



KARORI NORMAL SCHOOL BOARD OF TRUSTEES MEETING AGENDA

Date	Wednesday 16 September 2020
Time	6.30pm
Present	Bronwyn Barberel (Chair), Helena Court (parent trustee), Jacqui Croft (staff trustee), Simon Johnson (parent trustee), Conrad Kelly (Principal), Nicole Rex (parent trustee), and Blair Wightman (parent trustee)
In attendance	Jacquie Kean (co-secretary)

Time	Topic	Presenter	Time allocated	Outcome sought
1. ADMINISTRATION				
6.30pm	1.1. Welcome, present and apologies 1.2. Pepeha 1.3. Confirmation of agenda 1.4. Declaration of interests 1.5. Matters arising from previous minutes 1.6. Confirmation of minutes	BB JK All All All All	10 mins	The KNS Board is requested to: 1) Declare any conflicts of interest relating to items on the agenda; 2) Approve the minutes of the previous meeting held on 19 August 2020.
2. STRATEGIC AND REGULAR REVIEW				
6.40pm	2.1. Principal's update and financials, including: <ul style="list-style-type: none">• Property• Finance• Health & safety	CK	40 mins	The KNS Board is requested to: 1) Note the contents of the update; 2) Approve recommendations that: <ul style="list-style-type: none">• The Board approves the changes to the 2020 KNS Annual Plan; see section 2.1

	(In committee as required)			<ul style="list-style-type: none"> The Board approves the 2020 Budgeted Balance Sheet; see section 4.2 The Board applies to the Four Winds Foundation for \$20,000 to support the replacement of the AstroTurf; see section 4.3 The Board applies to the Lion Foundation 2008 for \$20,000 to support the replacement of the AstroTurf; see section 4.3 The Board applies to the New Zealand Community Trust for \$20,000 to support the replacement of the AstroTurf; see section 4.3.
7.20pm	2.2. Health and safety – review of checklists	SJ	30 mins	<p>The KNS Board is requested to:</p> <ol style="list-style-type: none"> 1) Review the health and safety checklists; 2) Approve the recommendation that termly H&S audits be replaced by an annual review of the H&S checklists.
7.50pm	2.3. Charter goal review – Goal 2: Culture of Care	CK	15 mins	<p>The KNS Board is requested to:</p> <ol style="list-style-type: none"> 1) Note the contents of the update.
8.05pm	2.4. New Charter - update	BB / HC	15 mins	<p>The KNS Board is requested to:</p> <ol style="list-style-type: none"> 1) Approve the recommendation or next steps as presented.
8.20pm	2.5. 2020 Gala - update	BW	5 mins	<p>The KNS Board is requested to:</p> <ol style="list-style-type: none"> 1) Note the contents of the update.
3. GENERAL BUSINESS				
8.25pm	3.1. 'I like, I wish, I wonder' themes – monitoring the 'I like' theme	NR	10 mins	<p>The KNS Board is requested to:</p> <ol style="list-style-type: none"> 1) Note the contents of the update.

8.35pm	3.2. Action log	JK/All	5 mins	The KNS Board is requested to: 1) Review actions taken in the action log; 2) Approve items to be closed.
8.40pm	3.3. Any other business	All	5 mins	
4. NEXT MEETING/CLOSURE				
8.45pm	4.1. Closure <ul style="list-style-type: none"> Closing remarks and next meeting 	Chair	5 mins	

