



KARORI NORMAL SCHOOL BOARD OF TRUSTEES HUI MINUTES

Date	Tuesday 27th 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) Jacque Kean (outgoing secretary), Jacqui Croft

1. ADMINISTRATION

1.1 KARAKIA

Simon welcomed everyone to the Board hui. Board members began the hui with a karakia.

1.2 PRESENT AND APOLOGIES

There were no apologies. Welcome to Amy Dolman as incoming secretary.

1.3 ELECTION OF BOARD CHAIR

Unanimous agreement and support for Simon to remain as Chair and Blair to remain as deputy chair.

1.4 CONFIRMATION OF AGENDA

There were no changes to the agenda.

1.5 DECLARATION OF INTERESTS

There were no declarations of interest in relation to the agenda for this meeting.

1.6 CONFIRMATION OF PREVIOUS MINUTES

It was moved that the Board minutes of the meeting of 6th December 2023 be accepted as a true and correct record.

Moved Simon/ Seconded Rosemary/ Carried

2. Strategic Review

2.1. STRATEGIC PLAN AND VALUES and

2.2. 2024 KNS Goals and Outcomes (Annual Plan)

The deadline for the strategic plan is meant to be 1st March, the Ministry has been notified it will be submitted after this date and they have agreed to this. The annual plan is due 31st March, this date should be achievable.

The board agreed to finalise the strategic plan by the end of March. The strategic plan will inform the annual plan. The SLT will work on the annual plan and it will be presented at the Board meeting on March 26.

The board discussed the feedback from the community consultation and the implications for the focus areas and the values project.

Strategic plan and annual plan will be tabled at the 26th March meeting.

The Board and the SLT have engaged with the community (including Māori and Pacific whānau, ESOL families and an open community consultation with the wider community) regarding the strategic plan development process. Over a hundred people were engaged face to face. Thanks to Phil and Jacqueline for collating feedback.

The Strategic Plan subcommittee will meet to work through the feedback and narrow down the key aspects under each of the focus areas.

There was a suggestion that some wording may need to be changed particularly in the achievement and excellence focus area. Feedback was around it not solely being focused on academic achievement and excellence, which might potentially exclude some learners, particularly those with neurodiversity or other needs.

The community have indicated they would like more specifics on the various points - Honouring Te Tiriti, Achievement and Excellence, Partnership with Communities and Safety, Belonging and Culture. The subcommittee will provide

the overarching framework and have full confidence and trust in the SLT's ability to look at the current strategies and actions, refine them, align with targets and to document what measures and evidence will be collected.

2.3. Reflection on the 'I like, I wish, I wonder' themes

There was nothing further to be added to the themes. Two key focus points for the year are the appointment of a new principal, and continuity and stability for the board and the teachers/school community. The board wishes to support the leaders in order to ensure a positive school culture while this recruitment and appointment happens.

The Board wants to make sure it's evident and clear as to how the new policies are communicated regarding reading/writing/math/cellphones.

3. REGULAR REVIEW

3.1. PRINCIPAL'S UPDATE AND FINANCIALS

The Board took the Acting Principal's paper as read. The Board's discussion included the following:

Roll

This has increased by 32 children. The expectation is that it'll increase further than ministry's predictions (which is 664 by end of 2024). There is a March roll return due which may result in further staffing and funding.

ESOL

There are 75 funded ESOL students, and another 75 who are not currently funded. This means 20% of the current roll are ESOL students. SLT are aware that unfunded students still require extra support, and are contemplating how to help them and how it influences their teaching.

Curriculum

Staff had two successful staff only days. Wednesday 31st January was spent with the Kura Ahurea team in Petone.

Monday 5th February was with Liz Kane who provided professional development about structured literacy. The school is investigating purchasing decodable readers that can be used alongside 'the code'. Liz Kane will be continuing to provide professional development for staff throughout the year which is funded by the Ministry of Education.

Reading/Writing/Maths and phone policy

The school was sent further guidance from the MoE regarding the average hour a day of reading/writing and maths. A team leader meeting was held and they confirmed KNS is already compliant with the requirements. Team Leaders will provide the SLT with sample weekly plans to ensure continued compliance.

This has been communicated to the school via the newsletter.

Phone policy will be communicated and put in place before the term 2 deadline. The community will be consulted on before this is enacted.

