



**KARORI NORMAL SCHOOL  
BOARD OF TRUSTEES HUI AGENDA**

<b>Date</b>	Tuesday 26 March 2024
<b>Time</b>	6.30pm
<b>Present</b>	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)
<b>In attendance</b>	Amy Dolman, Jacqui Croft

<b>Time</b>	<b>Topic</b>	<b>Presenter</b>	<b>Time allocated</b>	<b>Outcome sought</b>
<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>SJ</b>	<b>5 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 meeting held on 27 February 2024.
	<b>1.2. Present and apologies</b>	<b>All</b>		
	<b>1.3. Confirmation of agenda</b>	<b>All</b>		
	<b>1.4. Declaration of interests</b>	<b>All</b>		
	<b>1.5. Confirmation of previous minutes</b>	<b>All</b>		

2. STRATEGIC REVIEW				
6.35pm	2.1. Strategic Plan	SJ/PM	15 mins	The KNS Board is requested to: 1) <b>Approve</b> the Strategic Plan goals;
6.50pm	2.2. Draft 2024 KNS goals and outcomes (Annual Plan)	PM	20 mins	The KNS Board is requested to: 1) <b>Ratify</b> the 2024 KNS Goals and Objectives (Annual Plan).
7.10pm	2.3. Analysis of 2023 reading, writing and mathematics achievement	PM/JA	30 mins	The KNS Board is requested to: 1) <b>Note</b> the contents of the update.
7.30pm	2.4. Cultural Responsiveness Committee workplan 2024	RM/PM	5 mins	The KNS Board is requested to: 1) <b>Approve</b> the Cultural Responsiveness Committee's workplan for 2024.
7.35pm	2.5 ERO visit	PM / SJ	15 minus	
3. REGULAR REVIEW				
7.55pm	3.1. Principal's update and financials, including: <ul style="list-style-type: none"> <li>Property</li> <li>Finance</li> <li>Health &amp; safety (incl. hazard review)</li> <li>Enrolment scheme/zoning</li> </ul> (In committee as required)	PM	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></li> <li></li> <li></li> </ul>
8.25pm	3.2. SchoolDocs including: <ul style="list-style-type: none"> <li>Termly SchoolDocs Board assurances</li> </ul>	BW/NVS	10 mins	The KNS Board is requested to:

	<ul style="list-style-type: none"> <li>Review of SchoolDocs delegations</li> </ul>			1) <b>Note</b> the SchoolDocs Board assurances; 2) <b>Note</b> the update on how best to review SchoolDocs delegations.
<b>IN COMMITTEE</b>				
<b>8.35pm</b>	<b>3.4. Principal Recruitment process</b>	<b>SJ</b>	<b>10 mins</b>	The KNS Board is requested to: 1) <b>Note</b> the contents of the update.
<b>8.45pm</b>	<b>3.5. Teacher exit interviews</b>	<b>BW/RM/NVS</b>	<b>10 mins</b>	The KNS Board is requested to: 1) <b>Review</b> trends from teacher exit interviews.
<b>4. GENERAL BUSINESS</b>				
<b>8.55pm</b>	<b>4.1. Action log</b>	<b>Secretary/All</b>	<b>5 mins</b>	The KNS Board is requested to: 1) <b>Review</b> actions taken in the action log; 2) <b>Approve</b> items to be closed.
<b>9.00pm</b>	<b>4.2. Any other business</b>	<b>All</b>	<b>5 mins</b>	<ul style="list-style-type: none"> <li></li> </ul>
<b>5. NEXT MEETING/CLOSURE</b>				
<b>9.05pm</b>	<b>5.1. Closing karakia</b>  Kia whakairia te tapu Kia wātea ai te ara Kia turuki whakataka te ai Kia turuki whakataka te ai Haumi e Hui e	<b>Chair</b>	<b>5 mins</b>	

	<p>Tāiki e</p> <p>Restrictions are set aside So the path is clear To return to everyday activities All of us we agree</p> <p><b>5.2. Next meeting</b> Tuesday 14 May 2024</p>			
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<b>ACTION LOG FROM 27 FEBRUARY 2024</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 2024
<b>2</b>	To work with the PB4L team to consider how best to celebrate student, staff and community achievements.	Acting Principal	February	Ongoing
<b>3</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	Will report at March 26 board meeting
<b>4</b>	To add an ESOL student category to the end-of-year achievement report	SLT	September	Will report at March 26 board meeting
<b>5</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.	Principal	September	End of each term, at the time of the SchoolDocs review
<b>6</b>	To summarise themes from the exit interviews	Blair	February	March
<b>7</b>	Board Members to update BOT Interests Register in google docs	Board	February	March 26 Meeting