

# KNIGHTON NORMAL SCHOOL BOARD OF TRUSTEES

## Minutes of Meeting of 22 February 2022 6:00pm via Zoom

**Karakia**

**Present:** Chad Adams, Andrew Campbell, Geoff Cable, Camilla Carty-Melis, Andreea Calude-James  
Emma Fox, Tomairangi Melbourne

**In attendance:** Materoa Collins, Sue Hodgson, Barb Cowie, Nicole Antoniadis

**Apologies:** Andreea and Emma for lateness

**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 7 December as amended, are accepted as a true and accurate record.* Chad Carried

**MATTERS ARISING:**

Person Responsible	Action	Completed/Progressing
Chad	NZSTA re Living wage	See General Business

**CORRESPONDENCE INWARDS: (listed)**

No	Item
1	Resignations Renee Lisignoli, Lorna Kennedy, Natasha Searancke from end 2021- moved to other teaching positions
2	Misc bulletins from MOE re Covid - latest has significant impact on allowing more students to stay at school if student positive case is confirmed; Others in class are close contact if student not wearing mask; casual contact if wearing mask (no isolation required but optional in this case)
3	

**CORRESPONDENCE OUTWARDS: (listed)**

No	Item
1	

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

## Principals Report

Roll 597

Covid dominating workload; lots of support for Principals – colleagues, MOE  
3 confirmed cases at KNS to date, others positive but not at school  
Contact tracing systems working well - no mixing and mingling between class groups  
Good hygiene systems maintained in classes  
Red levels challenging for staff; trying to maintain consistency  
Mask wearing – difficult teaching and difficult for students to manage  
Consequence of staggered break times for safety is not enough scheduled break time (with no pupil contact) for staff; changed timetable helps mitigate this – more positive feedback from staff  
Disconnection between students and students/staff due to staggered/split breaks  
Attendance 70 – 85%  
Community more accepting of rules; fewer parents on site; staff not enforcing but promoting compliance. If conflict arises – refer to Principal to avoid escalation  
Some outdoor events still held (Kids on Bikes by class)  
Student health and hauora main concern for this term  
Some parents choosing not to send children to school – MOE advise distance learning required to some degree  
Current protocols seem to be keeping our school community safe at this stage  
Relievers booked in advance to cover expected absences, BoT cost at this stage  
RAT tests needed to get teachers back on site sooner, rather than requiring high level of distance learning situation. (current test results taking 7 days)  
BoT approval required to accept RAT tests for staff - to be emailed by Drew for ratification if required.

## Curriculum:

Significant drops in terms of Reading Writing and Maths, as expected;  
Better Start Literacy programme ( Uni of Canterbury contract) introduced in Year 1  
– balanced approach to teaching and learning literacy  
Facilitator Ann Becket supports teachers, 2 days release per teacher funded by contract  
10 weeks of lessons; check, then tier 2 then 3 intervention if needed  
Good results recorded by MOE since 2015 but acknowledge there will always be students who will struggle  
Consistency is the key  
Additional work for Y1 teachers, trying to manage workload but no other PD requested of them, team meetings focussed on BS  
Year 2 team could follow on to lesser degree – new MOE project being devised  
Staff PD – Critical Histories (Parekura Collins) continuing – well received  
9 staff enrolled Te Ahu o Te Reo Maori course  
Dramatic inquiry continuing  
Trying not to overload staff in stressful times  
Extra staffing employed to co-ordinate distance learning option: preparing banks of resources for dispatch for varying needs.  
Digital divide between families amplified by Covid

## Review & Reporting:

Literacy Centre report 2021 circulated– great results despite Covid absences; significant progress due to daily consistent work with guidance of teacher leading LAs  
Expensive resource but money well spent as an intervention programme  
Thanks to Grassroots Trust for ongoing support financially in past years  
Need to promote with MOE for possible funding sources eg accelerated learning for At Risk students, Covid recovery response  
Investigate possibility of additional staffing by FOE students– their new learning in the workplace model (Work Integrated Learning)

Motion: *That the Board apply to Grassroots Trust for grant \$30,000 towards Learning Assistant costs in the Literacy Centre for 2022* *Andreea/Emma Carried*

Personnel: Refer Principal's report  
Email approval previously received from BoT to apply discretionary paid leave for support staff required to take leave for Covid related purposes. Teaching staff can apply for disregarded sick leave for this

Health & Safety: Twice weekly exec meetings to review Covid protocols – 3 positive cases, other positive but havenot been at school  
Drew to advise BoT of positive cases as they arise; notify parents of affected classes in all instances  
Vaccine mandate – staff initial boosters required by 1 March; Drew co-ordinating

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

**Finance:**

Transactions for November, December and January and report to 31 December circulated. December reports not final figures for the year as accruals for end of year accounts are still to be added.

