

KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

Draft Minutes of Meeting of 18 May , 2021: 6.15pm

Karakia:

1. **PRESENT:** Chad Adams, Stuart Armistead, Lorna Kennedy, Tomairangi Melbourne, Geoff Cable

In attendance: Sue Hodgson, Barb Cowie, Materoa Collins

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

2. **APOLOGIES:** Emma Fox for lateness, Camilla Carty-Melis, Andreea Calude James

3. **MINUTES OF PREVIOUS MEETING**

MOTION: *I move the Minutes of Meeting of 30 March 2021, are accepted as a true and accurate record.*

Geoff/Chad Carried

4. **MATTERS ARISING:** refer Task/Action List, Minutes of 30 March, 2021.

Person Responsible	Action	Completed/Progressing
Stuart	Investigate annualized support staff claim	Completed
Board of Trustees	-Learning Support Co-ordinator -'Equity' -ELL learners -Lunches in Schools	
Board of Trustees	Junior Playground decision	
Stuart	Clarify Playground Quote	Completed

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

No	Item
1	Junior Playground (range of emails) 16 to 18 June. Refer Notified Business
2	Email surveys from auditor

6. CORRESPONDENCE OUTWARDS: (listed)

No	Item
1	MOE to Request changes to the Five Year Property Plan
2	Email to senior advisor MOE questioning lunches in schools and future funding

MOTION *I move correspondence Inwards is Received and Outwards approved.*

Chad / Tpmairangi Carried

6. RECEIVING OF REPORTS:-

6.1 FINANCE REPORT: previously circulated and tabled by Sue

1. Staff costs -

102/248 Teacher Salaries in and out will be over monthly budgets as I didn't take into account payment of relievers for our staff on Study Leave when we set the annual budget- no difference to overall figures but will skew monthly figures a little.

270 - Professional development has had higher than normal use earlier in the year due to teacher release for PD around support for ELL students - still within budget and Stuart has outlined how the funds would be used in earlier reports.

Learning Assistant pay rate reviews have only just been finalised; it is still unclear what the final funding from MOE will be for any changes. While we have had additional funding for specific children, LA hours have remained unchanged as much as possible to cater for students within existing timeframes.

Our application to Grassroots Trust for \$20,000 Lit Centre LA pay terms 3 and 4 will be considered at their meeting at the end of this month - fingers crossed for a good outcome

2. Property A blockage in stormwater drain under room 18 and into junior play area has been cleared. Due to the location this involved 2 days of drainlayer and jetting unit to clear and reinstate damaged drain. Additional inspection covers were installed to make the process easier should it become a problem again in future. Roof leaks in staffroom and office area in hall have also been rectified. Fence has been re-built between Steve's shed and 37 Knighton Rd. All within budget at present but may lead to overruns later in the year.

Annual accounts - no word back yet from auditor; final accounts need to be with MOR by 31 May.

Annual Accounts still in draft at auditors

MOTION : *I move that Creditors \$75,413.38 March and \$46,010.20 April; Payments \$149,888.93 March and \$179,240.86 April; and Journal entries totaling \$392,786.78 March and \$962,020.34 April, including transfers to short term deposits, be ratified.*

Stuart/ Tomairangi : carried

MOTION: *I move the Finance Report as circulated and tabled be received*

Stuart/ Tomairangi : carried

6.2 PRINCIPAL'S REPORT: see attached

Report taken as read.

Lunches in schools request and response from MOE indicated that new equity funding may not be as favourable for Knighton as thought – only lowest 25% to be accommodated. Index calculated on 2017 to 2019 data.

Learning Assistant/Kaiawhina pay equity settlement continues to have uncertainty around funding. Majority of staff are now permanent, regardless of source of funding. Support staff tenure and grading has been confirmed to all learning assistants. Level of support to students will need to be closely monitored and planned early for 2022. 25% reduction in hours is only option for reducing overall expense to reduce financial risk.

Income from International students is unlikely to increase in the short term.

MOTION: *I move the 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 Environmental scan (attached) had been circulated by Stuart for ongoing review by Board and information of new incumbent.

BoT responsibility to induct new Principal – Stuart happy to liaise before he departs position and country
Responsibilities for new Principal early on include 2022 staffing and budgeting. May need to engage consultant to help facilitate takeover and induction.

7.1.3 Playground proposal discussed further –email conversations; Learning through play – resourcing for positive play and interaction a definite need in Junior school

Chad had visited contractor re environmental concerns –unnecessary use of running water - water reticulation? (push button taps negate necessity for this)

Proposal includes path with lever pump action – can do push button instead if preferred.

Board agreed not to proceed with recirculating option– water quality/hygiene

C B Civil still available to do most of groundwork at no cost to school

Playground Creations – good price main sandpit and natural play \$15,500 incl PC sum \$3,000 for water pipe thrusting.

Additional water play \$9,600 (excl water pump)

Value of CB Civil work to be provided free of cost \$15,280

(Emma arrived 6:50pm)

Motion: That the Board proceed with the installation of both the sandpit area and water pathway with push button tap \$25,100

Tomairangi/Emma *Carried*

Chad/Stuart to liaise with contractors – work possibly to commence in Fielddays week (CB Civil available)

Annualised staff inequity – see email correspondence re previous agenda item

Motion via email: that one of Sue's options from her original letter be adopted

Camilla

Motion was discussed –

Previous response from NZSTA advised concurrence from MOE for additional payment to individual staff members would be required – investigation shows concurrence would not be justified

Board cannot pursue financial assistance for these staff – not Board's responsibility to fix MOE errors

BoT to write to affected staff – apology for delay, understand inequity but unable to provide financial recompense on advice from NZSTA.

Motion: That annualised members be advised that Board is unable to pursue financial recompense but acknowledge decisions made by MOE were inequitable.

Chad/Tomairangi Carried

9. IN-COMMITTEE:

This resolution is made in reliance on [section 48\(1\)\(a\)](#) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by [section 6](#) or [section 7](#) of that Act or [section 6](#) or [section 7](#) or [section 9](#) of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public:

MOTION: *I move that the public be excluded from the following parts of the proceedings of this meeting, namely further discussion of letter of complaint under the general subject of personnel. The reason for passing this resolution in relation to this matter is to protect privacy of natural persons.*

Chad Carried

10. PUBLIC MEETING CLOSED: 7:48pm

NEXT MEETING: 22 June Dinner 5:45, meeting 6:15

ACTION LIST:

Person Responsible	Action	By date

Karakia: