

Knights Stream School Board

Minutes of Meeting

Monday 27 May 2024

6.30 pm - 8.30 pm

Location: Boardroom

Present: Tim Kennedy (Presiding Member), Jared Blyth (Deputy Presiding Member), Maggie Li, Haley Smith, Emma Clemence, Mike Molloy (Principal), Leigh Hurford (Staff Representative), Sue Beattie (Minutes)

Welcome, Karakia: Welcome to Anna Ashby to talk about the SENCO report and Gregory Stanton to discuss Structured Literacy.

Apologies: Nil

Conflicts of Interest: Conflicts of Interest Register

Adoption of Agenda:

Past Minutes:

MOVED: That the minutes of the previous meeting held on 6 May 2024 be accepted as a true and accurate record.

*E Clemence/H Smith
Carried*

Actions From Previous Minutes: Completed

Governance & Leadership:

SENCO Report:

Anna went over the report she had sent out to the Board.

We are receiving support from outside agencies who provide targeted interventions. They have all commented on how welcome they have felt and how inclusive our school is for all learners.

Structured Literacy

Gregory talked to the board about Structured Literacy.

Gregory went through what KSS currently has in place in Years 0-3 and what the Better Start Literacy approach and a structured lesson plan looks like.

We can look at ways to align this programme with what we are already doing without losing what we already have.

We will start with engaging in PLD next year with a Literacy specialist.

Anna and Gregory left the meeting - 7.20pm

Presiding Member Verbal Report

There is not much to report since the last meeting was in the same month.

Tim & Mike met to discuss some issues that will be discussed later in the meeting.

Principal's Report

Mike went through his May report.

Rapid roll growth this year, mid-year we look at projections and let the Ministry know. If we continue at 90-100 students per year group we will run out of space in mid-2026!

Bank Staffing - we will be overusing staffing as the school continues to grow.

Some ground maintenance to fix the front gate issues (cracks, level issues and failing asphalt) will be completed during the school holidays. The MoE will cover the cost of \$14,881.00 for Frews to complete this.

Motion: The board all agreed to approve the above payment

*T Kennedy
Carried*

Jude Dunlop is retiring at the end of Term 2, a replacement TA is in the final stages of employment.

Attendance report received from the Ministry and shared with the Board.

Mike moved that his Principal's report be accepted

*M Molloy/J Blyth
Carried*

Accountability

Health & Safety

A fire drill has been completed for this term. It went smoothly, the number system is working well. An ambulance was called for an injured child. This has been recorded on the H & S register.

Policies & Procedures

Term 2 reviews are open until the end of the term

A recommendation from the Auditor was to put in place a journaling procedure.

Mike and Sue to get this underway and a draft to be shared, approved and then added to SchoolDocs.

Finance

Maggie went over the April report.

Annual Financial Statements for the year ended 31 December 2023

The final report has been received from the Auditor. This will be sent around the board for a final look and if all are happy Mike and Tim will sign them off.

Maggie moved that the Finance report be accepted.

*M Li/T Kennedy
Carried*

Property

As per Principal Report

Playground

The Playground has been ordered and the deposit paid. 16 weeks to arrive. It won't take long to assemble (approx 7 days).

A grant application to the Mainland Foundation has been submitted for \$50,000.00.

The company that previously offered free fencing has reneged due to the current financial climate. Parent communications will be pushed out this week via Hero.

Emma and Hayley to look into tiered membership and what dollar value is attached to each level. Maggie to look into tax donations.

Training Calendar

Training Calendar

Record of Attendance and Work

Record of Attendance and Work

Meeting closed at 8.15pm

Moved into committee - 8.15pm


Closing Karakia

Meeting Dates/Events - 2024 Meeting Dates

- Monday 24 June
- Monday 22 July
- Monday 26 August
- Monday 23 September
- Tuesday 29 October
- Monday 25 November
- Monday 16 December TBC

Closure: 9:00pm

Actions from this meeting	Responsibility	Progress
Journaling procedures	Mike/Sue	
Sign off Annual Financial Statements for the Year ended 31 December 2023	Mike/Tim	
Tiered membership for playground	Emma/Haley	
Tax donations for playground	Maggie	

Signed 
 Date 24/6/24