopefully back in use 2021 – class sets only available since term 2 2020

Kahui Ako – scheme currently being reviewed/discussed at MOE level. wait for developments after election

LA pay equity settlement – large group of support staff affected with diverse jobs. Grading and steps translation complex . NZEI site and field officer, Princ support, to ensure correct steps for correct pay. Individual discussions to be held re new matrix to try to reach agreement – Grade based on highest skill needed. (pull up model).

Permanent/fixed term issues still being sorted by NZEI, MOE, NZSTA, 70% of budget for LA is of fixed term nature – tagged to individual students or programmes. Could be financial risk to BoT if have to make roles permanent. Transfer to permanent could mean future redundancy / surplus staffing procedures needed. Need consistency across schools.

Banked staffing balance 7.41 underused at present, predict overspend by year end, dependent on roll numbers

Keeping Ourselves Safe programme to be taught this term – review of Disclosure Policy Needed – refer Notified Business

Additional Fixed Term Unit Allocations decided – many applications for 2.5 units that were still available for 2020

MOTION: *I move the Principal's Report be received* Stuart / Allister *Carried*

7. NOTIFIED BUSINESS

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

7.1.2 Disclosure Policy- Current policy had been circulated. Discussed – no changes required.

Koka Materoa outlined KOS programme and procedures – teaching needs to be per progressive timeline. Police Education Officer will attend staff and parent meetings, can support staff in delivery of modules if required. Koka liaises with OT/Police over any disclosures. Class teacher delivers programme when class is ready.

Parent meeting next week 11 August Weeks 7/8/9 for programme in classes. Y1-3, Y4-6 modules link circulated to staff and advised to parents in newsletter.

Programme runs every 2nd year but policy raised with staff annually – at induction for new staff as part of mentoring process, and reminder to all. Awareness and respect needed. Cultural diversity and beliefs need consideration. Parents can withdraw students from programme. More information to be advised to parents in Newsletter, dojo, survey and meetings – ELLAs to be involved

Previous Health/PE survey included request for feedback on KOS programme – considered valuable by majority of caregivers replying. Next survey to cover programme in more depth

7.1.3 Property – Projects progressing well - refer Principals report

7.1.4 Next Steps after July MOE meeting- opportunities for pilot, Kahui Ako and funding

Sue left the meeting 7:10pm

7.1.5 Annualisation extra payment request was discussed; Chad declared a conflict of interest. BoT members sympathetic to inequity but issue needs to be remedied by MOE, not at a high cost to Board.

Board to raise issue with NZSTA and MOE – same work over lockdown as peers, same time off but payment not equal – remedy needs to be funded centrally. Lorna to liaise with NZEI Support Staff rep over next steps. BoT to discuss further dependent on outcome of followup

8. MEETING CLOSED: 7:40pm

NEXT MEETING: 8th September dinner 5:45, meeting 6:15

ACTION LIST:

Person Responsible	Action	By date
Lorna & Stuart	queries re annualisation NZSTA, NZEI	