

**Board of Trustee Meeting
02 November 2023 – 7.02pm**

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

Apologies: None

Karakia led by Meredith Devonald

Welcome: Celia Tymons welcomed everyone to the meeting and thanked everyone for being able to re-schedule the meeting.

Declaration of Interest: None

Reports:

Principal's Report

Our current Roll is 284

There have been 10 admissions and 1 withdrawal since the last BOT meeting. We have 1 New Entrant expected to start for the remainder of 2023.

Banked staffing is looking ok at the moment but Meredith is wanting to get it down by January 2024 because this amount is only available until March 2024.

The Curriculum is business as usual with the teachers all busy with report writing this term.

Health and Safety:

There has been 1 exclusion and 1 stand-down since the last BOT meeting. PB4L has mostly been groups of students and we now have a 3rd duty teacher roaming as well which has made a difference. Meredith will monitor this month's entries into PB4L.

Staffing:

Meredith advised that Paula Warman has been permanently appointed as a Scale A Teacher.

Nicole Bourke has been appointed to a one term Fixed Teacher role while we trial the implementation of a fully released Deputy Principal.

MSL- Multi Sensory Literacy – this is part of the Structured Literacy Programme.

Meredith advised that Heather Tebbett has started her training for this and Darfield Primary School has been selected to host a one-week MSL training

course in January 2024. Jess McInerney has instigated this course being held at our school. The course will be held 15-19 January for 20 teachers from throughout Canterbury. With hosting this training course, it allows us to get one free space and Paula Warman is able to attend the course.

Meredith advised that several staff members have elected to take some University papers, which they believe will benefit the school in the future. They have asked the school to support them in their studies by way of a financial contribution towards their course fees.

A discussion was held and all BOT members agreed that this is a good idea, as it could be an incentive for staff to upskill. It would be a fixed amount of \$5000.00 distributed amongst the staff members doing the papers. The course would be required to be relevant to the school and the school's strategic plan. Each staff member would receive a maximum \$1000.00.

Action Point: Meredith is to discuss this with staff members and ensure that the courses would be relevant to the school.

Property:

Meredith advised that she has finally received the Design Proposal for refurbishment of the Rimu block.

The money for this will be coming from the 5YA Property budget. This Design Proposal is just to get the project started. It is not the actual design. Room 5 will be a refurbishment and Room 6&7 will be an internal alteration and refurbishment. The plans need to be kept quite simple so that the costing does not increase. We will need to employ a Project Manager to oversee the whole project.

Celia Tymons moved to accept the Design Proposal Fee Document, seconded by Aaron Henderson.

During the first Working Bee it was discovered that our main water pipes are all buried too close to the surface. The leak in front of the Kōwhai Block and onto the netball courts has become an ongoing issue and the Ministry of Education has been contacted. Meredith negotiated with them that the cost of this repair would be met by the Ministry of Education. We have to pay the initial costs but would be reimbursed once the minor works team dug up all of the pipes in front of Kōwhai to ensure that these leaks do not keep happening. Essentially, we require all new water pipes.

Finances:

Meredith advised that the accountant commented that "we are showing a good surplus for three quarters of the year".

Meredith conducted a stocktake of teacher equipment to ensure that all teachers have everything they require in their classrooms for the beginning of the school year. A Classroom items/Consumables document was given to each teacher to complete with what they require for their classroom. These

have all been returned and there is going to be a considerable cost to the school but it will ensure that each teacher has all of their basic requirements and should, in turn, reduce the Office Supply costs for 2024, as this has gone over budget for 2023.

The costing for this would be \$4915.37.

A discussion was held and it was asked if we could get a quote from another stationery company ie: both Qizzle and Officemax to compare costings.

Meredith proposed that the money for this comes from this year's budget and she will use whichever stationery company has the cheaper costing.

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

Action Point: Meredith is to ask Kate to check both Qizzle and Officemax for costings to compare them.

We have used two large skips this year, one for the PE Shed improvements and one for the removal of the Bike Shed. This will put us over budget in Repairs and Maintenance.

There is \$3000.00 budgeted for Advertising and Promotions for 2024.

