Knights Stream School Board

Minutes of Meeting

Monday 23rd February 2026
6.30 pm - 8.30 pm
Location: Boardroom

Present: Emma Clemence (Presiding Member), Haley Smith, Tom Pritchard, Violet Fan, Mike Molloy (Principal), Leigh Hurford (Staff Rep), Sue Beattie (Minutes)

Welcome, Karakia:

Apologies: Anika Tiplady

Conflicts of Interest: Conflicts of Interest Register

Adoption of Agenda:

Past Minutes:
MOVED: The minutes of the previous meeting held on 11th December 2025 be accepted as a true and accurate record.

E Clemence/M Molloy
Carried

Actions From Previous Minutes:
No actions

Governance & Leadership:

Presiding Member Verbal Report:
Welcome back to everyone.

Emma has received an email from a parent who would like to advertise in the school newsletter.

This was discussed, and decided that it is more for the Friends of School.

Emma will email the parent informing them that the school newsletter is not the right platform for advertising and ask her to contact the FoS. Haley will contact Lornel from the Friends to let her know.

Principal's Report
Mike presented his February report.

Mike shared with the Board the session he presented at the teacher-only day about the fundamentals of what we do at Knights Stream School.

DRAFT 2026 Charter and Annual Plan
The Board went over the draft 2026 Charter and Annual Plan.

Motion: The 2026 Charter and Annual Plan is ratified by the Board

E Clemence
Carried

2025 Variance Report
Mike went over the Statement of Variance Report
This includes 2025 Budget variations of note, Kiwisport funding, Good Employer policy, Te Tiriti o Waitangi Statement and attendance.

This is due by 31 May to the Ministry.

Apple Distinguished Schools Summit - Gold Coast, Australia
Mike is looking at sending 2-3 staff to this summit.

The summit will focus on connecting with other educators, learning from each other and Apple, and discovering ways to make an impact via sharing with a broader educational community. There will also be a dedicated stream for those in a Principal position within schools.

Apple will cover transfers, accommodation and food and beverages for the duration of the event, with attendees responsible for any other associated travel costs such as airfares.
This is in the term 2 holidays, so no cost for relievers and is budgeted for.

Motion: The board approved three staff members to attend this Summit.

M Molloy/E Clemence
Carried

(Please note Leigh abstained from voting as she will be attending the summit).

Moved into committee at 7.15pm as per S.2A of the LGOIMA

Mike moved that his Principal's report be accepted

M Molloy/E Clemence
Carried

Accountability

Student Data 2025 Report
Leigh went over the 2025 Student Data Year-End Report.

The new curriculum has had a big impact on our data for Years 0-6.

HERO are currently updating the reporting to parents. They hope to have this available mid-term two.

It is a lot of work with all the changes to the curriculum. It is all completely out of our control.

Health & Safety
Health and safety report taken as read.
Fire Evacuation has been held.
School Safety Audit completed on 27th January 2026.

Policies & Procedures
In term 1, we are reviewing topics in the **Safety On and Off School Grounds** section.

- **Alcohol, Drugs, and Other Harmful Substances Policy** (board)
- **Sun Protection** (board)
- **Digital Technology and Online Safety** (board)
- **Cellphones and Other Personal Digital Devices**

A reminder for all the board to review these on the school docs before the end of the term.

Finance
Tom went over the December 2025 report.
We budgeted for a year-end deficit, but ended with a surplus.

Schooled is currently preparing the 2025 Annual Accounts.

Tom moved to have the finance report accepted.

T Pritchard/E Clemence
Carried

Property
No report

Training Calendar
Training Calender

Record of Attendance and Work
Record of Attendance and Work

Closing Karakia

Meeting Closed - 7.45pm

2026 Meeting Dates

- Monday 30 March
- Tuesday 28 April
- Monday 25 May
- Monday 29 June
- Monday 27 July
- Monday 31 August
- Monday 21 September
- Tuesday 27 October
- Monday 30 November

Actions from this meeting	Responsibility	Progress
Email parent re advertising in newsletter	Emma	✓
Review policies on school docs	All Board	✓

Signed Eleanor

Date 3/3/26