

**Board of Trustee Meeting
26 March 2024 – 1.34pm**

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

Apologies: Hannah Mazey

Karakia led by Meredith Devonald.

Welcome: Celia Tymons welcomed everyone to the meeting.

Declaration of Interest: Meredith Devonald is a member of the PTA. Celia Tymons will be working with School Docs from 01 April 2024.

Principal's Report:

Our roll is currently 264

There have been 6 admissions and 1 withdrawal since the last Board meeting.

There are 25 New Entrant enrolments expected to start for the remainder of 2024.

Meredith advised that our confirmed staffing entitlement came through today, 26 March 2024 and this is lower than we expected.

Due to the number of enrolments in the New Entrant class, Deputy Principal, Barb Kennedy, will now be back in the classroom co teaching with Paula Warman in Room 1, while we determine if there will be enough staffing entitlement to employ a new teacher. Hopefully we will be able to employ a new teacher by the end of Term 2.

Meredith advised the Board that ERO will be visiting Darfield Primary School in Term 2. Our ERO Evaluation Partner is Murray Overton and he will be in contact with Meredith early in Term 2.

Student achievement

As part of the Structured Literacy programme, the whole school has been assessed using the Dibels assessment. Through this, 16 Tier 3 students have been identified and are now receiving 1-1 support, either with a teacher aide or the Principal for 5-10 minutes a day Monday-Thursday. Tier 2 students consist of small groups of students working with the classroom teacher as part of their daily programmes and Tier 1 students are the whole class.

Destreaming

Meredith advised there is a push for schools to stop streaming practices, although this is done more in High Schools than Primary Schools. Streaming

is considered to be detrimental for a lot of students. Darfield Primary School will aim to provide all students with equal opportunities. Meredith has recently attended some Professional Learning on this and will update the staff and the Board as this progresses.

Strategic Plan

This has been submitted and the financial statements are currently being processed by the Auditor.

Learning support

Classroom teachers have identified students with learning support needs and teacher aides have been allocated to these students.

Professional Learning

In 2024 the Professional Learning will continue with Structured Literacy and PB4L programmes.

Property:

New Playground

A BOT Playground Sub Committee has been formed and Darfield Primary School PTA were invited to have 2 members join this sub committee. Aline Reed and Emily Mitchell have agreed to join this sub committee. Meredith Devonald advised that she has received a playground quote and presented this to the Board. The Board asked Meredith to get at least 2 or 3 quotes so that comparisons can be made. Meredith has been given the names of schools that have had new playgrounds built and the Playground sub committee will be able to go and have a look at these playgrounds.

Action Point: Meredith to follow up the other playground quotes.

Finance:

Meredith advised that the Budget is tracking along ok at the moment. The classroom television in Room 4 needs to be replaced because it is overheating. Meredith requested approval from the Board to purchase a new television for an approximate value of \$1000.00 as this is outside of the ICT budget.

Celia Tymons moved the approval of \$1000.00 to be used from the Operations Grant to specifically pay for the new television, seconded by Aaron Henderson

Action point: Kate/Meredith to purchase new TV for Room 4.

PB4L:

Meredith advised that there have been groups of incidents since the beginning of the year but these have quietened down as the term has gone on which is pleasing to see.

Action Point: Meredith to look at PB4L and break it down into days of the week and cohorts.

Strategic Goals:

Meredith advised that the Strategic Goals are all in progress.

Roll Growth Classrooms progress report:

Meredith has been advised by the Senior Advisor that this should still go ahead but she has not been given a timeline.

The Board agreed that we will go ahead with the playground project regardless of the timeline for the Roll Growth classrooms.

Celia Tymons moved that the Principal's report be accepted, seconded by Jason Clemens.

Audit and Monitoring:

PB4L

Amanda Fallow-Pender presented a verbal PB4L report.

Meredith Devonald, Heather Tebbett, Mark Robb and Louise Wylie are the teachers with PB4L responsibilities.

The yellow tokens are being given out in Assembly and duty teachers have been reminded to give them out at morning tea and lunchtime as well.

Rewards will be done by House. The winning House will be given a choice of 3 rewards that the whole house can do on a Friday afternoon in Discovery time.

The RTLB teachers are coming in and helping with resources for PB4L as well.

Statement of Variance 2024

The Statement of Variance 2024 document was presented for approval.

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

Strategic:

2024 School Wide Annual Plan:

Meredith presented this document and set the targets and the planned actions.

At the end of 2024 Meredith will look at this and ensure that we have met the expected outcomes.

Celia Tymons moved the 2024 School Wide Annual Plan be approved, seconded by Sarah Rickard.

ERO:

Meredith handed out folders to all BOT members. Meredith will liaise with the BOT once she has heard from Murray Overton and knows the timeline of the ERO visit.

Te Tiriti o Waitangi

Mallory Gander will meet with the Board for a session at 6pm on Tuesday 14 May, before the next BOT meeting, to continue unpacking our understanding of the BOT's obligations on this.

Policy:

Term 1 School Docs Review

There was no feedback to discuss

Administration:

The Memorandum of Understanding document between the Board of Trustees, PTA and Darfield Primary School was presented for approval. Feedback from PTA has been received and has now been incorporated into the document.

This document is now ready for approval from the PTA Committee and the School Management Team.

Jason Clemens moved the adoption of the Memorandum of Understanding document, seconded by Aaron Henderson.

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

Moved by Celia Tymons, seconded by Amanda Fallow-Pender

BOT Community Communication:

Aaron Henderson will do the BOT Communication for next week's Newsletter.

Meeting Reflection:

None

There was no closing Karakia because the Board members were all taken on a tour of the school and in particular the Pikopiko and Kōwhai Blocks at 2.45pm. This was led by Meredith Devonald. They returned at 3.10pm.

The meeting closed at 3.10pm

Signed:



Date:

14/5/24