Meredith proposed that this be used in 2023 for the Professional Photographer, Kathryn Taylor, who is taking photographs so that we can update our website.

Sarah Rickard moved to accept this proposal, seconded by Aaron Henderson

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

Unravelling the Legacy of Rewi Alley:

Meredith Devonald presented an overview of her recent trip to China. During her visit there was a proposal to have a Sister City Relationship with Shandan County Quingquan School. This relationship would be for a period of five years. Meredith has put a proposal together to be sent back to Shandan County Quingquan School.

Meredith has proposed that we could have internet exchanges with the students of this school. They could send a teacher over to us for a very short exchange and this teacher could be put up in a Homestay. In return, our teachers could go to China, if this was something they wanted to do, but the airfares would be paid for by the teachers themselves.

It would be good for the children from Darfield Primary School to learn more about China.

Meredith Devonald moved that the proposal for the progression of the relationship with the Sister City School in China be accepted, seconded by Sarah Rickard

Action Point: Meredith is to get the proposal translated.

Health and Safety:

All Board members have completed the Health and Safety online course. On completion of this course, it was recommended that Health and Safety needs to be included on the agenda at every BOT meeting so that this can be discussed at every meeting.

Meredith is already reporting to the BOT on incidents that happen at school. Every Board member is now required to ensure that the Health and Safety and Wellbeing at Darfield Primary School is covered correctly. However, this needs to be easy to follow otherwise it may not be adhered to. The BOT will do their due diligence around this.

Action Point: Celia will put together a googledoc about the Board's role in Health and Safety and Wellbeing and if need be, having a special meeting about this.

Strategic:

Draft Budget:

Meredith Devonald presented the Draft budget for 2024.

Action Point: The BOT to look over both the 2024 Draft Budget and 2024 Budget Discussion document before the next meeting and add in any comments. This will then be discussed and put up for approval at the next BOT meeting.

2024 Budget Discussion Document:

Staffing Entitlement:

The Ministry of Education has staffed us for 2024 with a beginning roll of 264. Based on this we will have the following:

Fully released DP, 4 x teacher Pikopiko, 4 x teachers Kōwhai, 3 x teachers Rimu.

Barb Kennedy (Deputy Principal) will do one day a week of CRT across the whole school and will also support Meredith with administration.

School Staffing organisation for 2024:

Heather Tebbett's SENCO release is increasing to 2 days for 2024 to enable Heather to keep up to date with the ever increasing workload.

Judith Beales will continue to come in as support for staff.

Principal Professional Learning/Wellbeing:

Meredith expects that she will attend two conferences in 2024. The NZ Principals Federation conference which is in Christchurch and the Canterbury Principals Association conference.

Principal Professional Growth:

Meredith is meeting with local Principals for this.

A discussion was held regarding the amount that Meredith had budgeted for the Principal Professional Growth in 2024. All Board members agreed that Meredith should increase the budget for this to \$1000.00

The current MSL teacher Jess McInerney is prepared to be paid as a Teacher Aide in 2024 as opposed to her tutor rate. Jess would be employed for 20 hours a week for 2024.

There are currently 15 students who require Tier 3 intervention and Jess will work with these students in 2024.

Meredith proposed that we employ Jess McInerney for 2024.

Celia Tymons moved to accept this proposal, seconded by Hannah Mazey.

Leasing of computers:

Meredith advised that we need to upgrade our chrome books/ipads for the students. Leasing is the feasible option now as the school roll has grown. This would allow one chrome book/ipad between two students across the school.

Estimated Activities for 2024:

The Darfield Primary School Donation Fee is currently \$60 per child and \$95 per family and this money goes into the Operations Grant. This amount is considerably less than other Malvern Schools.

A discussion was held and all Board members agreed that it is now time to increase our School Donation Fee.

It was proposed that in 2024 the School Donation Fee be increased to \$70 per child and \$110 per family. All other approximate costings for 2024 to remain the same.

Celia Tymons moved to accept this proposal, seconded by Sarah Rickard.

