

KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

Minutes of Meeting of 7 December, 2021 6:15pm

Karakia

Present: Chad Adams, Andrew Campbell, Geoff Cable, Camilla Carty-Melis, Andreea Calude-James

Present via Zoom: Lorna Kennedy, Emma Fox, Tomairangi Melbourne

In attendance: Materoa Collins, Sue Hodgson

Apologies: Barb Cowie

Adopting Agenda: MOTION: *That the Agenda as tabled be adopted.* Chad Carried

MINUTES OF PREVIOUS MEETING had been circulated

MOTION: *That the minutes of meeting of 9 November, are accepted as a true and accurate record.* Chad Carried

MATTERS ARISING: In committee meeting

Person Responsible	Action	Completed/Progressing
Chad	In committee meeting	Delegated to Drew to resolve Outcome letter needed

CORRESPONDENCE INWARDS: (listed)

No	Item
1	Leave application J Holm 13/3 to 1/10/2022 – approved
2	Staff Complaint – discussed in committee (9/11/21) - refer to In Committee minutes
3	Resignation – Ringi Te Hira - accepted

CORRESPONDENCE OUTWARDS: (listed)

No	Item
1	2022 employment offers drafted

MOTION : *That correspondence Inwards is received and Outwards is approved.*

Carried Drew/Chad

Principals Report Roll 687 2022 roll numbers likely to be reduced due to high number Y6 leaving and reduced 2021 enrolments from Covid concerns.

Curriculum: Re-opened at AL2 on 17 Nov. Average approx 550 students attending. Still some anxiety for parents.
Emphasis to end of year on reconnecting with students
Final assemblies and farewells for students only/ no caregivers invited- shared digitally with caregivers
Siblings of out of zone students only accepted for 2022

Review & Reporting: Barb had circulated summary reports on reading, writing and maths data. Data entered on conservative teacher OTJs rather than summative testing due to short period of time students at school. Results low as expected due to lack of schooling. Further discussion next meeting; also staff meeting. Increased social resilience a side benefit? ELL review completed – report attached (243 students English not first language). Next steps still under discussion
Review of 2021 Fixed term unit allocations due, applications for 2022 to be sought
Exec creating full internal review schedule for 2022

Personnel: Catch up chats held with support staff – reduced 2022 hours confirmed
Four beginning teachers now fully registered
2022 staffing finalised – offer letters drafted. Fixed term offers need special attention with regard to reasons
Thank you to Sue Roots for work with art displays and school aesthetics over many years
ELL co-ordinator to become member of exec team

Property: No update on rationalisation of R19/20
R19/20 air quality check has been deferred to end of January due to lack of use and unavailability of contractor – approved by MOE

Health & Safety: Pro - active in encouraging families with Covid concerns to return to school
Camp/trip volunteers subject to vaccine mandates
Traffic light Orange level – large events can be held outside
Scaffolding for mural project – Chad to investigate source for supply mid Jan
Clarification around Covid traffic light system sought from MOE – no response yet (masks, events, process on return from isolation).
MoH advice if case in school confirmed – 8 hours to identify close and casual contacts via MOE spreadsheet and school to advise families of situation.
Isolated disruption rather than whole school closure
Is more urgent advice to community needed?
Need to resource distance learning if short term isolation
Update community on processes in place early in 2022 (if tested..stay home awaiting results)

Motion: *That Principal's report be accepted* *Drew/ Camilla* Carried

Finance: Sue had circulated reports to end of October

Largely historical. No new areas of concern in November, December YTD.

Two admin laptops purchased outside of replacement plan

An additional aircon unit has also needed to be replaced, above budget

No increased staffing due to lack of roll growth, but banked staffing still predicted to balance end of January.

Payroll reports to 30 November have been certified by Chad
Interim audit completed 3 December
No progress on 2022 budget

Motion: *That creditors \$ 97,096.58 and payments \$262,927.56 for October be 2021 be ratified.*
Andreea/ Camilla Carried

Motion: *That finance report be accepted.* Chad/Geoff Carried

Strategic planning: Ideas sought on how BoT can support staff and community in changing circumstances and different learning platforms

Discussion around:

- Certainty and uncertainty/ resilience / anxiety
- Prioritize wellbeing/life skills over academic needs
- Adaptability to build resilience
- Support/guide for parents – education on routines

2021 Y3 and Y5 students generally staying with existing teachers for 2022
Y3 2022 to receive support with literacy, etc due to short length of non-covid schooling

Investigate Books in Homes (Alan Duff) programme

Policy: Online platform – shared docs (School docs) to be discussed next meeting

Property: MOE condition assessment completed – awaiting report for prioritisation of projects identified by MOE and BoT
Te Hihiri canopy – hopefully complete over holidays
B Block complete

General Business:

Living Wage Rate \$22.75/hour in 2021 for adequate income
3 staff currently not receiving living wage hourly rate
Discussed implementing to support our staff
Ongoing annual review and management required
Needs to be met from existing funding
Board supports implementation as a Living Wage employer in principle
Chad to contact NZSTA and review next meeting

Meeting closed 7:45

Next Meeting Tuesday 22 February (Week 4) 5:45 dinner, 6:15 meeting

Karakia