Finalisation of MOE funded property projects has been completed in February within approved budgets - no additional cost to BoT

Digital devices \$50,000 ordered in 2021 have only just arrived so this commitment and spending will be transferred to 2022 accounts. Grant from Lion Foundation \$20,000 will be applied against this purchase in 2022.

Projected 2021 end of year financial position is better than budgeted -(not as a result of delayed device purchase) no final figures yet but looking like we have an extra \$70,000 - \$80,000 uncommitted available for 2022 at this stage.

Funds from MOE instalment 1 and funds on hand were transferred to short term deposits in January for between 30 days and 6 months to meet future cashflow requirements

Budget 2022

Finalisation of adjustments to budget approved in principle in December still in progress- changes to funding and staffing need to be incorporated to avoid budget adjustments later in the year.

*Included in these adjustments will be an additonal cost of approx \$25, 000 this year to top up MOE funding received to allow for the required fulltime LA cover for two recently enrolled ORS students. MOE covers 20 hours per week each @ \$20 per hour, term time only (40 weeks) - the Board needs to cover the full cost of the remaining 7.5 hours per week each, plus the shortfall between funding and hourly rate (\$18.05 combined) and all holiday pay and stat days for both LAs.*

Asset replacement plan needs adjustment for delayed purchases  
Property Maintenance plan will remain unadjusted in advance of new 5YA priorities and projects being decided.  
Final 2022 budget will be available for approval at March meeting.  
Spending to date 2022 is in line with draft budget.

Annual Accounts 2021 - preparation is underway - to be completed by deadline 31 March

Motion: *That the following transactions be ratified:*  
*November Creditors \$ 77,102.38 payments \$ 226,109.78 Journals \$903,025.53*  
*December Creditors \$ 49,660.54 Payments \$ 263,247.65 Journals \$ 437,996.48*  
*End period Journals to 17/2/22 \$1,272,433.90*  
*January Creditors \$ 64,481.96 payments \$ 120,811.82 Journals \$1,186.697.72*  
*Chad/Geoff Carried*

Motion: *That finance report be accepted.* *Chad/Geoff Carried*

<b>Strategic planning</b>	Analysis of Variance and Charter deadline withdrawn by MOE – still needs doing. Being discussed regularly at Exec but Covid response a priority
<b>Policy:</b>	Transition to online platform School Docs beneficial – includes review schedule; constantly updates policies as changes arise, and new policies required Tailored to individual school needs and environment Approx \$1500 pa - user friendly, used by many schools Drew to liaise to set up (during holidays)
Motion:	<i>That we move school policy documentation to School Docs</i> Geoff/Andreea Carried
<b>Property:</b>	B Block and Te Hihiri verandah projects complete under budget 5YA initial meeting with MOE tomorrow; \$574,000 5YA, \$16,000 carried forward plus \$200,000 modernisation = \$790,000 total budget Condition pre-assessment completed Four priorities: P1 Major health and safety – none identified P2 Infrastructure services – plumbing, heating, electrical approx \$215,000 P3 Learning environment and admin; suggest R17/18, admin area especially staffroom P4 Nice to have if any money left  Room 19/20 rationalisation – no update yet  Some storm damage to trees, not extensive; Council to remove poplars from reserve – dangerous and drainage problems CO2 testing of rooms – no issues> even slight window opening improves levels  Drew investigating ideas for maintenance programmes to be set up in conjunction with 5YA
<b>General Business:</b>	
Living Wage	Current rate \$22.75/hour 3 staff currently not receiving living wage hourly rate BoT expense that needs to be met from existing funding (approx \$3,300 in 2022) Ongoing annual review and management required
Motion:	<i>That the official minimum living wage be applied as the minimum hourly rate for support staff, from the start of 2022 school year</i> Camilla/Drew Carried
	Camilla to investigate Living Wage employer accreditation and report back to BoT (funding available for accreditation)
Electronic BoT elections:	Submissions sought by MOE for September elections. Paper system also required due to digital divide of our community Chad to investigate and draft submission to be circulated to BoT members Submissions close 18 March
Succession planning:	At our request, proposal received from Education Services Limited to provide future accounting services. School staff input required but all payments and receipts processed by ESL, and full monthly and annual reporting completed by them Drew has had past experience with them – very user friendly, reports timely and easy to understand current financial position – also assist with budget setting and review

Good knowledge of other school % spent on budget areas for comparison  
Cost \$14,220 for first year probably offset by lower admin wages  
Drew to investigate alternatives being used by colleagues to discuss next meeting  
Implementation of any changes would commence term 2 2022  
Any change would need review as to cost and time effectiveness before renewing for  
2023

Meeting closed 7:50pm with karakia

**Next Meeting**                    Tuesday 29 March, 5:45 dinner, 6:15 meeting