



## KARORI NORMAL SCHOOL BOARD OF TRUSTEES HUI AGENDA

<b>Date</b>	Monday 30 October 2023
<b>Time</b>	6.30pm
<b>Present</b>	James Appleton (Acting Principal), Simon Johnson (parent trustee – Chair), Phil McIntosh (Deputy Principal), Rosemary Mose (parent trustee), Natalie Vaughan-Sanders (parent trustee), and Blair Wightman (parent trustee – Deputy Chair)
<b>In attendance</b>	Jacquie Kean (co-secretary), Jacqui Croft

Time	Topic	Presenter	Time allocated	Outcome sought
<b>1. ADMINISTRATION</b>				
<b>6.30pm</b>	<b>1.1. Opening karakia – gifted to our Kāhui Ako by Te Ātiawa</b>  E oha ki runga E oha ki raro Āna  Acknowledgements to the sky, to the ground and all in between  <b>1.2. Present and apologies</b> <b>1.3. Confirmation of agenda</b> <b>1.4. Declaration of interests</b> <b>1.5. Confirmation of previous minutes</b>	<b>SJ</b>      <b>All</b> <b>All</b> <b>All</b> <b>All</b>	<b>10 mins</b>	The KNS Board is requested to: 1) <b>Declare</b> any conflicts of interest relating to items on the agenda; 2) <b>Approve</b> the minutes of the previous meetings held on 5 and 20 September 2023.

2. TRIBUTES TO CONRAD KELLY AND JOE BENBOW				
6.40pm	2.1. Tribute to Conrad Kelly	All	20 mins	The KNS Board is requested to join in remembering Conrad.
7.00pm	2.2. Tribute to Joe Benbow	All	20 mins	The KNS Board is requested to join in remembering Joe.
3. STRATEGIC REVIEW				
7.20pm	3.1. Strategic Plan and Values	SJ	5 mins	The KNS Board is requested to: 1) <b>Note</b> the plan for consultation on the draft strategic plan goals; 2) <b>Note</b> the draft school values.
7.25pm	3.2. Review of Goal 4 (Rangapū / Partnership)	Acting Principal	15 mins	The KNS Board is requested to: 1) <b>Note</b> the contents of the update.
4. REGULAR REVIEW				
7.40pm	4.1. Principal's update and financials, including: <ul style="list-style-type: none"> <li>Property</li> <li>Finance – Draft 2024 Budget</li> <li>Health &amp; safety (including hazard review)</li> <li>Confirmation of 2024 term dates</li> <li>Confirmation that the KNS Staff Induction Booklet now includes a section on EOTC (as discussed at the 27 June meeting)</li> <li>End of Year Parent Survey</li> </ul>	Acting Principal	30 mins	The KNS Board is requested to: 1) <b>Note</b> the contents of the update; 2) <b>Approve</b> the recommendations that: <ul style="list-style-type: none"> <li>The Board carries out exit interviews with the staff leaving KNS.</li> <li>The Board approves the 2024 Budget.</li> <li>The Board approves the proposed term dates for 2024.</li> </ul>
8.10pm	4.2. Review delegations	Acting Principal/BW	10 mins	The KNS Board is requested to:

				1) <b>Confirm or amend</b> delegations, as appropriate.	
IN COMMITTEE					
8.35pm					4.4 Prin
8.45pm	4.5 Process for appointing parent trustee to fill vacancy	SJ	10 mins	<p>The KNS Board is requested to:</p> <p>1) <b>Note</b> the feedback received from the school community;</p> <p>2) <b>Confirm</b> that the vacancy created by the death of Joe Benbow will be filled by holding a by-election;</p> <p>3) <b>Set</b> the election date;</p> <p>1) <b>Appoint</b> CES as Returning Officer.</p>	
GENERAL BUSINESS				4)	
5. 8.55pm					5.1. Acti
9.00pm	<p>5.2. Any other business</p> <ul style="list-style-type: none"> <li>Meeting calendar for 2024 (informal meeting dates to be discussed)</li> <li>Reimbursement of Simon's pizza costs.</li> <li>Check in with the Kelly and Benbow families, as to whether there is anything the community can do for them.</li> <li>Board secretary role.</li> </ul>	All	5 mins		

