**KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES**

**Minutes of Meeting of 29th October, 2019: 6:00pm.**

Prior to the meeting BoT members visited recently completed classrooms

**Karakia:**

**1.** **PRESENT:** Tomairangi, Emma, Allister, Chad, Camilla, Lorna, Andrea, Stuart,

**2.** **In attendance** Materoa, Barb, Sue H,

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

 Chad

**2.** **APOLOGIES: Nil**

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

 **MOTION** “I move the Minutes of Meeting of 16 September, 2019, are accepted as a true and accurate record.”

 Chad

**4.** **MATTERS ARISING:** **refer Task/Action List, Minutes of 16 September, 2019.**

|  |  |  |
| --- | --- | --- |
| **Person Responsible** | **Action** | **Completed/Progressing** |
|  |  |  |
|  |  |  |

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

|  |  |
| --- | --- |
| **No** | **Item** |
| 1 | MOE Confirmation of joining up to the Donation Scheme- 2020 |
| 2 | MOE ESOL Verification feedback |
| 3 | MOE PLD Hours 75 allocated for 2020 (Viv Aitken), 2019 balance also to be used in 2020 |
| 4 | Health and PE Survey returns |
| 5 | TALL Project acceptance - MOE ELL PD for teaching and support staff 2020 (Uni of Canterbury contract) |

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

|  |  |
| --- | --- |
| **No** | **Item** |
| 1 | Official Information Request response- Animal Vivisection  |

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

Chad

 **6.** **RECEIVING OF REPORTS:-**

**6.1 FINANCE REPORT: tabled by Sue**

No surprises at this stage. Final quarter operational grant funding received in October approx $17,000 above budget, as expected. Salary costs will be in excess of budget at year end due to high professional development usage and additional roll growth staffing not received as early as anticipated. Covered by surplus funds held.

Initial 2020 draft budget once again shows deficit. Maintaining operation of Literacy Centre still a priority. MOE donations scheme replaces family donations, photocopy charge and class activity fees so local funds still needed. - see General Business

**MOTION:** *I move that the school applies to the Grassroots Trust for $30,000 to in the running of the Literacy Centre in 2020. Brad/ Tomoirangi* Carried

**MOTION :** *I Move that the Creditors $ 214,581.99 and Payments $315,024.53 for and be approved.*

 *Andrea/Emma* Carried

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

 Stuart /Tomoirangi Carried

**6.2 PRINCIPAL’S REPORT:**

Congrats to Beginning teachers graduating. Congrats also to Tihoi on the birth of his baby.

Emphasis on keeping school culture positive to enhance student learning. Staff meeting held, mixed area team and support staff discussions to follow

New roll growth classes - MOE Capital Works team meeting at school this Friday

5YA Te Hihiri upgrade plan under way

Additional teacher only days - 7 available over 3 years per negotiated Collective Agreement. Planning for 1 - 2 next year, to be timed with regard to staff well being (non- contact time); curriculum development;

Plenty of notice required for families. Stuart to liaise with Berkley & Peachgrove to co-ordinate if possible

**MOTION:** *I move the Principal’s Report be received. Stuart / Tomoirangi* Carried

 **7. NOTIFIED BUSINESS**

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

 **7.1.2 Parent Survey-** Had been circulated to BoT members**;** additional column required for reason? etc

 No additional questions required. Stuart to discuss slight tweaks further with Andrea. Paper and online form needed - ease of translation needed. Personal group meetings, courtyard catchups to be offered

 (not Fridays).

**7.1.3 ERO visit-** Initial meeting held with lead reviewer (Stuart). ERO focus outlined:

 How are we achieving equitable and excellent outcomes for our learners - achievement data prepared

 How are we accelerating learning? inquiry strategy and targeted students

What practices and processes are effective for both of these?

What further developments are needed?

General understanding of requirements to accelerate learning of Maori students -written / oral / cultural / dramatic enquiry. Relationships most important - tuakana/teina interactions and connections.

Diverse learners have diverse learning needs. Culturally sensitive assessments needed.

Koka Materoa acknowledged Board’s interest in the importance of education and well being of Maori students

**7.1.4 Charter-** Begin consideration of strategic goals and steps. Springboard Trust developed basic framework around the Knighton Way

 Stuart to share doc for further discussion -engaging, enriching, evolving

**7.1.5 Provisional Budget and Staffing Options** **for 2020**

Possible scenarios discussed to give lowest class sizes possible. Additional senior class required - to be covered by transferring support teacher to classroom role. Staffing still approx 1.00FTE short to cover special programmes to be offered if attached scenario B is adopted. Board recognises not sustainable but can cover for 1 year; hopeful of MOE assistance from 2021.

Possible Funding for additional Support person role

Join Kahui Ako for collaboration, additional funding and staff leadership?

Meet with MOE to discuss possibility of increased funding for students requiring assistance

**MOTION:**  *That the Board uses $60,000 of staffing reserve to fund additional teaching position in 2020.*

**MOTION:** *That the Board proceeds with staffing for 2020 per Option B Allister/Andrea*  Carried

**MOTION:** *That the draft deficit budget be accepted in principle Allister/Toimarangi* Carried

**7.1.6 Community consultation re principal appraisal**

Appraiser requesting BoT feedback survey - may want to meet personally - email to come. Needs community and staff feedback also

**8. MEETING CLOSED:** 7:50 pm

 **NEXT MEETING:** ERO powhiri 11 Nov @ 10.00am

Monday 12 Nov 3:30 ERO

Monday 2 December 5:45 dinner, 6:00 meeting

**ACTION LIST:**

|  |  |  |
| --- | --- | --- |
| **Person Responsible** | **Action** | **By date** |
| Stuart/Andrea | Parent survey |   |
| Stuart | Kahui Ako info |   |
|   |   |   |

**Karakia:**