

**Board of Trustee Meeting
15 August 2023 – 7.00pm**

Present: Celia Tymons, Meredith Devonald, Jason Clemens, Amanda Fallow-Pender, Sarah Rickard, Aaron Henderson, Hannah Mazey, Heather Tebbett, Kiri Conrad and Nicky Bell (Minute Secretary)

Apologies: None

Karakia led by Meredith Devonald

Welcome: Celia Tymons welcomed everyone to the meeting.

Declaration of Interest: None

Reports:

SENCO Report:

The SENCO Report was presented and tabled by Heather Tebbett. Heather explained how the Structured Literacy journey started and how it is being implemented throughout the school and with targeted students. Heather has one day per week out of the classroom for SENCO and is being mentored by Jess McInerney. Currently Jess does the diagnostic testing but Heather is studying to be trained to be able to do the testing when Jess leaves Darfield Primary School. The diagnostic testing is done on reading and writing. Meredith would like to find money in the budget so that Jess is able to continue until Heather is trained up.

Gifted and Talented students are always discussed within the staff but at this stage there is no one being brought to Heather's attention. Heather advised that there is very little criteria available for this.

Celia Tymons thanked Heather Tebbett for presenting her report.

Heather Tebbett left the meeting at 7.20pm.

Rimu Report:

The Rimu report was presented and tabled by Kiri Conrad.

Kiri and the Rimu classroom teachers would like to have the opportunity to go and observe other schools that are teaching the Structured Literacy programme in Year 5 and 6. The Year 5/6 teachers will use their CRT release time when arranging visits to other schools. As we are nearly half way through Term 3, Meredith advised that this will happen in Term 1, 2024.

Celia Tymons thanked Kiri Conrad for presenting her report.

Kiri Conrad left the meeting at 7.30pm.

PB4L Report:

The PB4L report was tabled by Katie Gilbertson.

Maths Report:

The Maths Report was tabled by Hannah Mazey.

Hannah Mazey and Mark Robb are having Professional Learning with Rob Profitt this year. Currently, there is a lesser emphasis on Maths interventions, as there is a huge concentration school wide on Structured Literacy this year. Hannah Mazey and Meredith Devonald both acknowledged the Darfield Primary School PTA, as they have been incredibly generous with the donation of funding to purchase Maths resources.

Assessment for Learning Report:

The Assessment for Learning report was tabled by Barb Kennedy.

Celia Tymons moved that all of the above reports be accepted, seconded by Jason Clemens.

Principal's Report:

Our current Roll is 275

We have had 13 admissions and 2 withdrawals since the last BOT meeting.

We opened our third New Entrant classroom at the beginning of Term 3.

Banked Staffing is looking good at the moment but due to the PPTA Pay Negotiations and the subsequent pay rise for teachers, the Banked staffing will disappear if you do not use it by the end of the financial year. It will not roll over to the next financial year as it currently does.

Meredith advised that she received notification today, Tuesday 15 August, that we have 2 extra units for staffing entitlement due to our increase in numbers.

The Industrial action for Principals has been resolved. The Industrial action for PPTA has been resolved also and this will have implications for our teaching staff as they have pay parity with Secondary teachers.

Professional Learning:

Heather Tebbett is to attend MSL training, this has been approved electronically by the Board.

The Principal Book Group is ceasing and the Principal Professional Growth Cycle will now be monitored internally.

Property:

Darfield Primary School have had Ministry funding approved for weatherproofing and part refurbishment of the Rimu block and the Board has agreed to fund the remaining part of the refurbishment. The Ministry are also going to provide two new-build classrooms that will be situated at the end of the Kōwhai block.

Meredith advised that she is still awaiting timelines and advice on the best way to progress with these building projects.

Finance Report:

We have exceeded our expectations with Income for this time of the year which is great.

Our Expenditure is exactly where we need to be at this stage of the year. The Maintenance budget is going to be well over budget due to the repair of the School Hall door, floor and wall that was required and the security lighting that needed to be replaced.

Health and Safety – there was one incident of note that was followed up.

Ministry of Education BOT Code of Conduct:

The Board have all read and acknowledged the new Ministry of Education BOT Code of Conduct.

Out of Zone Enrolments:

Meredith proposes that we do not accept any Out of Zone enrolments because we need to protect the classroom space for our In Zone community. This is advertised annually and will be advertised in the School Newsletter. We are not required to advertise this in the local community papers now.

Celia Tymons moved to accept this proposal, seconded by Jason Clemens

Action Point: Meredith Devonald and Celia Tymons to look into putting in place that our In Zone enrolments are required to live in their stated address for a minimum period of time.

2023 and 2024 Principal Wellbeing Benefit.:

As part of the settlement, NZEI Principals Collective Agreement, Principals have been awarded \$6000 in both 2023 and 2024 to use for personal wellbeing or development. This money, when received, will go directly into the Operations Grant from the Ministry of Education.

Meredith proposed that any of the \$6000 left over from 2023 is to be carried through until 2024.

Meredith would like to use some of this wellbeing money to attend an International Conference in Canada in April 2024 along with some of her colleagues but this hasn't been confirmed yet.

Meredith may also use it for Professional Learning for MSL for herself, she is currently still thinking about this.

