

KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

Minutes of Meeting of 1st of December, 2020: 6.15pm

Karakia:

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

In attendance: Materoa Collins, Sue Hodgson,

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

2. **APOLOGIES:** Barb Cowie

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

Amendment - Tomairangi Melbourne present but not listed

MOTION *"I move the Minutes of Meeting of 27th of October 2020, as amended, are accepted as a true and accurate record."* Chad Carried

4. **MATTERS ARISING: refer Task/Action List, Minutes of 27th of October, 2020.**

Person Responsible	Action	Completed/Progressing
BOT	Review policies circulated	Progressing
Stuart	Organise meeting with Shane Ngatai	Completed - see Principal's report

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

No	Item
1	PLD Hours for 2021 - Dramatic Inquiry

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

No	Item
1	URF applications to MOE - support ind, small groups, interventions
2	Reading Recovery application .8/.3 - higher than application (inwards)

MOTION: *I move correspondence Inwards is Received and Outwards approved.*
Chad / Camilla Carried

6. **RECEIVING OF REPORTS:**

6.1 **FINANCE REPORT:** had been circulated by Sue

Final MOE instalment received at expected level, includes some TAPEC and living wage adjustments, but not final - final adjustment to be made in April. Remain in strong financial position with surplus funds available to be spent in 2021. Little fixed asset spending will mean reserves are higher than anticipated, but to be spent in 2021.

MOTION: *I Move that the Creditors \$80,311.86 be approved and Payments \$156,526.81 be ratified.*
Stuart / Camilla: carried

DRAFT BUDGET DISCUSSION: Deficit largely due to Support Staff wages - affected by TAPEC and loss of funded students; inadequate ELL funding to support ELLA and ESOL teacher.

By 2022 hopefully new equity index funding model in place with better outcome for KNS, and final TAPEC and living wage adjustments will be known- staffing adjustments to be made accordingly. As interim measure and in view of surplus funds held, Learning Assistant hours as at start of 2020 confirmed to carry over to 2021; fixed term/permanent yet to be determined (working group). Experienced staff can therefore be retained.

Urgent Response Fund (URF) applications pending to reduce deficit (fund available for Covid related learning setbacks, attendance until July 2021).

Roll maintained despite lack of overseas changeovers

Funds available should be spent on staffing - most useful resource

Income from International students a possibility once borders open

MOTION: *That draft budget showing deficit of \$42,900 before depreciation, be accepted in principle*
Chad/Andreea Carried

MOTION: *I move the Finance Report as tabled be received.* Chad/ Andreea Carried

6.2 PRINCIPAL'S REPORT:

Taken as read

EOTC senior school very busy but very successful

Arts Showcase great show of talent despite short space of time

PLD confirmed for 2021 - fortunate to receive MOE support for Digital Inquiry (Viv Aitken)

Security - security cameras need upgrade; low tech and no support from current suppliers. Quote received on higher quality long term equipment and support - notifications immediately; speakers can also be added - responsiveness is needed for health and safety and timely alarm activation follow up.

Motion: *That the Board accepts quote from HR Security for \$21,655 plus labour (approx \$2000) to upgrade security cameras using some existing cabling and hardware and new where necessary.* Stuart / Chad Carried

Kahui Ako MOE advice received that future funding model still based on Kahui Ako - Stuart attended Principals' meeting of Hillcrest Kahui Ako to investigate climate of current group. Cultural responsiveness and transition processes compatible.;

Opt in/out possible with regards to cross school roles. Some across school leaders are working within their school (on shared project, growing relationships).

Leadership payments x 3 available frees up some KNS fixed term units for re-allocation

Small amount of staffing available for additional release for leaders

Could miss out on funding and support (including PLD) if not in Kahui Ako

Hillcrest group very welcoming; suggest Peachgrove join to enhance transition aspect

Expression of interest needs to be completed before cut-off date in case of approval

MOTION: *That Knighton approach MOE to join Hillcrest Kahui Ako* Stuart/Emma Carried

Support staff annualised inequity - no update from MOE. Canterbury Principals' association following up. Sue to email annualised staff re current situation - not forgotten

Lorna thanked Stuart and Board for support both personally and professionally through difficult times, on behalf of staff

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 Policy Review- Policies referred to at last meeting had been circulated to all members

MOTION: That Concerns and Complaints, Antibullying, and Protected Disclosures policies as tabled, be adopted
Stuart/ Emma Carried

7.1.3 Property- Quick review.

15 Dec 2 new classes on site should be ready for start of year
Classes to be moved to align year groups
Furniture ordered
Shed - no update yet on footing rectification. Stuart to contact Versatile and HCC if necessary
Shadesails over NE area ordered
Junior school - Learning through play resources in 2021 budget
B Block refurbishment to proceed in 2021 from 5YA and maintenance programme
5YPP planning for 2022 budget starts in July 2021

7.1.4 Parent Survey - Planning for 2021 Parent survey summary positive. Board to consider responses that need to be reflected in strategic goals, budget. Stuart to provide comparison of outcomes with 2019 survey.
Cultural responsiveness 100% positive response
Technology use queried - Y1/2 minimal use, Y3/4 if enhances learning, Y5/6 research
Newsletter circulation - link on Facebook; newsletter alert on app

Lit Centre and Reading Recovery reports circulated - very positive outcomes for students moving through the Centre

Staff am tea 9 December 10:30 - BoT invited

Stuart to send draft Charter and Strategic Plan review to BoT before next meeting

8. MEETING

CLOSED: 7:23pm

NEXT MEETING: 23 Feb 2021, dinner 5:45, meeting 6:15

ACTION LIST:

Person Responsible	Action	By date

Karakia: