

# KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

## Minutes of meeting of 27<sup>th</sup> of October, 2020: 6pm

### Karakia:

1. **PRESENT:** Chad Adams, Emma Fox, Stuart Armistead, Camilla Carty-Melis, Tomairangi Melbourne

**In attendance:** Materoa Collins, Sue Hodgson,

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

2. **APOLOGIES:** Andreea Calude James, Allister Keast, Lorna Kennedy,

### 3. MINUTES OF PREVIOUS MEETING ... CONFIRMATION

**MOTION:** "I move the Minutes of Meeting of 8<sup>th</sup> of September 2020, are accepted as a true and accurate record."  
Chad/Camilla Carried

4. **MATTERS ARISING:** refer Task/Action List, Minutes of 8<sup>th</sup> of September, 2020.

Person Responsible	Action	Completed/Progressing
Stuart	Share strategic goal document for feedback	Shared – to go to staff for feedback
Stuart	Watch for NZSTA advice re annualised staff Covid payment	See Principal's Report-situation to be reviewed November
Stuart	Organise visit to other schools	Not completed- difficult with a member of the lead team out and the time of year. Can this be planned for term one 2021?
Stuart	Share parent survey with BOT and then distribute to community	Completed – waiting on responses

### 5. CORRESPONDENCE INWARDS: (listed)

No	Item
1	URF- responses to funding requests

2	Provisional staffing for 2021
3	Crombie Lockwood insurance confirmation

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

No	Item
1	Parent Survey to the community

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

**6. RECEIVING OF REPORTS:-**

**6.1 FINANCE REPORT: tabled by Sue**

Finance to end of September had been circulated. No areas of concern but Admin Expenses (330) and Principal Expenses (279) are over budget as expected due to incidental Covid expenses met. Additional funds received from MOE will cover this.

Term deposits recently renewed attracted interest rates 0.25%, 0.35% and 1.20% so we won't be meeting our interest budget this year.

Final ops grant for year received 1 Oct is on budget. Some additional funds also received to cover support staff 2019/20 living wage pay adjustments.

We will have a better idea of the BoT contribution required for pay equity settlement after 4 November when the initial backpay is processed. We will not know the final figure until around March next year as a portion of it is dependent on the outcome of our applications due to MOE by 30 November.

Have just started work on 2021 draft budget to be ready for next meeting.

**MOTION:** *I move that the Creditors \$80,152.82 and Payments \$278,765.84 be ratified.*

Stuart / Tomairangi: carried

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

Stuart /Tomoirangi : carried

**6.2 PRINCIPAL'S REPORT: see attached**

Roll 710 today – unsure of numbers for 2021. Organising 2021 staffing has been a challenge because of this.

Appointed Wai and Mihi to permanent positions

Sarah Oliver currently on leave, has resigned full time position

Study Leave awards to J Paea (40 weeks), K Mclean (28 weeks)- will do some part time release to make up release to 40 weeks

Same number of classes as 2020 but Y3/4 class moved to Y5/6

7 interviews for 4 fulltime positions 2021

Y3/4 J Holm to permanent

Y5/6 Renee Downey permanent  
Y5/6 Stephen Shirley -fixed term (Katie)  
Y2 Marnie Heng – fixed term (Jacki)

TAPEC funding unclear – backpay and new rates in pay next week  
Meeting LAs but no clarity of funding for 2021 hours- support staff need 4 working weeks notice of 2021 hours

Staff survey – positive re support re Covid and most aspects; student poverty a worry for many staff  
Stuart following up political avenues re LSC, equity funding, support staff funding issues  
Learning culture more settled this year, but real need still in school and not being catered for from outside sources

Teacher observations for appraisals/attestation underway

Road safety roadside sandwich boards – HCC organising sponsorship and delivery

New classes due for completion by start of year; air quality testing required in R19/20 to continue to use them as classrooms

HCC Watermains upgrade through reserve scheduled for term break to avoid disruption as much as possible

**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 Planning for 2021**

PLD – waiting on approval from MOE re Viv Aitken DI continuation;  
Te Ahu, Hei Papa Tikanga paper to be undertaken by some staff  
Budget draft will be started shortly -

#### **7.1.3 Property-**

B Block refurb planning underway;  
staffroom including roof will use last of 5Yp funding  
new 5YA July 2022  
Shed – waiting for HCC acceptance of footing changes. Bikes ordered

#### **7.1.4 New Legislation- <https://www.education.govt.nz/our-work/legislation/education-and-training-act-2020/the-education-and-training-act-information-for-boards/>**

Te reo maori - 10 teachers across the school will be teaching to level 4B – 3 hours per week learning in te reo  
Current systems are inclusive and cater for diverse needs  
Continually consider support for staff and families  
Policy review –

Current Concerns and complaints, Protected disclosures, Anti-bullying policies distributed to BoT for review and discussion next meeting. Stuart to circulate to those members not present.

## **8. MEETING CLOSED: 7:00pm**

**NEXT MEETING: 1 December** dinner 5:45, meeting 6:00pm will cover Charter, data, parent survey, budget

**ACTION LIST:**

Person Responsible	Action	By date
BoT members	Policy review	

**Karakia:**