

KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

Minutes of Meeting of 22nd of June, 2021: 6pm

Karakia:

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

APOLOGIES: Tomairangi Melbourne

IN ATTENDANCE: Drew Campbell, Tash Searancke, Materoa Collins, Barb Cowie, Sue Hodgson

Tash and Koka presented a report on progress of the URF funded Language Acquisition project following Covid disruptions.

Aim is to grow the reo capability of our whanau in order for them to best support their tamaiti language acquisition at home

Funds enable release of kaiako and employment of kaiawhina to prepare resources

Survey to whanau responses – little knowledge at home

Wananga reo held 1 Saturday each term 9 – 3 14/4/21, 29/5/21 -28/8; workshops very well received and successful in promoting intergenerational learning

Resource packs sent home to practice learning at home with whanau; reo reading and writing,

SEA assessments being undertaken in reo – will report separate to mainstream classes

Developing and trialling assessment tools in te reo, for reading and writing, including OTJs

Reporting to parents via Parent discussions – positive response, especially resources at home

Te Hihiri inquiry – how tamariki are acquiring a second language successfully

Professional development continues for all kaiako and kaiwahina

Data comparison to come – base line has been set

Kaiako have noticed growing confidence for whanau to use reo

Nurturing home environment through increased contact has positive spinoffs across whanau

Stuart thanked kaiako for their work to date – living their vision

2. **ADOPTING AGENDA:** **MOTION:** That the Agenda previously circulated be adopted.

Chad *Carried*

3. **MINUTES OF PREVIOUS MEETING**

MOTION “I move the Minutes of Meeting of 18th of May, 2021, are accepted as a true and accurate record.”

Geoff/ Chad *Carried*

4. **MATTERS ARISING:** refer Task/Action List, Minutes of 18th of May, 2021.

Person Responsible	Action	Completed/Progressing
Stuart	Letter to annualised staff	Shared with the BOT for comment – accepted by BoT - Stuart to send to affected staff

5. CORRESPONDENCE INWARDS: (listed)

No	Item
1	PKF – Audited annual accounts and management letter Audit completed
2	Grassroots Trust- successful grant for the Literacy Centre

6. CORRESPONDENCE OUTWARDS: (listed)

No	Item
1	
2	

MOTION “I move correspondence Inwards is Received and Outwards approved.
Stuart /Camilla *Carried*

6. RECEIVING OF REPORTS:-

6.1 FINANCE REPORT: previously circulated by Sue

No areas of concern YTD

Signatories need amending from term 3

MOTION: *That Drew Campbell replace Stuart as signatory for ASB and for payroll access purposes*
Emma/Chad *Carried*

2020 Annual Accounts audit management letter reply had been drafted and circulated – comments noted. Budget deficit reasons were discussed. Board fully aware that annual deficit budget can not be sustained. Hopeful that equity index funding changes will improve resourcing for Knighton due to the special nature of our roll makeup. Sue to reply to auditor with replies as drafted.

MOTION: *I move that the Creditors \$78,893.06 , Payments \$ 223,164.07 and Journals \$562,408.73 be ratified.* Andreea / Lorna *Carried*

MOTION: *I move the Finance Report as circulated and tabled be received.* Camilla/ Stuart : *carried*

6.2 PRINCIPAL'S REPORT:

Marcus Freke new appointed as Waikato Director of Education
MOE re-structure proposals: more centralised - correspondence from MOE had been circulated; little/no consultation evident

Roll same as 2020

NE open mornings very popular
OOZ applications – siblings will be accepted – numbers to be reviewed for NE area before any OOZ accepted – additional NE class opening for existing pending enrolments
New NE teacher – Georgia Clansey appointed for term 3 and 4 2021
Class/teacher observations complete
Dr Viv Aitken – helping with local curriculum prep clarification, vial PLD funding
CB Civil/Playground Creations development of junior area progressing well
Refurb B block starts early term 3

Recommendations:

Consult with new Director of Education to make them aware of Knighton's requirements not being met – template and data available

Funding applications: Andreea, Camilla will provide expertise with applications once requirements are known
SNUP – upgrade of wireless points across schools is progressing- cost \$2.50/student for schools

Stuart thanked BoT for their support and high involvement; presiding member Chad particularly for availability over extra ordinary times

MOTION: *That Principal's Report be received.* Stuart / Geoff *Carried*

7. NOTIFIED BUSINESS

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

7.1.2 Discussion document circulated prior to previous meeting accepted for on-going development

8. Board and staff will farewell Stuart 8 July after school in staffroom

MEETING CLOSED: 7:15

NEXT MEETING: 10 August 5:45 dinner, 6:15 meeting

ACTION LIST: