Mingimingi Hautoa
Knights Stream School

Knights Stream School Board

Minutes of Meeting
Monday 25th May 2026
6.30 pm - 8.30 pm
Location: Boardroom

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

Welcome, Karakia: Gregory Stanton and Sharon Spragg

Apologies: Violet Fan

Conflicts of Interest: Conflicts of Interest Register

Adoption of Agenda:

Past Minutes:
MOVED: The minutes of the previous meeting held on 28th April 2026 be accepted as a true and accurate record.

E Clemence/L Hurford
Carried

Actions From Previous Minutes:
Completed

Governance & Leadership:

ECE Findings Presentation
Gregory shared the transition to school process with the Board.

Gregory reaches out and visits the local centres to discuss programmes in place for transitioning students, and ECEs are invited to the school for visits.

New Entrants have two transition visits before they start.

Gregory presented his findings of what the junior team are noticing and experiencing in Year 0-1 students when they start school.

Most children are school-ready, but some exhibit behaviours that show they are not ready, e.g. lack of social skills, inability to share, struggle to emotionally regulate, inability to hold a pencil, unable to sit for short periods of time and focus on the teacher etc.

To support this, the following are in place:-
- Zones of regulation
- Social stories
- Teaching sharing and taking turns
- Use puppets & role play

- Music & movement to music
- Regular cutting, folding, sticking, drawing
- Individual behaviour plans are in place in some cases

Gregory left the meeting 6.45pm

SENCO Report 2026
Sharon talked through her report that was sent out to the Board.
The Board were shown the core board visuals that teacher aides and staff use.

Sharon left the meeting at 7.00pm

Presiding Member Verbal Report
Thank you to everyone.

Support Staff morning tea is coming up. Please come along if you are available - Mike to send the invite out.

Principal's Report
Mike presented his May report.

Term Dates for 2027
The draft term dates for 2027 were presented.

Motion: The Board ratifies the proposed dates for 2027.

E Clemence
Carried

Financing for the future
The Board discussed long-term funding ideas

Mike to start researching and contact other schools to see what they do RE International Long and Short Term student enrolment.

New Entrant Roll Growth
We may need to appoint another roll growth fixed-term teacher for cohort 6 (mid-term 3 if needed, based on enrolments).

Motion: The board approves the appointment of a new fixed-term teacher for cohort 6 if needed.

M Molloy/A Tiplady
Carried

Moved into committee at pm as per S.2A of the LGOIMA at 7.51 pm

Mike moved that his Principal's report be accepted

M Molloy/A Tiplady
Carried

Accountability

Health & Safety
Accident and Illness report for Term 1 sent out to the board.

The Ski Trip is pencilled in for 7th August. Porters have a new policy that if the mountain is open and we choose not to go, no refund. This needs to be made clear when parents sign up.

Leigh will send out the Year 7 & 8 Ski Trip proposal, approval and intentions form.
Please read and reply to Leigh as soon as possible.

Motion: The Board approve the 2026 Ski Trip can go ahead.

E Clemence/A Tiplady
Carried

Leigh moved that her Health & Safety report be accepted.

L Hurford/ A Tiplady
Carried

Policies & Procedures
Anika talked about the changes to the Privacy Act.

What are the procedures for accessing and getting information from a third party? Eg social media, external providers.

Mike to check if School Docs have any updates on the Privacy Act.

Enrolment form: a disclaimer - We may need to have this on the enrolment form.

Staff are all aware of privacy issues.

Finance Report
Tom advised that we are tracking along nicely.

Tom moved to have the finance report accepted.

T Pritchard/M Molloy
Carried

Property
No report

Training Calendar
Training Calender

Record of Attendance and Work
Record of Attendance and Work

Closing Karakia

Meeting Closed - 8.20pm

2026 Meeting Dates

- Monday 29 June
- Monday 27 July
- Monday 31 August
- Monday 21 September
- Tuesday 27 October
- Monday 30 November
- December - TBA

Actions from this meeting	Responsibility	Progress
Send an invite to the Board for the Support Staff Morning Tea	Mike	
Send out Ski Trip proposal, approval and intentions form	Leigh	
Are there updates on the Privacy Act in School Docs?	Mike	

Signed Eleanor

Date 29/6/26