

# KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

Minutes of Meeting of 8<sup>th</sup> of September, 2020: 6pm

**Karakia:**

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

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

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

- 2. **APOLOGIES:** Tomairangi Melbourne

3. **MINUTES OF PREVIOUS MEETING**

**MOTION :** *“I move the Minutes of Meeting of 4<sup>th</sup> of August 2020, are accepted as a true and accurate record.”*

Chad / Emma Carried

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

Person Responsible	Action	Completed/Progressing
Stuart / Lorna	Letter to MOE re annualised staff Covid payment	

NZSTA advice – MOE have stated there may be an option to review the situation once Covid changes are settled. BoT to wait for update – keep under review – to be tabled meeting by meeting as info comes forward.

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

No	Item
1	Various MOE and NZEI notifications re Teacher Aide settlement – new scale to be paid in November, backdated to 12 Feb. Funding and implementation details still unclear. Potential cost to school for re-grading prior to settlement. Have requested NZEI support visit to school to clarify issues. No clear, consistent advice received to date

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

No	Item
1	

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

Chad/ Stuart carried

**6. RECEIVING OF REPORTS:-**

**6.1 FINANCE REPORT: circulated and tabled by Sue**

Final MOE property funding received for Rooms 29/30 project - we are still holding main contractor retention \$20,544 , due to be paid out in October. Total BoT portion of project \$16,000.

\$42,658 received from MOE towards Teacher Aide Pay Equity increase due to be paid out in November - full payment and funding details are still unclear, with washup funding not due until April 2021 funding instalment.

Advice of funding from MOE for additional Covid-related costs includes \$7,050 for cleaning and sanitising costs and \$7,800 for reduced international student enrolments - to be included with October funding instalment.

Term Deposits totalling \$400,000 are due to mature between now and 3 October, with October operational funding approx \$300,000 also due 1/10/20. Funds will be re-invested on short term deposits (up to 6 months), breakdown dependent on interest rates available at the time. Rates offered in July had dropped to between 0.30% and 1.70% for 30 days to 6 months and are likely to be lower in October.

**MOTION.** *I Move that the Creditors \$168,229.75 for July, \$160,089.69 August, and Payments \$ 204,113.27 July and \$283,026.27 August be ratified.*

*Stuart /Camilla : carried*

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

*Stuart / Andreea : carried*

Annual turf maintenance to be undertaken to keep in good condition

**6.2 PRINCIPAL'S REPORT:** had been circulated – taken as read

**Proposed Term Dates for 2021**

**Term 1** Thursday 4 Feb - 16 April (Teacher Only Days 2<sup>nd</sup> and 3<sup>rd</sup> of February)

**Term 2** 3 May - 9 July

**Term 3** 26 July - 1 October

**Term 4** 18 Oct - Tuesday 14 December

(380 half days) This is using two of our 6 remaining teacher only days, leaving 4 more to use over 2021/2022.

Motion: *That dates be approved and 2021 be a better year*

Stuart/Andreea. *Carried*

**MOTION:** *I move the Principal's Report be received.*

Stuart / Andreea *Carried*

## **7. NOTIFIED BUSINESS**

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

#### **7.1.2 Planning for 2021**

Provisional staffing 2021 due 21 September

Staffing -fixed term advert and appointments ASAP; part time , units allocation dependent on staffing situation

Budget prep once funding advice received October

Property – student numbers in classes and situation of them to be discussed

#### **7.1.3 Property- Quick review.**

Te Hihiri complete and looking great – BoT visited rooms prior to meeting.

Shed- although complete, footings are unusual, waiting on HCC Code of Compliance check – stormwater connection at BoT cost completed today. Bikes still on back order

Shade sails junior school quotes to come

2021 projects include B Block refurbishment, staffroom refurb and reconfigure if possible to incorporate use of MR1.

Staffroom roofing issues also need to be addressed

Next 5YA plan due 2022

Modular buildings hopefully ready for start of 2021 school year -power survey being undertaken to ensure capacity for additional rooms

SNUP/N4L upgrade due – Stuart to follow up

#### **7.1.4 Strategic Goals- To consider for 2021.**

Targets should be reflected in charter update: Enriching our Learners, Evolving our Practice, Engaging our Community

Need to consider best way to support learners with specific consideration for achievement of ELL, Maori, Pasifika

learners - currently in class support, withdrawal space, small and larger groups, bi lingual, maths support

Goals should be achievable with strategic interventions and reflected in Knighton Way, Charter, Local Curriculum;

passions, talents and interests reflected in our values

Cultural responsiveness evident already - Critical Histories programme, Te Ahu, He Papa Tikanga (staff and whanau) implementation part of this

Environmental issues part of local curriculum (sustainability)

Achievement includes emotional regulation and achievement (resilience) - not just academic

Student, whanau voice needed if included as a target; possibly extend taku wairua programme to develop confidence

ELL review of 2020 needed to contribute to 2021 planning - goals and success;

BoT can consider support with resourcing – PD and budget; catering for diversity a big factor in staff workload

Goals should include planning for future needs of students, orientated to future world populations and diverse needs - build dispositions and habits to be successful (local curriculum component)

Changes due to Covid have led to flexibility in teaching/learning options – a continuing need

#### Identify Outcomes/next steps

Consider visiting other schools for comparison of differing focus areas;

need to continue to turn our vision into action

re-visit local curriculum doc

Whanau face to face engagement almost non existent due to Covid, but online interaction widespread – future use, preferences and other options for engagement to be discussed; streamlined approach needs to be equal for all

Stuart to share doc outline updated at meeting for additions and comment

Covid response feedback positive; valuable conversations with parents post Covid built better relationships

School timetable change to enhance learning - trial deferred to possibly term 1 2021– diverse feedback, enough change already this year

**8 MEETING CLOSED: 7:55**

**NEXT MEETING: 27 October. Dinner 5:45, meeting 6:15**

**ACTION LIST:**

<b>Person Responsible</b>	<b>Action</b>	<b>By date</b>
Stuart	Follow up SNUP/N4L	
Stuart	Share Strategic planning doc – feedback welcome	

**Karakia:**