

**Board of Trustee Meeting
20 February 2024 – 7.00pm**

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

Apologies: None

Karakia led by Meredith Devonald

Welcome: Celia Tymons welcomed everyone to the first meeting for 2024.

Declaration of Interest: Meredith Devonald is a member of the PTA.

Election of Presiding Member – Meredith Devonald took the chair for the election of the Presiding Member for 2024.

Meredith thanked Celia Tymons for her support and for everything she has done in 2023.

Call for Nominations for 2024: Celia Tymons nominated by Jason Clemens, seconded by Sarah Rickard.

There were no further nominations. Celia Tymons duly elected as Presiding Member for 2024. Carried.

Meredith Devonald handed the chair back over to Celia Tymons.

Principal's Report:

Our roll is currently 259

We finished 2023 with a roll of 285.

We had 28 admissions at the beginning of 2024 – these admissions are a mix of New Entrants and across other Year levels.

There are currently 28 New Entrants expected to start in 2024.

Staffing entitlement:

Meredith advised that she is querying the Staff Entitlement as there is no accounting for Within School Lead or Beginning Teacher, as this is not included.

Banked staffing is currently at \$2035.

Staffing for 2024

Pikopiko – 4 teachers

Kōwhai – 4 teachers

Rimu – 3 teachers.

The 2024 Professional Learning:

The 2024 Professional Learning for staff will be continuing on from 2023 – Assessment for Learning, Structured Literacy, Positive Behaviour for Learning and Kahui Ako Initiatives.

Meredith advised that the Parent Meetings held at the beginning of the year were a huge success. The teachers all felt it was beneficial to get to know the parents before the first day of the school year.

This format will be repeated next year.

Meredith advised that all students have been assessed using a new assessment called Dibels. This is a new Literacy assessment tool and this will be repeated again mid year across the whole school. This assessment picked up areas across the school that need to be addressed.

Dibels only assesses reading and writing whereas PACT, which the school is also aiming to use, assesses Maths as well.

The Year 4-6 students have participated in the Well-being at school assessment. The results are now being collated.

Meredith advised that the Compliances are a work in progress as this is just the beginning of the year.

Property:

In the last week of the 2023 school year the MOE Ministry Advisor met with Meredith Devonald. The MOE advised Meredith that Darfield Primary School would be receiving two roll growth classrooms.

A Project Manager has now been appointed by the Ministry to oversee the refurbishment and placement of the new roll growth classroom block, the refurbishment of the Rimu Block (Block 8 and 10) and also to manage the weather tightening of the Rimu Block. It was suggested that the roll growth classroom block be completed first so that the Rimu classes can then move into those while Block 8 and 10 are being refurbished.

The Ministry also advised Meredith that the leaking drains located in front of the Kōwhai Block will be repaired as part of this project.

Due to the size of the roll growth classroom block the playground is going to be effected. This is an opportunity to build a new playground elsewhere on the school grounds.

The PTA advised Meredith that they would like to make this new playground their main focus for fundraising. They are happy to work with the Board to apply for grants to help fund this. The Ministry has advised a ball park figure of \$200,000.00 for the new playground.

Finance:

The new Auditor from Nexia has been out and had a successful meeting with Meredith Devonald and Kate Brunner.

Meredith advised that the Resource Teacher of Literacy that Darfield Primary School host is allocated a credit card. In the holidays she inadvertently used her school credit card several times by mistake. She has fully refunded the school and has relocated the credit card so that this doesn't happen again in the future. The anomaly has been noted on her Bank Statement for the 2024 Auditor to note.

Meredith also advised that the Resource Teacher of Literacy Management will be purchasing a new car this year for the Resource Teacher of Literacy, Jo Anderson.

We currently have \$213907 in the Cyclical Maintenance budget and maybe this money could be spent on painting other areas of the school.

Meredith advised that according to the December 2023 accounts we have a surplus of approximately \$70,000.00.

Meredith Devonald moved the adoption of her report, seconded by Jason Clemens.

2024 Delegations Register:

The 2024 Delegations Register was presented and tabled by Meredith Devonald.

The Building Committee Delegations has been amended to:

The DPS Block 8 and 10 Refurb and Roll Growth classrooms Sub Committee. This sub committee is: Meredith Devonald, Aaron Henderson and Jason Clemens.

Celia Tymons moved that the above sub committee be accepted, seconded by Hannah Mazey

The DPS Block 8 and 10 Refurb and Roll Growth classrooms Sub Committee Terms of Reference document was approved by all Board Members.

