

KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

Minutes of Meeting of 16th June, 2020: 6pm on ZOOM

Karakia:

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

In attendance: Materoa Collins, Sue Hodgson
Karakia by Tomairangi

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

2. APOLOGIES: Andreea Calude-James, Barb Cowie

3. MINUTES OF PREVIOUS MEETING ... CONFIRMATION

MOTION: “I move the Minutes of Meeting of 17th May 2020, are accepted as a true and accurate record.”
Chad/Allister Carried

4. MATTERS ARISING: refer Task/Action List, Minutes of 17th May, 2020.

Person Responsible	Action	Completed/Progressing
Stuart	Organize survey and liaise with Andreea	Completed – refer Principal’s Report

5. CORRESPONDENCE INWARDS: (listed)

No	Item
1	PKF - Auditor report, final 2019 accounts including audit report
2	Parent and Staff Lockdown Survey results
3	

6. CORRESPONDENCE OUTWARDS: (listed)

No	Item
1	Annual Report and Analysis of variance to MOE
2	Survey for our parents (Facebook and Dojo)

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

Chad/Emma carried

6. RECEIVING OF REPORTS:-

6.1 FINANCE REPORT: tabled by Sue

2019 Annual accounts

- finalised with changes approved by Stu and Chad. No change to overall outcome - loss \$128,041 after depreciation. Lodged with MOE.
- unmodified audit report received.
- auditors' summary of findings indicates "a few significant or material weaknesses" - draft reply was circulated - comments in blue, draft reply in red. Replies confirmed
- journals for end period 2019 included with transaction reports for ratification.

May reports:

- Crown Loan established and funds received and paid for LED lighting upgrade
- Expenditure on additional cleaning and resources relating to Covid requirements amounted to approx \$5,000 - to be met from ops grant
- staff flu vaccinations costs to be claimed from MOE
- Local funds YTD income down due to deferment of Grassroots application and reduced fee paying students

Grassroots Trust Application: Original application being held by trustees until applications re-open

MOTION *I Move that the Creditors \$101,222.48 and Payments \$239,153.26 be ratified.*

Stuart /Lorna : carried

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

Allister/Chad : carried

6.2 PRINCIPAL'S REPORT: see attached

Covid update

Long term – 12 weeks and no total break for staff since February

Parent survey results shared very positive overall

Staff survey highlights a couple of areas needing more work on consistency of resourcing if lockdown reinstated any time in future

MOE devices and connections – very few families received support with internet access or devices – access still being rolled out.

Teacher Aide Pay Equity – offer received for Teacher Aides; Admin members proposals to be worked on next. Both are under same Collective Agreement

LA settlement to be voted on next week – looks positive with significant pay increase available over time, to reflect levels of expertise. Pull-up model so LA paid on highest level of duties within job description

Some concern over funding adequacy – confirmed as separate MOE fund for 3 years only

Peachgrove staff visit – same concerns as KNS over lack of support for families. Intend to reciprocate visit by KNS next term

Budget Risk factors Student numbers 10-12 down so anticipated roll growth staffing and funding may not occur.

Largely due to uni families leaving or not rolling over

Fee payers budgeted for 2nd half of year not now enrolling

Grassroots funding of Lit Centre wages will be reduced or non-existent this year

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

Audit Summary of findings

- BoT Chair to regularly review and sign off payroll reports; spot checks of staff names
- Cheque butts to be initialled by signatories (2 – 3 per year)
- Budget deficit again commented on - MOE funding never enough; BoT needs to spend accumulated funds
- Budgets for Statement of Financial Position and cashflow – to be better integrated into accounting system

Final Report to auditor 3 June, filed with MOE on 8 June.

7.1.2 Meeting with Ministry of Education- Concerns to be aired at this week's meeting were discussed:

Inequity in funding and support affecting community and staff

ERO commented that additional learning needs were well resourced by BoT – should be resourced by MOE; not acceptable to work on a deficit budget because of ongoing inadequacies of funding

ELL born NZ students require same support as overseas born if living in non-english speaking homes

Special programmes budget \$130,000 more than funded

No LSC provided by MOE but higher decile schools with fewer perceived needs have this support. BoT can no longer fund this position – Education budget did not include extra support

Decile funding review seems inconsistent with support being received by Whai Hanga

Kahui ako – no consistent pathway evident if re-join with Ham East cluster. To succeed, needs natural collaboration between schools. More students from Peachgrove move on to Hillcrest than HBHS and HGHS.

7.1.3 Property-

Shed floor poured

Te Hihiri upgrade on track – may be some delay due to supply issues; Safety plan very important due to its site in middle of school – Stuart to re-iterate to sub- contractors the need to pilot vehicles - school staff have authority to stop vehicles if necessary

Modular buildings underway at factory

7.1.4 Principal Appraisal- Acceptance of appraiser proposal delayed over Covid. Due to time restrictions, different approach needed. Propose to engage Brian Harrop for 2020 appraisal process – more conversational than precise questioning to get better perspective in shorter timeframe. Possibly return to Rachel in 2021 for fuller wrap around appraisal process.

Motion: *That Brian Harrop be appointed for Principal appraisal in 2020* Chad Carried unanimously

7.2 Parental concern - a concern over particular software was raised – management issue to be followed up by Stuart

8. MEETING CLOSURE: 7:15pm. Karakia Tomairangi

NEXT MEETING: 4 August. 5:45 dinner at school – meeting 6:00

ACTION LIST:

Person Responsible	Action	By date
Sue	Audit reply	
Chad	Appraiser confirmtion	
Stuart	Software feedback	