Mingimingi Hautoa
Knights Stream School

Knights Stream School Board

Minutes of Meeting
Tuesday 28th April 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 30th March 2026 be accepted as a true and accurate record.

E Clemence/T Pritchard
Carried

Actions From Previous Minutes:
Completed

Governance & Leadership:

Between Meeting Decision for Ratification
MOVED: The Board ratifies the between-meeting decision of 8th April, delegating authority to the Principal to approve expenditure of up to $15,000.00 to repair the heating/cooling system.

E Clemence/T Pritchard
Carried

Presiding Member Verbal Report
Welcome to term 2.
It is great to have the new space open, and the new court is in use.
Primary teacher negotiations have been settled.

Formal Adoption of Trustee Induction Handbook
The handbook is to be updated when the board finishes its tenure. (triannually).

Add a summary on how schools receive their income (Mike to update)

MOVED: That the induction handbook be formally adopted, and that it will be updated triannually.

E Clemence/T Pritchard
Carried

Principal's Report
Mike presented his April report.

The board went for a tour of the new block.

Financing the Future
It would be great if the Board could start thinking about possible revenue streams to explore.
This would enable more teacher aide support across the school to meet the growing needs that are not funded by the MoE.
A lot of schools use international fee-paying students for this.
Mike will send out a doc for the board to add ideas to.

Moved into committee at pm as per S.2A of the LGOIMA 7.10pm

Mike moved that his Principal's report be accepted

M Molloy/A Tiplady
Carried

Accountability

Health & Safety
No written report

Policies & Procedures
In term 2, we are reviewing topics in the Safety On and Off School Grounds.

- Daily School Bus*
- School Swimming Pool*/Swimming Off Site* (Board)
- Education Outside the Classroom (EOTC) (Board)
- EOTC Governance Roles and Responsibilities
- EOTC Risk Assessment and Management

Anika will put together an article for a future newsletter reminding parents to review our Policies and Procedures in School Docs.

All board members are to review the policies.

Finance
Tom went over the March Report

Tracking along, no issues.

Waiting for the Annual Report to be signed off by the Auditor.

Tom moved to have the finance report accepted.

T Pritchard/E Clemence
Carried

Property
No report

Friends of School Social Night
Fundraising Opportunity Proposal - KSS FoS Bingo Night

The KSS Friends of School seeks approval from the School Board to hold a Bingo Night Fundraising Event for families and friends of the KSS community. The event is proposed for 16 October and will be held in the KSS Wharehui (Hall).

The event aims to bring the school community together in a relaxed and inclusive social setting while raising funds to support school initiatives and student outcomes.

Approval is also sought to sell and serve alcohol at the event in accordance with relevant legislation and school policies.

The current school policy on alcohol at school and school events. Does the board have any concerns?

- No concerns due to not being held during school operational time.
- A special licence will be applied for through the local council if required
- Alcohol is available to attendees 18 years and over only
- Will comply with the Sale and Supply of Alcohol Act 2012
- A designated Duty Manager/Responsible Manager will be present
- Service is restricted to a defined area within the hall
- Those serving will not be consuming alcohol
- Clear signage will be displayed regarding age restrictions and responsible drinking
- Non alcoholic beverages will be readily available.
- Safe transportation from the event will need to be arranged by those consuming alcohol.
- No high heels in the hall

The organising committee respectfully requests School Board approval for:

1. *The **KSS Community Bingo Night** to be held on 16 October in the main hall*
2. *The use of school facilities outside normal school hours*
3. *The **sale and service of alcohol** at the event, subject to legal and policy compliance*

Motion: The Board approved the KSS Community Bingo Night requests above.

Moved: E Clemence

Carried

Training Calendar
Training Calender

Record of Attendance and Work
Record of Attendance and Work

Closing Karakia

Meeting Closed - 7.50pm

2026 Meeting Dates

- 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
Add a summary to Trustee Handbook on how schools receive their income	Mike	
Financing for the Future Doc for Board to add their ideas	Mike	
Article for future newsletter reminding parents to review Policies and Procedures in School Docs	Anika	
Review current policies	All Board	

Signed E Comrie

Date 25/5/26