NEXT MEETING/CLOSURE				
6. 8.55pm				

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<b>ACTION LOG FROM 5 SEPTEMBER 2023</b>				
	<b>What</b>	<b>Who</b>	<b>When assigned</b>	<b>Due</b>
<b>1</b>	To amend the induction plan on Google Drive.	Simon	February	Deferred to October
<b>2</b>	To build informal meeting dates into the annual meeting schedule.	Jacquie	February	Next annual meeting schedule
<b>3</b>	To work with the PB4L team to consider how best to celebrate student, staff and community achievements.	Acting Principal	February	Ongoing
<b>4</b>	To consult at the next whānau hui about how whānau would like assessment data reported to the community.	Acting Principal	May	Next whānau hui
<b>5</b>	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
<b>6</b>	To canvass parents and students about how to celebrate achievement, during consultation for the Strategic Plan.	Strategic Plan Committee	August	During consultation for the Strategic Plan
<b>7</b>	To circulate notes from the 5 September 2023 informal Strategic Plan workshop to the Board, and then to share them with the school community in advance of face-to-face consultation.	Simon	September	ASAP
<b>8</b>	To distribute the MoE's slideshow (once received) to the school community, along with a few words to cover off concerns raised at the meeting.	Phil	September	When received
<b>9</b>	To add an ESOL student category to the end-of-year achievement report.	SLT	September	End-of-year achievement report
<b>10</b>	On Gala day, to arrive at the staffroom by 10.30am (half an hour before the Gala begins), and bring a backpack, ziplock bags, and a Vivid marker (and wear running shoes).	Board members and secretary	September	Gala day, 28 October 2023
<b>11</b>	To talk to Erica about costs for a Board-hosted post-Gala function, to refresh the post-Gala slideshow, and to help Natalie with logistics for the function.	Blair	September	ASAP

<b>12</b>	To liaise with the PTA about a post-Gala function, and to ask Naomi about gifts for the core Gala team.	Natalie	September	ASAP
<b>13</b>	To include a note in the newsletter each term inviting feedback on the implementation of policies that are currently being reviewed by the Board.	Acting Principal	September	Each term, at the time of the SchoolDocs review
<b>14</b>	To feed KNS's policy changes back to SchoolDocs.	Natalie	September	October
<b>15</b>	To mention, at the next PSG meeting, the PTA's request for MoE funding to provide alternative play space during the capital works.	Acting Principal / Simon	September	Next PSG meeting

## ANNUAL WORK PLAN AND ROLLING AGENDA – work in progress (2023 v.5)

2023	22 Feb	28 March	16 May	27 June	8 Aug	5 Sept	31 Oct	6 Dec
<b>Strategic review</b>	Draft 2023 goals & outcomes reviewed (Annual Plan).	2023 goals & objectives agreed (Annual Plan)  Cultural Responsiveness Committee to provide a work plan for 2023.		Agree Charter plan.	Finalise themes for Strategic Plan and agree approach for face-to-face consultation.		Review draft Strategic Plan goals.	Draft 2024 KNS goals & objectives discussed for guidance.  Finalise Strategic Plan goals and handover to the SLT.
Charter goal review		Goal 1 (Kauneke / Progress)	Goal 2 (Tāngata / People)	Goal 3 (Wāhi / Place)  Goal 4 (Rangapū / Partnership)	Goal 1 (Kauneke / Progress)	Goal 2 (Tāngata / People)  Goal 3 (Wāhi / Place)	Goal 4 (Rangapū / Partnership)	
<b>Regular review</b>	Agree action items from 'I like, I wish, I wonder' themes.  Review conflicts of interest register.  Review gifts register.	Annual review enrolment scheme/zoning.		BoT 'retro' ('I like, I wish, I wonder').  Discuss 2023 parent survey questions.		Hold annual parent survey / year 8 survey.  Termly SchoolDocs Board assurances.	Discuss parent survey results.  Review delegations.	Reflection of 2023 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.	Curriculum assessment updating report.		
Budget	2023 budget approved.	Monitor.	Monitor.	Monitor.	Mid-year review of budget.  High level outcome direction for draft 2024 budget.	Monitor.	Monitor.	Draft 2024 budget discussed.
Board as employer	Completed Principal appraisal 2022 tabled / noted.  Note trends from staff exit interviews.  EAP services reports.	Goals for Principal performance management 2023 to be finalised.		Mid-year Principal appraisal checkpoint.				
<b>Emergent review</b>		H&S hazard review.  School roll and zone.		H&S hazard review.  H&S Tool 2 review.	H&S hazard review.		H&S hazard review.	

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2023	22 Feb	28 March	16 May	27 June	8 Aug	5 Sept	31 Oct	6 Dec
<b>Process requirements</b>	Appoint Chair and review committee membership.	Submit annual docs to MOE (Charter update, Annual Plan etc).	Annual report approved.	Payroll: -Segregation of Duties approval; - Edpay Online Access Report approval.			Confirm term dates.	Payroll: -Segregation of Duties approval; - Edpay Online Access Report approval.