ACTION LOG FROM AUGUST 2020				
#	What	Who	When assigned	Due
1	To apply for \$20,000 from community trusts for the astroturf.	Blair	June	ASAP: when quote obtained
2	To investigate options to increase donations, such as: 1) enabling additional donations on Kindo, 2) changing Ultimate Challenge sponsorship to donations (which are tax deductible), 3) giving parents the option to donate unused activity fee to KNS.	Finance Committee	June	September
3	To audit the process that Erica is documenting in a flowchart.	Finance Committee	June	September
4	To update the BoT on planning for the Team Kahikatea camps at the September meeting, in light of the COVID-situation at that time.	Conrad	July	September
5	To review the health and safety checklists (in the September meeting papers in the Dropbox).	All	July	September
6	To include reporting on staff injuries in the H&S section of the Principal's update from now on.	Conrad	August	Ongoing
7	To obtain responses to the BoT's further questions about the plans for the Team Totara camps.	Conrad	August	Mid-cycle, by email
8	To respond to the BoT's questions about the 2020 KNS Annual Plan review.	Conrad	August	September
9	To provide a timeline to the BoT for the appointment process for a new Deputy Principal, and to press on with this as soon as possible.	Conrad	August	September
10	To press Ashbys for some progress on the replacement of the astroturf, including obtaining a quote so Blair can apply for funding from community trusts.	Conrad	August	September
11	To provide a brief to Nicole and Helena on what the BoT wants to achieve with Charter consultation, and how to achieve it.	Bronwyn	August	ASAP
12	To talk to Conrad about the BoT's Charter hui discussion.	Helena	August	ASAP
13	To liaise with Kate about theming Charter survey results.	Helena	August	ASAP
14	To organise and run a fono for Pasifika parents / caregivers.	Nicole	August	Between 14 and 25 September

15	To diary a meeting at 6.30pm on 14 October 2020 to put themes from the Charter consultation into draft goals.	All	August	Now
16	To send a communication to parents / caregivers regarding the form of the 2020 Gala, and to reference the reduced Gala in the donation reminder letter (as an encouragement to donate).	Conrad / Blair	August	Once the Gala Committee has provided a draft
17	To provide the BoT with a timeframe for implementing SchoolDocs, including whether the implementation can be delegated within the SLT.	Conrad	August	September
18	To email the BoT about whether KNS should continue to hire out the hall during alert level 2, including information as to how KNS is ensuring hirers are meeting protocols including notification in the event of a case of Covid-19 and also cleaning.	Conrad	August	Mid-cycle, ASAP

ANNUAL WORK PLAN AND ROLLING AGENDA – work in progress (2020 v.2)

2020	19 Feb	18 March	29 April	20 May	17 June	22 July	19 Aug	9 Sept	21 Oct	18 Nov	9 Dec
Strategic review	2020 goals & objectives agreed (Annual Plan).								UDL review / discussion on impact.		Draft 2021 KNS goals & objectives discussed for guidance.
Charter goal review			Goal 1 (Learning).	Goal 2 (Culture of care).	Goal 3 (Stewardship, community, partnership).		Goal 1 (Learning).	Goal 2 (Culture of care).	Goal 3 (Stewardship, community, partnership).		
Regular review	Annual Plan for approval.	Meeting evaluation.	Annual review enrolment scheme/zoning.	Chair evaluation. Discuss 2020 parent survey questions.		Meeting evaluation.	Chair evaluation. Hold annual parent survey / year 8 survey.		Meeting evaluation. Discuss parent survey results.	Chair evaluation.	Reflection of 2020 as a Board. Assess Board agenda for next year.
Student achievement		Previous year assessment report.					Curriculum assessment report progress.				
Policy review											
Budget	2020 budget approved.	Monitor.	Monitor.	Monitor.	Monitor.	Mid-year review of budget.	Monitor.	Monitor.	Monitor.	Monitor.	Draft 2021 budget discussed.
Board as employer	Completed Principal appraisal 2019 tabled / noted. Note trends from teacher exit interviews.	Initial discussion of 2020 Principal performance goals.	Goals for Principal performance management 2020 to be finalised.			Mid-year Principal appraisal checkpoint.					Past year Principal appraisal tabled for acceptance.
Emergent review			School roll and zone. H&S audit report – focus is previous year's actions.	Decision on Kāhui Ako continued participation.		H&S audit T2 report.			H&S audit T3 report.		H&S audit T4 report.
Process requirements	Appoint Chair.	Submit annual docs to MOE (Charter update, Annual Plan etc).		Annual report approved.							

