

# KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

Minutes of Meeting of 23<sup>rd</sup> of February , 2021: 6pm

## Junior Play Proposal

Members of junior team came to the BOT Meeting at 5.45pm to present a proposal that is attached, and answer any questions for Board members.

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

In attendance: Sue Hodgson, Richard Clarke (to 7:40)

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

2. **APOLOGIES:** Allister Keast, Materoa Collins, Barb Cowie,

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

**MOTION** "I move the Minutes of Meeting of 1st of December 2020, are accepted as a true and accurate record." Chad/Emma Carried

### 4. MATTERS ARISING: refer Task/Action List, Minutes of 1st of December, 2020.

Person Responsible	Action	Completed/Progressing
Stuart	Complete charter, analysis of variance and annual report.	Completed

### 5. CORRESPONDENCE INWARDS: (listed)

No	Item
1	Allistair Keast resignation from Board Accepted
2	Principal Appointment proposal from Richard Clarke

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

No	Item
1	

**MOTION** "I move correspondence Inwards is Received and Outwards approved.  
Chad moved /

**6. RECEIVING OF REPORTS:-**

**6.1 FINANCE REPORT: had been emailed by Sue**

Phone system replacement proposals previously distributed were discussed. Replacement overdue and needs to proceed. Should be completed by end of term 1 holidays. =

*Motion: That the proposal from Connect be accepted* Stuart/Chad Carried

Signatory: Replacement signatory required due to Allister's resignation. Chad most available. Sue to organise forms .

*Motion: That Chad Adams be made an authorised signatory and administrator for accounts with ASB* Emma/Stuart carried

2021 Budget not quite complete – some amendments required but final result basically similar to that approved in principle in December. Final to be presented at March meeting.

Deficit budget still required, particularly in view of uncertain nature of funding for support staff and ramifications of TAPEC agreement on future funding/spending. LA timetable based on 2020 hours, including 75 hours per week for Literacy Centre. Additional students with support needs enrolled – support has to come from within existing hours as funding not expected. No income expected from international student enrolments to assist with ELLA timetable/staffing costs. No indication yet of future funding model for schools. Principal appointment costs to be included

*Motion: That the Board applies to Grassroots Trust for a contribution of \$20,000 towards cost of employing Learning Assistants to work in the Literacy Centre.* Lorna/Emma Carried

Annual Accounts preparation underway. Draft will be ready within 31 March deadline; to be circulated for email concurrence if ready before next meeting

Kapa haka uniform replacement is needed. Camilla to investigate funding options. Could also look to community funding for Pasifika uniforms, Te Hihiri shade project

MOTION: *That Creditors \$44,499.29 and Payments \$258,596.97 November 2020*  
                   \$181,962.19                   \$412,283.89 December 2020  
                   \$82,889.79                   \$79,686.53 January 2021 be ratified                   Stuart / Chad : carried

MOTION : *That the Finance Report as circulated and tabled be received* Stuart / Andreea : carried

**6.2 PRINCIPAL'S REPORT: had been circulated. Taken as read**

Roll: 615

Kahui Ako : two within school teacher roles available. Applications have been sought from staff, along with FTU applications - (workshop/meetings held to define requirements). Shortlist then BoT input needed with P and DPs. Camilla/Andreea may be involved.

FTU shortlist – committee needed

Junior playground – follow up from presentation – a great concept but is it priority above other funding requirements.

Delineation of playgrounds needed

Trust applications a possibility

Perhaps defer until more timely – new Principal?? There may be time restraints on assistance from CB Civil. Stuart to follow up re their input (time, materials, hours?)

Budget needs to be finalised

Teacher Only Day term two – suggest 4 June – follow up session with David Galbraith

**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** Principal Appointment process- discussion with Richard Clarke.

**Principal Appointment:** Richard Clarke, BoT appointed consultant, per email from Chad, presented proposed process for new Principal appointment – see his separate agenda

Stuart attending this meeting only for input into process, possible applicants should not attend.

Prospective Internal applicants – careful consideration of involvement in appointment process (Richard's letter).

All discussions around Principal Appointment are to be considered "in committee" and not discussed elsewhere.

Appointment committee composition discussed - diverse representation needed (current Board);

Motion: *That Principal Appointment committee be comprised of all current board members* Chad/Tomairangi  
Carried

need to be available for all 3 key meetings.

Minutes secretary needed for all appointment discussions (Lorna)

Shared folder "Principal Appointment" to be shared with Richard, who will advise all members when docs added

Good consultation process to cover community/staff diversity

Richard to contact University of Waikato as part of consultation. Normal School component important

#### Timeline:

Info to staff and Parent community tomorrow – offers meeting and survey; seeks 3 key critical attributes/qualities (translated where possible) Facebook link through Dojo. survey closes 10:00am Wednesday. Tomairangi to collate before Thursday meeting

Tuesday 2 March 3:30 meeting with staff, 7:00pm meeting with parents incl BoT

Thursday 4 March 6:00pm BoT meet with Richard 90 mins to commence criteria and job descriptions

8 March alert ad submitted to Gazette to advise position coming up – published 22 March

23 March Position criteria and application documents approval (feedback to Chad prior to this)

29 March Full advert submitted to Gazette – published 12 April

3 May term starts

Thurs 6 May 2:00pm Applications close

Friday 7 May 4:00pm – 9:00pm Shortlisting

All applications to Richard (controls Shared folder) \$300 variation to contract

Suggest staff rep, 2 BoT members, Richard to visit applicants in current school

15 May meet to decide interviewees, notify 16 May to prepare docs for presentation

21 or 22 May presentations – scoresheet prepared by Richard and guide to responses

22 May – verbal acceptance sought

22/23 May - Job offer sent

25 May – last day to accept position. In committee until successful applicant ready

27 May - introduce to staff (profile to staff and community)

Contract and additional variation and timeline accepted.. Richard left the meeting 7:40pm

**7.1.3** Charter / 2020 Student progress and achievement data- opportunity given for questions and for the lead team to discuss planned interventions for success.

Motion: *That Charter and Analysis of Variance as circulated be ratified* Chad/Stuart Carried

**7.1.4** Kāhui Ako- The big picture and describing the within teacher role appointment process.

**7.1.5** BOT Member- selection, co-opt or election to fill vacancy from Allister’s resignation.

Due to timing – elections next year, Principal appointment, selection considered most prudent method. Suitable parent candidate is available

Need to advertise proposal to select to community

MOTION: *That the Board fill the current casual vacancy by selection*

Stuart/ Andreea Carried

**8. MEETING CLOSURE:** 8:20pm

**NEXT MEETING:** 30 March 5:45 dinner; 6:15 meeting

**ACTION LIST:**

Person Responsible	Action	By date
Stuart	Playground proposal follow up	Next meeting
Sue	Setup shared folder; investigate previous appointment material	ASAP