A new Playground Sub Committee Delegation has been implemented.

This sub committee is: Meredith Devonald, Hannah Mazey, Sarah Rickard and Amanda Fallow-Pender. An invitation is also to be given to PTA asking a PTA member to participate in this Playground Sub Committee.

Celia Tymons moved that the above sub committee be accepted, seconded by Jason Clemens.

The Playground Sub Committee Terms of Reference document was approved by all Board Members.

Delegation in absence of the Principal/Deputy Principal due to prolonged absence has been amended as follows:

Mark Robb (Team Leader) to be removed and Paula Warman (Team Leader) to be added.

Celia Tymons moved that the Delegation in absence of the Principal/Deputy Principal due to prolonged absence be approved, seconded by Sarah Rickard.

Celia Tymons moved that the 2024 Delegations register be approved, seconded by Aaron Henderson.

Action Point: Meredith to email PTA with an invitation to participate in the Playground sub committee.

Strategic:

Approval of Grants:

A Playground Sub Committee has been formed and this sub committee will drive all grant applications for this. As the playground is a property project, it requires the Board to coordinate all aspects, including management of funding and grants. PTA can only apply for grants for an event or for equipment and minor assets.

2023 Tracking of Cohorts:

This document was presented by Meredith Devonald.

In 2024 we need to look at the Year 3 & 4 cohort as there is an anomaly in their tracking of progress. As a whole school we will look at the effect of the Structured Literacy programme, particularly looking at Year 0, 1 and 2 data.

2023 Statement of Variance:

Reading – In 2023 83.9% of students achieved at or above. As a whole school we moved more targeted students from below to achieving in 2023 – this exceeded the goal set

Writing – In 2023 72% of students achieved at or above. As a whole school we achieved the goal set for targeted students.

Maths – In 2023 81% of students achieved at or above. As a whole school we achieved the goal set for targeted students.

Structured Literacy Tier 3 students have been identified and we have the capacity for 9 students for Tier 3.

Pikopiko are also reimplementing the Perceptual Motor Programme (PMP) programme in 2024.

Action Point: Meredith is to tweak the wording on this document and it will be electronically approved after Meredith has completed this.

Strategic Goals:

Meredith Devonald advised that this is currently being updated.

Action Point: This will be electronically approved after Meredith has updated this document.

Policy:

Term 1 School Docs Review:

Celia reminded all Board members to look over the School Docs Review for Term 1.

Administration Matters:

NZSTA 2024 AGM Remit:

It was agreed that the Board will not take part in this AGM

Te Titiri o Waitangi

A date needs to be arranged for Mallory Gander to come and speak with the Board members. Maybe Tuesday 14 May 2024 at 6pm if this suits Mallory.

Action Point: Meredith to check with Mallory Gander to see if she is available for Tuesday 14 May BOT meeting at 6pm.

Auditor Reports/Recommendations:

2024 Conflicts of Interest Register –

The Auditor requires us to create a register for Board Members - Declaration of Interest

The DPS Auditor advised that we require this register and we now have this set up for all Board Members to complete. This is not a public document but it is a Board document.

Action Point: Board Members are to individually complete this by Monday 26 February 2024

2023 Calculating Cyclic Maintenance Register:

The Auditor advised that we require this 2023 Calculating Cyclic Maintenance Register to be approved.

Meredith Devonald moved that the 2023 Calculating Cyclic Maintenance Register be approved, seconded by Hannah Mazey.

2024 Darfield Primary School Budget:

Meredith advised that the following has been included in the 2024 Darfield Primary School Budget "Use of Land and Buildings and Teachers Salaries". This has been included at the top of the budget document as income and then at the bottom as expenditure.

Celia Tymons moved the update to the 2024 Darfield Primary School Budget be approved, seconded by Amanda Fallow-Pender.

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

Moved by Celia Tymons, seconded by Meredith Devonald

Matters Arising:

Memorandum of Understanding:

Action Point: Meredith will arrange a meeting time with Maria Macfarlane, PTA Chairperson, and liaise with Sarah, Jason and Amanda.

Health and Safety Document:

This is ongoing and Celia needs to go through this with Meredith and will do so at a convenient time.

BOT Newsletter Communication:

Amanda Fallow-Pender will write the BOT Communication for the next Newsletter in two weeks time.

Meeting Reflection – None

Closing Karakia led by Meredith Devonald

Meeting closed at 9.20pm

Signed:



Date: 26/3/24