Celia Tymons moved to accept this proposal, seconded by Amanda fallow-Pender

Kathryn Taylor Professional Photographer:

Kathryn Taylor a Professional Photographer and parent has put forward two different proposals to update the Darfield Primary School photos on the website.

Option One: a paid photoshoot of the school and students at a cost of approximately \$3000. This would happen at a specified time, day.

Option Two: Stock Image Photos Library. This would involve taking photos of a selected group of students and the students would be paid approximately \$100 for 2-2.5 hours of photography but the photos would go up onto Kathryn's Professional photography website as well and be kept as stock images. Parents/caregivers and staff would have to sign an agreement to be part of this.

It was decided that the Photoshoot would be the better option and ideally Kathryn could come in six times throughout the year and capture different school activities.

Darfield Primary School would be happy to put information out to the School Community regarding using stock images as well but the Darfield Primary School emblem must be removed and parents/caregivers must sign a permission form for this to happen.

Action Point: Meredith to contact Kathryn and discuss the photoshoot option using different sessions.

Dyslexia Pilot:

Darfield Primary School has been invited to be part of a Dyslexia Pilot. This is available to a selection of schools currently teaching Structured Literacy and is only for a certain period of time while they are running this Pilot programme. One child will be selected to go in, one day a week to Woolston, to be taught by specialist teachers. This needs to be a younger student in Year 1 or 2. Parents/caregivers need to be able to transport the child to Woolston.

Self Review Te Tiriti o Waitangi:

This review is ongoing.

Action Point: Meredith will contact Mallory Gander to set up another session with the BOT.

Health Survey Community Consultation:

Meredith advised that there had been 14 responses to this survey.

Some of the responses did not apply to the Health Survey so these will be separated out of the survey results.

The additional responses that did not apply to the Health Survey will be answered in the BOT Communication in the next School Newsletter

Action Point: Meredith is to summarise the Health Survey and it will be published in the School Newsletter.

Also, in response to some non-health curriculum related feedback relating to road safety, Meredith will talk to Lynley Cooper to see if the Community Police, who help with the Road Patrol crossing, could be approached to help regarding the traffic and roading issues highlighted in the feedback

Meredith Devonald moved the adoption of her report, seconded by Aaron Henderson

2023 Mid Year Student Achievement Report:

Reading - Results have been taken for achievement for the first half of the year. The Reading at Curriculum level results across the whole school were 61% of students are either at or above the standard.

We are on track to make improvements for the remainder of the year and it shows that any interventions we are making are working.

The same format has been used for Writing and Maths.

Action Point: The 2023 Progress Towards Meeting Curriculum Expectations is be moved to the next BOT Meeting.

Strategic:

Board Member Education:

Celia Tymons will put a document into the GoogleDoc Shared Drive so that all Board members are able to fill out which NZSTA courses they will be attending or doing online. This will ensure that all requirements are covered.

Curriculum Refresh update:

The Ministry of Education is currently refreshing a number of curriculum documents. There is a Teacher Only day where all of the Malvern Kahui Ako will meet together and unpack this in the morning. In the afternoon Darfield Primary School teachers will meet together and do a self review to see what our next steps are. Meredith is pleased where Darfield Primary School is currently at with this.

Strategic Planning and Charters 2024:

Darfield Primary School needs to present a one page document to the Ministry of Education confirming our Charters and Strategic Goals and Planning for 2024. These come into effect on 01 January 2024 and are for a two year period.

To obtain community feedback, Meredith and the Board members may find opportunities to chat with families at school pick/drop offs or Pet Day.

Policy:

The Term 3 School Docs Review is Learning Support and Board members are to read this and send through any feedback that they may have.

Administration:

Working Bee – A working bee has been requested before the end of this Term, to clean out guttering and prune back some bushes and tidy up the garden area behind Pikopiko block.

This is to be held on Saturday 09 or Sunday 10 September with a postponement date of either Saturday 16 September or Sunday 17 September.

Action Point: Sarah Rickard is to liaise with Paula Warman to arrange this working bee

A Letter of Resignation has been received from Dianne Woodward, our Reading Recovery Teacher, to take effect from the end of 2023.

Meredith Devonald moved to accept Dianne's resignation, seconded by Celia Tymons

Action Point: Meredith/Nicky to check with Kate whether Di Woodward has already had a party when she finished teaching.
Celia and Meredith are to write a letter of reply to Di.

2023 Enrolment Scheme:

The Darfield Primary School enrolment scheme is to remain the same, nothing needs to be changed.

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

Moved by Celia Tymons, seconded by Meredith Devonald

Matters Arising:

Website – Meredith Devonald will speak with Kathryn Taylor

Insurance for the Library – Jason Clemens has spoken with Chris from Absolute Homes. The cost for a rebuild is approximately \$3500 per sqm and \$20,000.00 for demolition. A complete Rebuild including everything would be approximately \$275,000.00.

Action Point: Meredith/Nicky to contact Crombie Lockwood to obtain an insurance quote.

Hannah Mazey will do the BOT Communication for the next Newsletter.

Closing Karakia led by Meredith Devonald

Meeting closed at 9.25pm.

Signed:

A handwritten signature in black ink, appearing to be 'ALF' or similar, written in a cursive style.

Date: 13/9/23