Community Consultation:

Meredith presented a document with the questions that will be asked with the Community Consultation. This is a short review required for the Strategic Planning for 2024/2025. This short consultation will be given to the School Community, teachers and students. Meredith and Barb Kennedy will give these out to parents/caregivers at the school gate and these consultation forms are to be returned by Thursday 16 November.

PTA Communication:

Celia Tymons advised that she had attended the October PTA meeting under delegated authority as Presiding Member of the Board. This had been discussed with the Principal. Celia contacted Pat Carey, the PTA Chairperson, asking if she could attend to explain the different roles of the PTA and Board and he was happy for her to do so. After attending, Celia sent an email to the PTA offering them support and a meeting to develop a plan around how the school, PTA and Board can work together in the future. She has since

received email communication/feedback from some of the PTA members regarding this meeting which has been shared to all of the Board. This email communication/feedback was discussed at length and the following is recommended:

It is recommended that Meredith, the Chairperson of the PTA and a delegated BOT member meet to agree on how the School, Board and PTA will work together, and what meetings and communications would work best between the parties. The Board is offering support in getting a Memorandum of Understanding (MoU) if all parties are in agreement. Any implications of the Education Act 2020 and the Charities Act 2005 could also be explored in this or future meetings.

In 2024 the PTA will have a new Chairperson as Pat Carey has resigned. It is recommended that any meetings begin in 2024, after the PTA have elected their new Chairperson and the Board have approved a delegated representative. The Board have their next meeting on Tuesday 05 December. Meredith will attend PTA meetings, when possible, to represent the school and Board.

Meredith and the Board look forward to meeting the new PTA Chairperson in 2024 and building a strong working relationship.

The Board will respond by email to the PTA members who provided emailed feedback.

The Board also await a response from the new PTA Chairperson regarding the meeting that has been offered.

Action Point: Celia will share a document to BOT members to gain feedback on how to respond to the PTA emails.

Policy:

Term 4 SchoolDocs Review

As it is the beginning of term, all Board members are to read through this by the next meeting.

Action Point: In relation to the Religious Education policy wording around police checks, Meredith is to ask Jane to ensure that a teacher is always present in the hall along with the Religious Instruction teachers.

Administration Matters:

Lighting upgrade to LED:

Meredith Devonald advised that she has been approached by Direct Energy Solutions about changing all of our lights to LED.

Meredith presented a quote given by Direct Energy Solutions for installation of the LED lights.

The cost of this is \$46,050.00 which can be paid quarterly.

All Board members would like a little more research done in to this before it is given approval.

Action Point: Jason will do some research on this before we confirm that we will go ahead with this.

Working Bee:

Sarah Rickard advised that both Working Bees have gone really well and everything has now been completed. There was a great turn out and everything is now looking very tidy.

Action Point: Nicky to liaise with Sarah to put a thank you in the next Newsletter. Jason to mention this in the BOT Communication as well.

Christmas BOT Meal:

Celia Tymons proposed that a date be set for this so that it actually goes ahead.

The Grain and Grape was decided as the venue at 7pm but a date is yet to be confirmed.

Action Point: Celia will email out a document for everyone to complete with available dates for a meal.

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

Moved by Celia Tymons, seconded by Jason Clemens

Matters Arising:

Insurance of the Library Building:

An insurance quote from Crombie Lockwood was presented for insuring the Library building. The costing of this is \$1586.75 per year.

The Board agreed that we will not insure this building because it may not be replaced if anything happened and the contents are insured.

Letter to Di Woodward:

Meredith and Celia presented the letter that they have written to Di for her retirement.

2024 BOT Meetings:

The BOT meeting dates for 2024 are yet to be set.

Action Point: Meredith to look at the calendar and tentatively set meetings for 2024. This will be discussed at the next BOT meeting.

BOT Communication Newsletter:

Jason Clemens will do the BOT Communication for the next Newsletter.

Meeting Reflection: None

Closing Karakia led by Meredith Devonald

Meeting closed 10.27pm

Signed:

A handwritten signature in black ink, appearing to be 'JC' or 'Jason Clemens', written in a cursive style.

Date: 5/12/23