

# KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

## Minutes of Meeting of 30<sup>th</sup> of March , 2021: 6pm

### Karakia:

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

In attendance: Sue Hodgson, Barb Cowie, Geoff Cable

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

2. **APOLOGIES:** Andreea Calude James , Tomairangi Melbourne

3. **MINUTES OF PREVIOUS MEETING**

**MOTION:** *I move the Minutes of Meeting of 23<sup>rd</sup> of February, 2021, are accepted as a true and accurate record.*

Chad /Emma Carried

4. **MATTERS ARISING:** refer Task/Action List, Minutes of 23rd of February, 2021.

**Selection of BoT member:** No objections received to advertised selection process. Geoff Cable welcomed to the Board

| Person Responsible                 | Action   | Completed/Progressing               |
|------------------------------------|--|-------------------------------------|
| Stuart                             | Send charter and Analysis of Variance to the MOE | Completed                           |
| Stuart, Chad, Emma                 | Meet re unit allocation                          | Completed -refer Principal's Report |
| Camilla, Andreea, Materoa and Barb | Meet re in school leaders Kahui Ako              | Completed refer Principal's Report  |
| Stuart                             | Various docs / logos to principal consultant     | Completed                           |
| Sue                                | Set up Google Drive Folder                       | Completed                           |

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

| No | Item                |
|----|---------------------|
| 1  | Letter of complaint |

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

| No | Item |
|----|------|
|----|------|

|   |  |
|---|--|
| 1 | School Charter and Analysis of Variance to MOE         |
| 2 | Library letter of Support for Reading Together liaison |
| 3 | Draft 2020 annual accounts to PKF                      |

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

Chad moved *Carried*

## 6. RECEIVING OF REPORTS:-

### 6.1 FINANCE REPORT: previously circulated and tabled by Sue

Reports incorporate draft 2021 budget figures. Budget based on worst case scenario. Playpod upgrade cost included in case needed.

Motion: *That final draft budget showing deficit of \$112,500 before depreciation; funds at year end \$321,000 be approved*  
Camilla/Stuart *Carried*

No significant discrepancies or non-budget expenditure yet.

Next MOE instalment due later this week - figures received show TA pay equity funding will be similar to budgeted figure for the year, with final washup for 2021 not completed until April 2022. Any Special education funding received from MOE in 2021 continues to be paid to us at pre pay equity rates, with a washup to new rates hopefully by the end of the year - this makes it very difficult to compare income with expenses YTD in this area throughout the year.

Draft annual accounts approved via email have been sent to auditor.

**Motion:** *That Board Chair and Principal be delegated authority to approve changes to draft 2020 annual accounts as required by auditor.*  
Emma/ Camilla *Carried*

Application to Grassroots Trust to be sent.

**MOTION :** *I move that the Creditors \$ 46,631.49 ,Payments \$ 227,461.79 and Journal entries totalling \$1,422,089.74 be ratified.*

Chad /Lorna : *carried*

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

Stuart / Chad : *carried*

Annualised pay 2020: No developments on Covid payment for annualised staff. Stuart to follow up on progress with Principals group. Lorna to contact NZEI re advice from NZSTA that Board are unable to make payment.

### 6.2 PRINCIPAL'S REPORT:

Roll 640 same level as last year at this time, staffed at 682; expect to exceed staffing level during the year, possibly also international students. Projected staffing increases due to roll numbers have been included in banked staffing budget

Class numbers remain low as planned

Settled term so far – child/teacher relationships developed

Unit and ISL allocations complete – feedback to BoT during the year; most work in own time

Security cameras high quality – footage has needed to be checked twice already (playback very clear)

Cultural parade fantastic – parents/whanau participation high

Equity index funding – Board to request to be part of pilot (Chad to share)

Learning Support Co-ordinator – inequity between schools evident – lobby for position at KNS

Lunches in schools has been implemented in some local schools. Stuart investigating.

ELL funding framework - How will demise of deciles affect funding for our special programmes - Need to be a squeaky wheel with govt organisations to be considered.

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

Stuart / Camilla *Carried*

**7. NOTIFIED BUSINESS**

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

**7.1.2** Stuart updated BOT on school's property status. See attached report.

Rationalisation of Rm 19/20 means no extra rooms available for any new classes needed if roll grows. % of roll growth means roll growth classes unlikely. Siblings of ooz accepted to make roll numbers consistent

Scooter/bike racks/ towel rails for pool area to be investigated

**7.1.3** Principal Appointment process- Advert and applications open

Motion: *That Barb Cowie be co-opted to the Principal appointment committee for duration of principal appointment process*

Chad/Lorna *Carried*

**9. IN-COMMITTEE:**

This resolution is made in reliance on [section 48\(1\)\(a\)](#) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by [section 6](#) or [section 7](#) of that Act or [section 6](#) or [section 7](#) or [section 9](#) of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public:

**MOTION:** *I move that the public be excluded from the following parts of the proceedings of this meeting, namely discussion of letter of complaint under the general subject of personnel. The reason for passing this resolution in relation to this matter is to protect privacy of natural persons.*

Chad *Carried*

**10. PUBLIC MEETING CLOSED: 7:48pm**

**NEXT MEETING: 18 May Dinner 5:45, meeting 6:15**

**ACTION LIST:**

| Person Responsible | Action | By date |
|--------------------|--------|---------|
|                    |        |         |
|                    |        |         |
|                    |        |         |

**Karakia:**