

**Board of Trustee Meeting  
12 September 2023 – 7.04pm**

**Present:** Celia Tymons, Meredith Devonald, Sarah Rickard, Amanda Fallow-Pender, Jason Clemens, Aaron Henderson, Hannah Mazey, Mark Robb, Jane Logan and Nicky Bell (Minute Secretary)

**Apologies:** Jason Clemens maybe a little late

Karakia led by Meredith Devonald

**Welcome:** Celia Tymons welcomed everyone to the meeting

**Declaration of Interest:** None

**Reports:**

**Pikopiko Report:**

The Pikopiko Report was presented and tabled by Mark Robb.

The Pikopiko team welcomed Nicole Bourke at the beginning of Term 3, as a new teacher in The Nest, due to the growing roll.

Structured Literacy is going well and the teachers are all still learning how to implement this so it may take one or two years to bed in properly. Mark advised that the Pikopiko teachers would like to have a chance to go and observe another school teaching Structured Literacy in 2024.

2023 is the first year that Pikopiko have used the SeeSaw Programme to share classroom activities with parents/caregivers. This is a work in progress and the teachers are conscious of maintaining this and making sure that they keep it up to date so that the parents can share in what the children have been doing.

Mark advised that the Pikopiko budget of \$400 has very little left and is a little tight to share amongst five teachers throughout the year.

The Pikopiko teachers meet every second Monday for a Team meeting and have a great working relationship. They all feed off each other and this works very well.

Celia Tymons thanked Mark Robb for presenting his report.

Mark Robb left the meeting at 7.18pm

**Kōwhai Report:**

The Kōwhai Report was presented and tabled by Jane Logan.

The Kōwhai team currently have 105 students which consists of one Year 2/3 combined class and three Year 3&4 classes. The combined class has worked well within the Kōwhai team. The only time that this class become separate is for certain sports events.

It has been a busy year including an informative trip to Deans Bush.

Plant Out Day is happening again this year, after a very successful day last year. This is organised for week one of Term 4.

Jane advised that the budget of \$400 has been spent for the year.

Jane's highlight is that the Kōwhai team works very well together and are all very supportive of each other. The students all love getting together for the Friday Hui – this celebrates successes of students which are personal to the Kōwhai team.

Celia Tymons thanked Jane Logan for presenting her report.

Jane Logan left the meeting at 7.33pm.

**Principal's Report:**

Our current Roll is 275

There has been 1 admission and 1 withdrawal since the last BOT meeting.

We have 5 New Entrants enrolments expected to start for the remainder of 2023.

Banked staffing is looking ok at the moment and will be available until the end of March 2024.

Meredith advised that with the increased needs around the school and the continued roll growth, she would like to use some of this Banked Staffing to release Barb Kennedy or another Senior Leader from the classroom. This would enable them to support Meredith with settling students and this is important going forward as the school roll increases.

Meredith advised that Friday 15 September is the day that the 2024 Staffing entitlement is due to be released.

**Health and Safety:**

There has been 2 standdowns and 1 suspension

The Darfield Primary School 2023 Health Survey will be put out to the school community in next weeks Newsletter.

Meredith advised that Mana Ake have been brought in to work with the Rimu team to enhance strategies around behaviour.

**2024 Academic dates:**

Meredith presented the Term Dates for 2024 for approval.

School will commence on Monday 29 January 2024 and finish for the year on Friday 13 December 2024.

There is to be 2 x Malvern Teacher Only days to be added in to these dates.

Term Dates as tabled.

Celia Tymons moved that the Term Dates for 2024 be approved, seconded by Jason Clemens.

**Action point:** Nicky to be put the Term Dates for 2024 into next week's newsletter.

**Personnel:**

Meredith advised that she has a permanent position for 2024 ready to be advertised once the Staffing Entitlement is released on Friday 15 September.

**Finance:**

The \$6000 Principal wellbeing money for 2023 has arrived and the same amount will be awarded in 2024.

The Repairs and Maintenance budget is well over budget but this is to be expected due to our roll growth, the wear and tear on the school buildings and the increase in all costs for repairs.

Meredith Devonald moved the adoption of her report, seconded by Hannah Mazey.

**2023 Student Wellbeing Survey:**

The 2023 Student Wellbeing Survey report was presented and tabled.

This is completed by Year 4, 5 & 6 students.

The theme that comes through in the survey is the PB4L lessons that are being taught by all of the teachers. It will be interesting to follow this and see how it tracks.

