



KNIGHTON
NORMAL SCHOOL

Chad Adams
Presiding Member
Knighton Normal School Board
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PARENT & STAFF SURVEY

PRINCIPAL APPOINTMENT

February 24, 2021

Dear Parents-Caregivers, Whānau and Staff

Tēnā koutou katoa
Greetings to you all

As you are aware, Stuart Armistead has resigned from the position of Principal, Knighton Normal School. The Knighton Normal School Board will use current good practice to guide the Board through the process and procedures to fill this vacancy.

The single most important role a School Board ever undertakes is the appointment of the Principal. Legislation and Ministry of Education Guidelines concerning appointments are very explicit and places this responsibility solely in the hands of the Board, as the employer. The Board has engaged the services of Richard Clarke, an experienced Education Consultant, to guide and support the Board throughout this process.

The input of our school community, staff, parents, and students, is an important part of the process and we ask that you complete and return the attached survey, **by 10:00am Wednesday, March 3, 2021**. You can either access the survey via a link on the school website www.kns.ac.nz or on the school facebook page. Your child's teacher will also send the link on Class Dojo or SeeSaw. If you complete the paper form this can be returned to the 'Frog Box' at the 'Smiley Face' window provided at the School Office.

The School Board has arranged for Richard Clarke to meet with school staff, 3:15pm to 4:30pm on Tuesday, March 2. Richard will also be present to **meet with parents and whānau from 7:00pm to 8:00pm on Tuesday March 2**. These meetings will take place in the school staffroom and provide those present with the opportunity for further consultation and to ask any questions about the appointment process and procedures.

Your views about the ideal Principal will assist us through the process of forming an application package, advertising, shaping interview questions, meeting prospective candidates and making our final decision.

We look forward to receiving your return on or before **10:00am, Wednesday, March 3, 2021**.

Ngā mihi nui

Chad Adams
Presiding Member
KNIGHTON NORMAL SCHOOL BOARD

KNIGHTON NORMAL SCHOOL - PARENT and STAFF SURVEY

PRINCIPAL APPOINTMENT

(Please complete and return to school by 10:00am, Wednesday, March 3, 2021)

PLEASE MARK APPROPRIATE BOX:

Staff return

Parent return

Name 3 attributes/qualities you would seek in our new principal:

1.

2.

3.

Please state any other matters, including 'key criteria', you wish the Knighton Normal School Board to consider.