

**Board of Trustee Meeting  
29 October 2024 – 7.03pm**

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

**Apologies:** None

The Opening Karakia was led by Meredith Devonald

**Welcome:** Celia Tymons welcomed everyone to the meeting

**Declaration of Interest:** None

**Audit and Monitoring**

**Reports:**

**Professional Growth Cycle and Professional Learning Report 2024**

The Professional Growth Cycle and Professional Learning Report 2024 was prepared by Barb Kennedy.

Meredith Devonald spoke on this report in Barb's absence.

Structured Literacy has continued to be the main focus of Professional Development in 2024.

Eventually Darfield Primary School would like to have more classroom teachers trained in MSL but this would come at a cost.

The Government has brought in a lot of changes with the Curriculum Refresh and Structured Maths. Barb Kennedy will be implementing the Structured Maths in 2025 and the Government has walked back the timeline for implementing this.

Darfield Primary School has chosen to go with the Numicon Maths Programme. The Numicon equipment has all been ordered and the Government has paid for all resources required to implement Numicon for the next 2 years. However, the staff will continue to explore Prime Maths in 2025 to determine its merits.

There will no longer be Curriculum Levels used in Structured Maths instead they will use Phase 1 (Year 1-3) and Phase 2 (Years 4-6).

Darfield Primary School will not be using PACT for assessment, instead they will be using PAT's or AsTTle for assessment across the school, as per the Government direction. Meredith and Barb have had Professional Learning via a ZOOM session for AsTTle.

The Report was read, tabled and accepted.

**Principal's Report:**

Our roll is currently 299.

There have been 13 admissions and 1 withdrawal since the last Board meeting

There is currently 1 New Entrant enrolment, that we are aware of, to start before the end of 2024.

Meredith Devonald advised that our Banked Staffing is starting to come down again now. Kiri Conrad has returned from long term sick leave.

Meredith advised that herself and Heather Tebbett met with the team from Mana Ake to discuss how to best utilise their limited resources in 2025. Mana Ake may offer Parent Workshops in 2025.

**Compliance:**

Celia Tymons advised the Board that she has checked, verified and approved all Principal expenses for 2024. This has been done over multiple occasions throughout the year.

**2025 Personnel:**

2025 Staff Organisation is well underway and due to increased staffing, CRT provisions and study leave being granted to one of our staff, we have had the opportunity to employ four staff members for 2025.

Meredith Devonald advised that a Letter of Resignation has been received from our Receptionist, Nicky Bell and also from our part time cleaner, Isabella Cattermole.

The Caretaker and Receptionist positions will be advertised in the coming weeks.

Meredith advised that Kate Brunner has applied for extended leave in March 2025 and because it is extended leave it requires Board approval.

Meredith Devonald moved that the extended leave for Kate Brunner be accepted, seconded by Aaron Henderson

**Property:**

Update on the Pikopiko wall - this project has been put on hold but provision is being made to mitigate the noise level in the Pikopiko Block. The Pikopiko Team classrooms will be rearranged and the Library will continue to be used as a classroom space for 2025.

The Pikopiko wall has been put on hold because the School Library has had some vandalism at the back of the Library and due to this, it was discovered that many of the boards in the back of the Library building may be rotten and repairs will need to be made.

Meredith will ask a builder to come in to look at the back wall of the Library and give her a quote for repairs. Meredith advised that there may be a possibility of gifting the School Library building back to the Ministry of Education and the maintenance would be covered by them. If this isn't an

option then the Board would have to look at insuring this building and completing the maintenance.

**Action Point:** Meredith to look into the possibility of gifting the School Library to the Ministry.

Meredith advised that the Carpet repairs in Pikopiko Block have now been completed and is looking great.

Finance:

Meredith Devonald advised that Kate Brunner and herself had met with the School Accountant to set the 2025 Budget.

The accountant advised that we currently have a surplus of \$106,291.00. Depreciation and Cyclic Maintenance will still need to be accounted for but there will still be a surplus from funds this year.

