

**Board of Trustee Meeting
16 May 2023 – 7.12pm**

Present: Celia Tymons, Meredith Devonald, Aaron Henderson, Sarah Rickard, Jason Clemens, Amanda Fallow-Pender, Hannah Mazey, Kiri Conrad, Tracy Nicholson 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:

Sports Co-ordinator:

The Sports Co-ordinator report was presented and tabled by Kiri Conrad. The school is finally back to a normal rotation of sport now for the first time since Covid. Term 1 and 2 have been very busy. Participation levels amongst the students are very high which is great. Kiri has approached the PTA regarding a proposed upgrade to the PE shed so it is sustainable for the future.

Kiri Conrad also spoke briefly about the Year 5 and 6 Camps. The Year 5 Camp is to Woodend and the Year 6 Camp is to Wainui. Kiri advised that the cost for both camps will have gone up considerably this year but the costings have not been confirmed as yet.

Letters will go home to parents/caregivers shortly to give an approximate cost for the camps.

The wording on the RAMS needs to be updated for both the Year 5 and 6 Camps to ensure that the safety with the water sports is covered correctly.

Action Point: Kiri Conrad is to re word the RAMS to ensure that the water sports are covered correctly.

Celia Tymons thanked Kiri Conrad for presenting her report.

Kiri Conrad left the meeting at 7.26pm.

Digital Technologies:

The Digital Technology report was presented and tabled by Tracy Nicholson. Tracy is working with Tony (Darfield Primary School Technology Technician) to implement a succession plan for our technology equipment throughout the school. Tracy and Tony are in discussion around whether it is better to lease or buy equipment. Our devices are all ageing, they are around five or six years old and are becoming very slow.

We currently have 84 Chrome Books allocated between Rimu and Kōwhai. This equates to one device between two students and these were purchased in 2018.

We also currently have 37 iPads in circulation at the moment as well.

Tracy advised that she has spent a lot of time clearing and labelling all of the iPads over the holidays. All of the Chrome Books have been labelled as well. There are no big technology purchases intended at this stage, however, some teachers may need to upgrade the TV's for their classrooms.

Celia Tymons thanked Tracy Nicholson for presenting her report.

Tracy Nicholson left the meeting at 7.38pm.

Principal's Report:

Our roll is currently 254

There have been 2 withdrawals since the last Board meeting.

There have been 10 admissions since the last Board meeting.

There are 23 New Entrant enrolments expected to start for the remainder of 2023.

Personnel:

Banked Staffing – this is still looking good but is starting to go up a little.

Due to the increase in New Entrant numbers, Meredith advised that the school is having to employ another New Entrant teacher and due to this there may be a shortfall. However, we cannot do without this teacher. Meredith and Kate will continue to monitor this. Once our roll gets to 264 we will generate more staffing.

The New Entrant Teachers position has been advertised on SEEK this week and it will also be advertised in the Malvern News.

Specialist Teacher of the Maker Space - Meredith met with Linda Gosling on 16 May 2023 and Linda seems to be very interested in becoming the Specialist teacher for the Maker Space. Linda is interested in the "Garden to Table" concept. This position is 0.4 fixed term for the remainder of 2023.

Health and Safety:

There has been one stand down since the last Board meeting.

Health Education - Every two years the school are required to survey the School Community regarding our Health Education. Meredith will be sending this survey out to the School Community over the next week.

Compliance

Meredith advised that a Board member is required to come in and talk to Meredith and Kate Brunner to check our processes and authorisation used to make payments to staff members, particularly the payments made to the Principal and others in the school with payroll responsibilities.

Aaron Henderson advised that he is happy to come in and meet with Meredith and Kate.

Action Point: Meredith Devonald and Kate Brunner to arrange a time to meet with Aaron Henderson.

The Primary Teachers and Principal's Industrial action is still unresolved. The Primary Teachers voted not to accept the latest offer.

Property:

NZ Build have made both the Exit doors in the School Hall weather tight.

Meredith advised that this Friday 19 May, Les from the MOE is coming to look at the Rimu block (Prefab buildings) and invited any Board members who are available to attend and meet with Les.

Finance:

Staffing entitlement – the confirmed staffing entitlements indicated (though still unconfirmed) that there will be a drop in staffing and a unit due to a lower number of students in March than expected. However, they will continue with the provisional entitlement at the moment.

The budgets are all tracking really well. Security has been quite expensive but we can't do anything about that. The security company have had to come out and reset the alarms a couple of times due to the fire alarms being set off in the Maker Space.

Our income is tracking as expected.

The 2022 Audit is nearly completed and should be back from the auditors very soon. Hopefully this will be able to be sent to the MOE by the due date of 31 May 2023.

