

# KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

**AGENDA: Meeting of 10th of August, 2021: 6pm**

**Karakia:**

- 1. **PRESENT:** Chad Adams, Andrew Campbell, Lorna Kennedy, Geoff Cable, Emma Fox, Andreea Calude, Camilla Carty-Melis, Tomairangi Melbourne

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

- 2. **APOLOGIES:**

- 3. **MINUTES OF PREVIOUS MEETING**

**MOTION :** *That the Minutes of meeting of 22nd of June, 2021, are accepted as a true and accurate record.* Chad/ Emma Carried

- 4. **MATTERS ARISING:** refer Task/Action List, Minutes of 22nd June, 2021.

Person Responsible	Action	Completed/Progressing

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

No	Item
1	Final report from the audit.
2	

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

No	Item
1	
2	

**MOTION :** That correspondence Inwards is Received and Outwards approved.  
Drew/Chad carried

## 6. RECEIVING OF REPORTS:-

### 6.1 FINANCE REPORT:

Transactions for June and Year to Date reports to end of July had been circulated.

As previously mentioned a few property codes will be over budget by year end due largely to unforeseen drainage and roofing repairs. Quotes for removal/trimming of trees which would normally be met within budget will now be outside of our budget. We are also due to replace/topup bark in senior playground which is likely to be above our annual budget of \$5,000.

Professional Development and Relieving spending is also high against Year to Date, but should even out by year end.

Admin expenses are high - includes additional costs in setting up new phone system, including replacing classroom phones which was not part of the contract; cost of renewal of system subscriptions has been higher than anticipated - StaffSync; Hapara, SNAPP and library system

Roll numbers have not yet triggered additional staffing, hopefully early September to meet our banked staffing budget.

Student device replacement is due under our asset management plan. Current devices were purchased in 2016 so have lasted well – many still in use. Quotes for 50 iPads with cases, 30 Chromebooks, 11 MacBook Air laptops and 2 monitors have been received:

Quote 1: \$52,558.70 + GST

Quote 2: \$52,759.10 + GST

Quote 3: \$ 52,867 + GST

Prefer to place our order with Quote 2 supplier as they are regular suppliers who are far more efficient at responding to service requests than others – also have supplies available, back order likely from others. Suggest we apply for a community grant \$30,000 to assist with this purchase, balance to be paid by BoT from asset replacement reserve. 2022 replacements needed will be within budget.

Update to end of year anticipated financial position should be available for next meeting. MOE Indicative funding and staffing for 2022 is due week 10.

**MOTION:** *That the Board applies to Lion Foundation for a grant of \$30,000 to assist with purchase of devices*

Emma/ Andreea : carried

Camilla and Andreea will assist Sue with application

**MOTION:** *That June Creditors \$62,906.75 and Payments \$241,163.22,*

*and July Creditors \$65,379.76 and Payments \$143,273.76, be ratified* Andrew/ Lorna : carried

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

Andrew / Camilla : carried

### 6.2 PRINCIPAL'S REPORT:

Accord Teacher Only day 3 September

A number of staff changes for start of term

Junior outside learning area (Playspace) very popular

Property: B Block refurb – R6/7 complete and looking good; R8/9/SPRO office underway

Property review by Drew, Chad, Steve and Sue – doc to come as working paper prior to next 5YA and to review priorities for maintenance;

Ongoing washing and painting required

Bike shed fencing and bike/scooter rack reconfiguration a priority; scooter racks in senior area R28/29 space

1 day stand down late term 2, also one today (2 days) re-entry meeting this Friday

Drew attending hui 20 August at MOE with Principals and other education related colleagues – MOE prioritising relationship building with sector

Curriculum – Barb had circulated mid year reports on Maths, Reading and Writing

Maths: 54.9 % “at or above” with good numbers of children nearly “at” standard – likely to reach by end of year.

Slightly less % for Maori children – attendance, existing learning difficulties

Pasifika 40.7% at or above, some ELL children included in data

All students receiving special support are closely monitored

Report on Insufficient progress (some ambiguity due to level ranges in cohorts)

Senior school cross grouping – with LA and ELLA assistance

Maths Hub and middle and senior classes programme adaptations implemented by Jo Lelieveld – increase confidence first (student and teacher)

Year 4 results lower than other areas (investigate barriers) - jump in curriculum levels skew results to some extent.

Middle team have changed maths programmes – classroom focused rather than cross grouping

Results are conversation starters in areas/management

Level (at, above,etc) based on curriculum level comparisons across the country; teacher OTJ used

Literacy

More students starting with limited oral language or pre-literacy skills - Year one and two foundation skills programmes in place to support eg: patterning

Making gains but not measurable within curriculum levels

Programmes supported by Keirryn ISL early literacy, Lyndal foundation skills

Writing and Reading

Some results of concern

Pasifika groups (and other ELL students) linking into school curriculum; working well

Outside providers a PD possibility to suggest ways to reduce barriers in literacy team across the school

ISL James and Keirryn, LA foundation skills programme supporting staff and students

New MOE Ready to Read resources received

Need to examine biggest barriers (Encourage voice to text to communicate what they know)

Covid has had negative impact on Writing results – needs to be done daily

Drew immersing himself in the school – visiting many groups across the school; appreciates richness of our diverse school. Fact finding and investigating for future direction

Meeting with MOE ( Marcus Freke). Investigate and re-iterate funding for unique nature of Knighton; improved support for students living with trauma, behaviour

**MOTION :** *That the Principal’s Report be received.*

Andrew/ Camilla Carried

## 7. **NOTIFIED BUSINESS**

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

Starting to prepare for 2022

Move next meeting to week 9 21 September (apologies in advance from Emma)

**MEETING CLOSED: 7:00pm with karakia**

**NEXT MEETING:** Tuesday 21 September 5:45 dinner, 6:15 meeting

**ACTION LIST:**

<b>Person Responsible</b>	<b>Action</b>	<b>By date</b>