This survey needs to be done at the same time of the year or term, so that it is consistent. It should be done yearly as long as it is proving useful and relevant.

Celia Tymons moved that this report be accepted, seconded by Sarah Rickard.

## **Strategic:**

### **BOT Education:**

Celia Tymons asked all Board members to please make sure that all of the courses available are covered so that there are no gaps in the BOT skill set. Celia also asked all Board members to keep this BOT Education document up to date as members attend courses.

### **2023 Progress Towards Meeting Curriculum Expectations:**

The 2023 Progress Towards Meeting Curriculum Expectations Report was presented and tabled.

Meredith advised that the results were taken from halfway through the year. Reading - data indicates that Structured Literacy in Year 1-2 is having a positive impact on achievement.

Writing – Year 5 students identified as below in 2022 are receiving targeted support so this should improve achievement results.

Meredith expects a lot of students with interventions will reach expectations at the end of the year.

Maths – The Year 5 students need to be further investigated as there has been a significant drop in achievement. However due to the focus being put on Structured Literacy, intervention in Maths has not been the focus in 2023.

Meredith advised that student absences can have an impact on student achievement as well. In Term 4 there will be a change in the way that the Office Codes student absences and Meredith will advise the School Community on this.

Meredith Devonald moved the adoption of this report, seconded by Celia Tymons.

**Action point:** Meredith/Nicky to put a note in the Newsletter early Term 4 advising parents/caregivers that the Justified absences definition will change.

### **Darfield Primary School Student Behaviour Management Committee:**

A Student Behaviour Management sub-committee has been formed and electronically approved. Three Board members were identified with a majority vote. A Darfield Primary School Student Behaviour Management document has been presented and tabled.

Celia Tymons moved that the DPS Student Behaviour Management document be accepted, seconded by Amanda Fallow-Pender.

Malvern Kahui Ako Stewardship Group:

Celia Tymons, Sarah Rickard and Amanda Fallow-Pender all attended this. Celia, Sarah and Amanda advised that it was a great opportunity to meet some of the other BOT members from around the Malvern Kahui Ako. There was also a very interesting presentation by Wiremu Gray on Wellness and Wellbeing.

**Policy:**

SchoolDocs Review:

There were no comments on Learning Support. Amanda Fallow-Pender advised that the Policy reflects what is actually happening at our school already.

**Admininstration:**

Working Bee:

The first working bee is being held this Saturday 16 September and there have been about 6 or 7 responses.

Meredith Devonald and Sarah Rickard will do a walk around the school grounds before Saturday, to see exactly what is required.

**Action Point:** Nicky to send a reminder email out to all parents/caregivers on Wednesday.

End of Year Staff Christmas Function:

The Board of Trustees usually contribute towards the Staff Christmas function. The Board advised that they would like to contribute \$400 towards the 2023 Staff Christmas function.

Moved by Celia Tymons, seconded by Aaron Henderson

Correspondence: None

The Minutes from the previous meeting have been approved electronically and ratified.

Moved by Celia Tymons, Seconded by Hannah Mazey

**Matters Arising:**

Insurance of the Library:

Nicky advised that she has emailed Rose from Crombie Lockwood and the insurance year runs from 31 October 23 to 31 October 24 so there will hopefully be a quote available at the next BOT meeting in October.

Health Survey:

This will be in put into next week's Newsletter.

Mallory Gander:

Meredith advised that Mallory Gander is not available for the BOT meeting dates. It was decided that we will try and schedule this for the beginning of 2024.

Photos Kathryn Taylor:

Meredith has spoken to Kathryn Taylor. Kathryn has asked if she can approach parents/caregivers on Pet Day. The BOT decided that Kathryn cannot just cold call people at Pet Day so it was decided to put a notice in the Newsletter prior to Pet Day advising that she will be present and if parents/caregivers are interested they can make contact with her.

**Action point:** Meredith/Nicky to put a notice in the Newsletter prior to Pet Day that Kathryn will be present on Pet Day.

BOT Communication Newsletter:

Celia Tymons will do the BOT Communication for next week's Newsletter.

Confirmation of the next BOT meeting - Tuesday 24 October at 7pm

Meredith Devonald will be on leave from school from the evening Thursday 14 September 2023 until Saturday 30 September 2023. Meredith has delegated business to Senior Leaders during this time.

Meeting Reflection: None

Closing Karakia led by Meredith Devonald

Meeting closed at 9.15pm

Signed:



Date: 2/11/23