Meredith Devonald moved the adoption of her report, seconded by Amanda Fallow-Pender.

Action Point: Meredith to put the 2021 Audit up onto the website.

Strategic:

Ski Programmes:

The Year 5&6 Ski Programme is over 5 x Mondays in Term 3 and the Year 3&4 Ski Programme is one ski day in Term 3.

The Ski Programmes are not part of the curriculum at Darfield Primary School. This needs to be very clearly communicated to the School Community. These are opt in only and this is the only way the school can safely offer these programmes. All children must be under the supervision of a parent/caregiver.

Celia Tymons moved that the Ski Programme proposals be accepted, seconded by Amanda Fallow-Pender

Year 5 and 6 Camps:

Year 5 Camp to Woodend and Year 6 Camp to Wainui Proposals were presented.

Celia Tymons moved that the Year 5 and 6 Camp proposals be accepted, seconded by Aaron Henderson.

Teacher Only Day

All Malvern Schools will be holding a Teacher Only day for the Curriculum Refresh on Monday 20 November.

Celia Tymons moved the approval of the Teacher Only day, seconded by Sarah Rickard.

Principal's Educational Trip

Meredith Devonald has been invited to attend an Educational trip to China.

Meredith requested approval from the Board to attend this educational trip and also requested support with associated costs involved which would be approximately \$5000.00.

The BOT agreed that this was an amazing opportunity for Meredith and agreed to support her with the funding.

Celia Tymons moved the approval, seconded by Hannah Mazey.

BOT Meeting:

Meredith Devonald suggested that one of the Board meetings this year should be in the morning so that the Board members can see how the school operates in the mornings.

Celia Tymons is to send an email out to all Board members to find out which date is going to suit everyone for the BOT to meet in the morning.
This will be discussed at the next meeting.

Policy:

SchoolDocs review:

The Term 2 SchoolDocs review is Education Outside the Classroom.

Principal Professional Growth Cycle

The Board have all read and understand this policy.

The Concerns and Complaints form has been updated.

All Board members understand the Minimising Physical Restraint form.
Meredith Devonald advised that all teaching staff have completed this and the Teacher Aides will be completing this next. The Office staff will possibly do this as well.

Administration:

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

Moved by Celia Tymons, seconded by Meredith Devonald

Correspondence:

An email reply received from Helen Gibbs on behalf of Nicola Grigg.

Refreshing of School Website email received from Jamie Twigg from 543 Website Design.

This is an opportunity to update our website.

Our website is fairly straight forward and easy to use with the drop down boxes.

The Board would like to see how much we can change on our current website ourselves and look into if we actually need to update it majorly. We need to update the photos and it was suggested that maybe we could use a professional photographer to take certain photos to make it look a little more professional.

Action Point: Meredith to investigate how much we can change on our current website to see if we actually need to update it majorly – especially the photos.

Westview Application:

Paula Warman and Katie Gilbertson have put in a Grant application for developing the outside area at the back of Pikopiko (outside mud kitchens, Bee Hives etc). Meredith Devonald approved the Grant application being put in.

Working Bee:

A working bee needs to be organised as there are a few general maintenance tasks that require attention.

The Board will try and arrange a good time of year to do this and the date will be set at the next Board meeting.

Malvern Kahui Ako Stewardship Hui

This is being held on Tuesday 13 June 2023 – Sarah Rickard will attend the Hui on behalf of Darfield Primary School BOT.

Matters Arising:

The matters arising were all completed except for the following:

Insuring of School Library Building

Nicky Bell advised Crombie Lockwood require an estimated replacement cost of the Library Building. Nicky had contacted quite a few prefab garage building places asking for an estimated replacement cost but none of them were interested in giving a price because it was for insurance purposes.

Jason Clemens offered to look into obtaining a replacement cost from a builder.

Action Point: Jason Clemens to contact a builder to obtain replacement cost – Nicky to email Jason the Library map with the measurements.

School Wide Targets 2023

Meredith Devonald has updated the wording on the 2023 School Wide Targets document. This document was approved by the Board members.

Celia Tymons moved the approval of this document, seconded by Amanda Fallow-Pender.

BOT Community Communication:

Aaron Henderson will do the Community communication for this week's Newsletter. Aaron will also do the BOT Profile this week.

Meeting Reflection:

Celia Tymons has put together an online questionnaire and asked all Board members to complete this before they left tonight's meeting.

Closing Karakia led by Meredith Devonald.

Meeting closed at 8.50pm.

Signed:

A handwritten signature in black ink, appearing to be 'CJ' or similar, written over a horizontal line.

Date: 27/6/23