

KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

Minutes of Meeting of 9 November, 2021 via Zoo 6:00pm

Karakia:

Present: Chad Adams, Andrew Campbell, Lorna Kennedy, Geoff Cable, Emma Fox
Camilla Carty-Melis,

In attendance: Barb Cowie, Materoa Collins, Diane Cooper, Sue Hodgson

Diane outlined the recent MOE TALL (Team Approach to Language Learners) project a number of staff have been involved in 2021 and summarised final papers presented by staff outlining their approach to and outcomes from tasks. 2020 - 2 teachers and 2 support staff involved; 2021 - 3 teachers, 3 ELLA and Barb all involved
Project revolves around connections and collaborations; staff were set assessments needed and devised their own best learning options for students, linked to curric docs
Not a stand alone project – should be part of whole school vision for learning; development of pedagogy needed to continue the integration of project learnings using existing resources

Diane left the meeting

Apologies: All present

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 21 September, 2021, are accepted as a true and accurate record.*
Chad Carried

MATTERS ARISING:

Person Responsible	Action	Completed/Progressing

CORRESPONDENCE INWARDS: (listed)

No	Item
1	Approval of \$20,000 Lion Foundation grant
2	

CORRESPONDENCE OUTWARDS: (listed)

No	Item
1	
2	

MOTION : *That correspondence Inwards is received and Outwards is approved.* Drew/Emma Carried

Principals Report Roll 686, numbers not increasing – many withdrawals to live elsewhere with families

Curriculum: Distance and onsite learning under Covid Alert level 3
 70 students registered for bubble school (6 bubbles); average of 50 attending; increasing to 7 bubbles at Alert level 3.2
 28 teaching and 14 Learning Assistants rostered for 3 day shifts, with 9 more staff on standby
 Variable online learning engagement
 More hardpacks delivered to some families; MOE provided packs also distributed
 Kahui Ako have provided some hardpacks for Pasifika and Maori students
 Term 4 assessment and reporting schedule significantly disrupted. Report format to stay same; comments more generic due to lack of assessment opportunities

Planned MOE accord Teacher Only day deferred to 2022

Review & Reporting: Report on key findings from Teacher Chats circulated, includes possible next steps
 Covid response review is ongoing
 ELL programme being reviewed prior to start of 2022
 End of year reports on student progress going ahead as usual
 Chad continues to co-sign SUEP reports regularly

Personnel: Drew met with all teaching staff. Meetings with support staff scheduled later this term.
 Principal appraisal completed
 2022 staffing organisation almost complete – 2 less classes to start
 Renee Downey appointed to fixed term AP position for 2022 following resignation of Anne Hoare.
 3 Teaching and 2 Support Staff fixed term contracts not renewed
 Learning Assistant hours will need to reduce, as anticipated at start of 2021 year
 Management Unit reports 2021 and requests 2022 due later this term
 Kahui Ako ISL teacher allocations to roll over to 2022 due to short length of time available to them in 2021

Property: B Block refurb almost complete with minimal disruption to classes (lockdown period)
 10YPP property assessment completed. Physical environment evaluation to be completed by Drew
 Significant damage to windows and doors in 7 classrooms by vandals. Two TVs broken to be claimed under insurance, glass replacement to be paid from vandalism funding

Health & Safety: Covid Delta mandates re vaccine and testing complied with. All onsite staff vaccination and testing requirements met

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

Finance: Sue had circulated reports for September

Largely historical. No new areas of concern.

No increased staffing due to lack of roll growth, but banked staffing still predicted to balance end of January.
Lion Foundation grant approved to \$20,000. Device purchase to proceed this year

Draft 2022 Budget had been circulated. Planned spending in 2021 of surplus funds held means 2022 budget is tight (as anticipated) and still reliant on local funds – community grants will need to be applied for.

Draft 2022 shows Operating profit \$88,232 before depreciation, cash deficit of \$20,168 after commitments. To be covered from uncommitted funds \$102,300 to be brought forward.

Asset replacement reserve largely depleted (per plan); staffing reserve to cover .4FTE staffing; maintenance reserve balance \$171,000 sufficient for ongoing needs.

BoT is mindful of the reduced funds available – required reduction in special programmes spending is of concern but reflects shortfall in funds received from MOE for specified students (including approx \$6,000 pa for each ORS student) and support programmes generally.

Motion: *That draft budget for 2022, as tabled, be accepted in principle* Geoff/Lorna Carried

Motion: *That creditors \$ 127,973.20 and payments \$170,444.40 for September 2021 be ratified.*
Drew/Tomairangi Carried

Motion: *That finance report be accepted.* Drew/Andreea Carried

Strategic planning: Drew had circulated report on points raised during teacher chats, to be used as starting point for developing strategic vision for next 3 years. Discussion at exec under way. BoT input needed.

Policy: Schedule to be re-instated for policies and procedures – circulate prior to meetings for review and amendment

Assurance cycle /timetable also required

General Business

2022 Dates set (192 days required):

Teacher Only days 1st and 2nd Feb

Term 1 3 Feb to 14 April

Term 2 2 May to 8 July

Term 3 25 July to 30 September

Term 4 17 Oct to 16 December

3 Accord Teacher Only days available for use in 2022 (can be used within term dates)

Next Meeting Tuesday 7 December 5:45 dinner, 6:15 meeting or are we Zooming ??

Karakia