Property Update

A few setbacks due to class A asbestos being found in room 4 and 5. Planned time for removal is April school holidays. Retaining wall behind Kereru block was not remedied over the Christmas break as expected. The Board has asked the contractors to be better and more proactive with their communication.

The Ministry have been informed their contractors must achieve the deadline of the asbestos removal or KNS will not have enough classrooms and the cost of alternative classrooms will be on the Ministry.

KNS have not been given an assurance that their works won't be affected by the ministry's capital works budget cuts and funding is not guaranteed. The new building is still on track to open term 1, 2025.

Health & Safety

Accidents and injuries - three major injuries. The number of minor injuries has increased (bruising/scrapes/cuts). Probably due to the diminished playspace for children to play due to building works which is causing congestion in the playgrounds. The school expects to regain some space once the asphalt is done in the junior area.

December Finance report

Finished the year with a small surplus of \$62,937.

For the Boards approval:

- The board considered the quotes from different website designers and the benefits of having a consistent and updated online presence. The Board has approved additional expenditures on rebrand and website up to \$12,000.

Moved Simon/Seconded Natalie/ Carried

- The Finance Committee recommends that the school donation (parent and property) is maintained at the current level.

Moved Rose/Seconded Natalie/Carried

- Calendar of finance meetings is sorted, and the Committee recommended reviewing Finance Committee membership after the upcoming Board by-election outcomes are known.

Noted

- Board feedback is sought on including an inflationary adjustment to the parent donation from 2025.

Board considers this to be reasonable in principle and will look at this again at the end of 2024 when next year's donations are set.

2023 End of year parent/caregiver survey

Survey responses are currently being analysed.

3.2. Conflicts of interest and gifts register

Noted. Board members will update the interests register on google docs.

3.3. PRINCIPAL RECRUITMENT PROCESS and PROCESS FOR APPOINTING PARENT TRUSTEE TO FILL VACANCY

It was moved that the Board move into 'in committee' and that the public (other than Jacqui Croft, due to the knowledge she has and expertise she can provide as a staff advisor to the Board) be excluded for a discussion, pursuant to section 48 of the Local Government Official Information and Meetings Act 1987, in order to protect the privacy of individuals.

Moved Simon/ Seconded Natalie/ Carried

4. GENERAL BUSINESS

4.1. ACTION LOG FROM MEETING ON 6 DECEMBER 2023

	What	Who	When assigned	Action / comment
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	Will report at March 26 board meeting
4	To add an ESOL student category to the end-of-year achievement report	SLT	September	Will report at March 26 board meeting
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. Template wording for the newsletter - email Natalie and ask what the policies are for review.	Principal	September	End of 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	Actioned. Closed.
7	To conduct an exit interview with Julia Laidlaw.	Blair	December	Actioned. Closed.
8	To bring, to the first Board meeting of 2024, an analysis of the proposal behind the Values Project additional budget request.	SLT	December	Actioned. Closed.

4.2. ANY OTHER BUSINESS

Review committee membership - bring this back to the Board after the election of the new Board member - discuss property committee and finance committee membership.

Find a date for the informal Board get-together - Wednesday 13th March

Update Board contact list – To be completed by the office.

Correspondence

The Board noted the following correspondence:

- Reply to Rohan Biggs - 6 Dec 2023;
- Email from Rohan Biggs - 6 Dec 2023;
- Another email from Rohan Biggs - 6 Dec 2023;
- Emails from Karori Community Hall Trust (KCHT) - 22 Dec 2023, 15, 18 and 30 Jan 2024;
- Email from Rohan Biggs - 1 Feb 2024;
- Email from Rohan Biggs - 7 Feb 2024;
- Reply to Rohan Biggs - 8 Feb 2024;
- Email from Rohan Biggs - 15 Feb 2024.

6. NEXT MEETING/CLOSURE

6.1 CLOSURE

The next Board hui will be held on Tuesday 26th March 2024 at 6.30pm.

The meeting closed at 8.45pm with a karakia.

Signed:

Date:

Summary of actions for next meeting:

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1	To amend the induction plan on Google Drive.	Simon	February	Deferred to 2024
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6	To summarise themes from the exit interviews	Blair	February	March
7	Review committee membership (property and finance committees)	Board	February	After election of new Board member
8	Board Members to update BOT Interests Register in google docs	Board	February	March 26 Meeting
9	Board to consider inflationary adjustment on parent donations from 2025	Board	February	December 2024