



KARORI NORMAL SCHOOL BOARD OF TRUSTEES HUI AGENDA

Date	Tuesday 27 February 2024
Time	6.30pm
Present	James Appleton (Deputy Principal), Simon Johnson (parent trustee – Chair), Phil McIntosh (Acting Principal), Rosemary Mose (parent trustee), Natalie Vaughan-Sanders (parent trustee), and Blair Wightman (parent trustee – Deputy Chair)
In attendance	Amy Dolman (incoming secretary), Jacqui Croft, Jacquie Kean (outgoing secretary)

Time	Topic	Presenter	Time allocated	Outcome sought
1. ADMINISTRATION				
6.30pm	1.1. Opening karakia – gifted to our Kāhui Ako by Te Ātiawa E oha ki runga E oha ki raro Āna Acknowledgements to the sky, to the ground and all in between 1.2. Present and apologies 1.3. Election of Board Chair 1.3. Confirmation of agenda 1.4. Declaration of interests 1.5. Confirmation of previous minutes	SJ All Secretary All All All	10 mins	The KNS Board is requested to: 1) Elect a Board Chair; 2) Declare any conflicts of interest relating to items on the agenda; 3) Approve the minutes of the previous meeting held on 6 December 2023.

2. STRATEGIC REVIEW				
6.40pm	2.1. Strategic Plan and Values	SJ/PM	15 mins	The KNS Board is requested to: 1) Note the update on the Strategic Plan goals; 2) Note the update on the draft school values.
6.55pm	2.2. 2024 KNS goals and outcomes (Annual Plan)	PM	15 mins	The KNS Board is requested to: 1) Note the suggested timeline for a 2024 draft Annual Plan.
7.10pm	2.3. Reflection on the 'I like, I wish, I wonder' themes	SJ/All	15 mins	The KNS Board is requested to: 1) Review the 'I like, I wish, I wonder' themes and agree action items for 2024.
3. REGULAR REVIEW				
7.25pm	3.1. Principal's update and financials, including: <ul style="list-style-type: none"> • Property • Finance, including an analysis of the proposal behind the Values Project additional budget request • Health & safety • EAP Services report • 2023 End-of-year parent/caregiver survey (In committee as required)	PM	30 mins	The KNS Board is requested to: 1) Note the contents of the update; 2) Approve the recommendations that: <ul style="list-style-type: none"> • The Board approves the funding request related rebrand and website • The Finance Committee recommends that the school donation (parent and property) is maintained at the current level. • Board feedback is sought on including an inflationary

				<p>adjustment to the parent donation from 2025.</p> <ul style="list-style-type: none"> ● The Committee recommends reviewing Committee membership after the upcoming Board election outcomes are known.
7.55pm	3.2. Conflicts of interest and gifts registers	Secretary/PM	5 mins	<p>The KNS Board is requested to:</p> <ol style="list-style-type: none"> 1) Review the conflicts of interest and gifts registers and update them as appropriate.
IN COMMITTEE				
8.00pm	3.3. Principal Recruitment process	SJ	10 mins	<p>The KNS Board is requested to:</p> <ol style="list-style-type: none"> 1) Confirm that a vacancy exists in the Principal role and that it will be filled by permanent appointment; 2) Approve a recruitment budget of up to 10% of the expected annual principal salary; 3) Establish an appointment committee to provide advice to the Board and to oversee logistics relating to the appointment process; 4) Confirm that all major decisions (including selection criteria, role description, short-listing,

				composition of interview panel, and the final appointment decision) will be made by the Board.
8.10pm	3.4. BoT parent representative by-election	SJ	10 mins	The KNS Board is requested to: 1) Note the contents of the update.
4. GENERAL BUSINESS				
8.20pm	4.1. Action log	Secretary/All	5 mins	The KNS Board is requested to: 1) Review actions taken in the action log; 2) Approve items to be closed.
8.25pm	4.2. Any other business <ul style="list-style-type: none"> Review committee membership. Find a date for an informal Board get-together. Update Board contact list. 	All	10 mins	
5. NEXT MEETING/CLOSURE				
8.35pm	5.1. Closing karakia Kia whakairia te tapu Kia wātea ai te ara Kia turuki whakataka te ai Kia turuki whakataka te ai Haumi e Hui e Tāiki e	Chair	5 mins	

