Mingimingi Hautoa
Knights Stream School

Knights Stream School Board

Minutes of Meeting
Monday 30th March 2026
6.30 pm - 8.30 pm
Location: Boardroom

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

Welcome, Karakia:

Apologies:

Conflicts of Interest: Conflicts of Interest Register

Adoption of Agenda:

Past Minutes:
MOVED: The minutes of the previous meeting held on 23rd February 2026 be accepted as a true and accurate record.

E Clemence/T Pritchard
Carried

Actions From Previous Minutes:
Completed

Governance & Leadership:
Election of Presiding Member and Deputy:

Nomination and Election of Presiding Member

Anika nominated Emma. There were no other nominations. Emma was appointed unopposed.

Nomination and Election of Deputy Presiding Member

Tom nominated Haley. There were no other nominations. Haley was appointed unopposed.

Board Portfolios for 2026
Finance - Tom
Policies & Procedures - Anika
Health & Safety - Leigh
Property - Haley
Board Community Engagement - Haley/Violet

Adoption of Trustee Induction Handbook
Board members are to review the handbook before the next meeting.

This will be a valuable document to have on School Docs. Going forward, the Policies and Procedures portfolio holder will keep the handbook up to date.

Delegations of Responsibility
The Delegations Policy/List of Delegated Authorities was sent out to the board.

The board approved this for 2026. This was signed by the Presiding Member and the Principal.

Principal's Report
Mike presented his February report.

DRAFT 2026 Charter and Annual Plan
The draft charter and annual plan have been uploaded to the Ministry of Education and put on our website.

2025 Variance Report
A parent elected board member needed correction.
This has been sent to the auditors to form part of the final audited report for 2025.

Property
Astro turf started going in today around the new block and gaga pit.

Teacher Aides
Funding is never enough to support children who need it.
We will probably have a shortfall of around $45,000.

New Staff
A new teacher aide has joined the team on a fixed-term contract for Term 1. Mike would like to extend this contract to the end of 2026 for 25 hours per week.

Motion: The board agreed to extend the fixed-term contract to the end of 2026.

Moved: E Clemence
Carried

To support two new ORS-funded children, Mike would like to employ another teacher aide in term two.

Motion: The board agreed to employ another full-time fixed term teacher aide in term two.

Moved: E Clemence
Carried

Moved into committee at 7.00pm as per S.2A of the LGOIMA

Mike moved that his Principal's report be accepted

M Molloy/E Clemence
Carried

Accountability

EOTC Transport
School Camp Transportation - A parent has raised concerns about the use of private vehicles rather than contracted bus transport for school camps.

This was discussed at the meeting.

The Board discussed our current management plan. They found that it is sufficiently rigorous, and are confident it meets all safety obligations.

The board looked at the risks and benefits while reviewing the current school policies.

There is value in utilising both bus and private transport, depending on the event.

Moving forward, we will ensure the transport processes are made much clearer to parents before an event.

We will likely move toward requiring Police Vetting for all volunteers who attend overnight camps, to include drivers.

Mike will send a response to the parent concerned.

Swimming EOTC approval
Leigh went over the swimming proposal.

This is an ongoing document, she assured that all processes and procedures we are following are robust.

What do the board want to see before signing off?

Leigh will send out action points from Education Outdoors New Zealand (chapter 5)

Our Cluster is looking at holding an EOTC Board Governance Workshop. Mike will send out when this will be held.

Leigh is to send the Board the proposal for swimming. All, please review and reply to Leigh as soon as possible.

Safety Management Plan 2026
Leigh went over the plan.

This is a high-level document.

Update annually - updated goals and PLD for learning for staff.
This is one of the documents teachers use in the planning for EOTC.

Motion: The board approves and agrees to sign the Safety Management Plan for 2026.

Moved: E Clemence
Carried

Health & Safety
Lockdown practice held on 18th March.

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**

Haley to remind the FoS that the school policy is no alcohol on school grounds/events, e.g., the picnic.

Are we providing adequate sun protection? Yes, hats, sunblock, sitting under COLA's etc

Finance
Draft Annual Report 2025
The biggest variance for 2025 was staffing.
The variance report has gone to the auditor.

February Report 2026
Tracking along, no issues.

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 - 8.05pm

2026 Meeting Dates
- 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
Review Trustee Induction Handbook	All Board	
Send response re EOTC transport	Mike	
Action points from EONZ	Leigh	
Cluster EOTC Board Governance workshop date	Mike	
Swimming proposal	Leigh	
Remind FoS the school policy is no alcohol at school events on school grounds	Haley	

Signed E Clemance

Date 28/4/26