	Restrictions are set aside So the path is clear To return to everyday activities All of us we agree 5.2. Next meeting Tuesday 26 March 2024			
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ACTION LOG FROM 6 DECEMBER 2023				
	What	Who	When assigned	Due
1	To amend the induction plan on Google Drive.	Simon	February	Deferred to 2024
2	To work with the PB4L team to consider how best to celebrate student, staff and community achievements.	Acting Principal	February	Ongoing
3	To measure and document any improvement in student achievement – including attendance, engagement, confidence – between the beginning and end of the Akomanga Rūmaki trial.	James	August	End of Akomanga Rūmaki trial
4	To add an ESOL student category to the end-of-year achievement report.	SLT	September	End-of-year achievement report
5	To include a note in the newsletter each term inviting feedback on the implementation of policies that are currently being reviewed by the Board.	Board secretary	September	Each term, at the time of the SchoolDocs review
6	To consider face-to-face hui next time KNS seeks feedback on the health curriculum.	SLT	December	As appropriate.
7	To conduct an exit interview with Julia Laidlaw.	Blair	December	February
8	To bring, to the first Board meeting of 2024, an analysis of the proposal behind the Values Project additional budget request.	SLT	December	February

ANNUAL WORK PLAN AND ROLLING AGENDA – work in progress (2024 v.3)

2024	27 Feb	26 March	14 May	25 June	13 Aug	17 Sept	22 Oct	3 Dec
Strategic review	Update on Strategic Plan goals.	Finalise Strategic Plan goals and handover to the SLT. Draft 2024 goals & objectives reviewed (Annual Plan) Cultural Responsiveness Committee to provide a work plan for 2024.	Induction of new Board member.	Induction of new Board member.				Draft 2025 KNS goals & objectives discussed for guidance.
Strategic Plan goal review				Goal 1	Goal 2	Goal 3	Goal 4	Goals 1-4 summary
Regular review	Agree action items from 'I like, I wish, I wonder' themes. Review conflicts of interest register. Review gifts register.	Annual review enrolment scheme/zoning. Termly SchoolDocs Board assurances. Review SchoolDocs delegations. [Subject to what SchoolDocs says]		BoT 'retro' ('I like, I wish, I wonder'). Discuss 2024 parent survey questions.		Hold annual parent survey / year 8 survey. Termly SchoolDocs Board assurances.	Discuss parent survey results. Discuss Board meeting dates for 2025.	Reflection of 2024 as a Board – 'I like, I wish, I wonder' themes. Assess Board agenda for next year. Termly SchoolDocs Board assurances.
Student achievement		Previous year assessment report.			Curriculum assessment report progress.			
Budget	2024 budget approved. [Already done on 30 Oct.]	Monitor.	Monitor.	Mid-year review of budget. High level outcome direction for draft 2025 budget.	Monitor.	Monitor.	Monitor.	Draft 2025 budget discussed.
Board as employer	Note trends from teacher exit interviews. EAP services reports.	Principal Recruitment update. Note trends from teacher exit interviews.	Principal Recruitment update.	Principal Recruitment update.	Principal Recruitment update.	Principal Recruitment update.		

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Emergent review		H&S hazard review.	-	H&S hazard review. H&S Tool 2 review.	H&S hazard review.		H&S hazard review.	
Process requirements	Appoint Chair and review committee membership.	Submit annual docs to MOE (Strategic Plan, Annual Plan etc).	Annual report approved.	Payroll: -Segregation of Duties approval; - Edpay Online Access Report approval.			Confirm term dates for 2025.	Payroll: -Segregation of Duties approval; - Edpay Online Access Report approval.
NOTE THAT 23 JULY HAS ALSO BEEN SET ASIDE FOR A MEETING IF NECESSARY								