Meredith advised that the Darfield Primary School electricity costs have gone up significantly and this will need to be monitored closely.

Meredith advised that the Darfield Primary School Auditor arrangements for 2025 will be changing and we will be using Nexia and there may be an increased cost with this.

Meredith Devonald advised the Board that the Auditor recommended that we Minute the following:

"The School is putting Board money into the refurbishment of existing Rimu spaces. Once the Board know the actual costs of the refurbishment, the exact amount will be minuted."

All Board members agreed and it have been duly recorded within the meeting.

Security Cameras:

Meredith Devonald proposed that additional security cameras be purchased as there are a number of blank spots around the school where vandals are entering the school grounds. One of these spots is at the back of the School Library, which is how the rotten boards were discovered as the vandals climbed over the tin fence behind the Library

Meredith Devonald and Kate Brunner met with WATCHU Security and took them around the school to obtain a quote and advice on where to place further security cameras.

Celia Tymons moved that the quote received from WATCHU Security for the extra security cameras be accepted, seconded by Amanda Fallow-Pender.

2025 Teachers Stationery Packs:

The Teacher Stationery Packs purchased for the beginning of 2024 were very well received from the staff. Meredith Devonald advised that for 2025 we

would only be purchasing disposable items and this is expected to cost \$2300.00

Celia Tymons moved that the Teachers Stationery Packs be purchased, seconded by Aaron Henderson.

Heat /Air Conditioning Units for Hall

Meredith advised that she has followed up the quote for this work with Dave, our electrician. Dave will follow this up again.

Meredith Devonald moved the adoption of her Principal's Report, seconded by Celia Tymons

**Term 3 Attendance Report:**

Meredith advised that we are tracking along ok with our attendance rates. The majority of our non attendance is due to holidays and sickness.

**Enrolment Update:**

The Enrolment Sub-Committee moved that the update they need to provide for the enrolment review be discussed in Public Excluded Business (PEB) or In-Committee. This motion was accepted by all Board Members to protect personnel privacy.

The Board of Trustees Public meeting closed at 7.52pm

The Board of Trustees Public meeting resumed at 8.05pm

Enrolment Sub Committee update:

Celia Tymons advised that the Darfield Primary School Enrolment zone is non-negotiable and the Ministry of Education guidelines are non-negotiable. The sub-committee will meet within the next few weeks to investigate exactly what documents required for Proof of In Zone Address would be more robust. This needs to be standard for all families enrolling. This could be the equivalent of a Sales and Purchase agreement or a Rental agreement.

**Action Point:** The enrolment sub-committee will meet and draft a document. This document can be shared, if possible, before the next meeting so that the document can be approved and used for 2025.

## **Strategic:**

### **2025 Draft Budget Discussion Document**

Meredith Devonald presented the 2025 Draft Budget Discussion Document. We will begin the 2025 year with approximately 267 students and there are currently 21 New Entrants indicating that they will enrol throughout 2025.

#### **Staffing Entitlement:**

The Ministry of Education have staffed us with a beginning roll of 300.

We will begin the year with the following:

Fully Released Deputy Principal and hopefully this will continue for the whole of 2025.

5 teachers in Pikopiko, 3 teachers in Kōwhai and 4 teachers in Rimu

It is predicted that another New Entrant class will open at the beginning of Term 2, 2025.

Darfield Primary School employ our own SENCO because we don't get funding for this.

Professional Learning - this will continue with Structured Literacy and also focus on Structured Maths.

The Principal Wellbeing money – Meredith is not expecting to receive wellbeing money in 2025.

Meredith will be attending the Principal Federation Conference in 2025 in Wellington.

Katie Gilbertson has been granted study leave in 2025. Katie will not be taking a classroom and she will be covering teacher release in 2025.

Replacement of Computers – we will revisit the replacement of computers in the 2026 Budget.

Furniture – In 2025 we will be purchasing new furniture for the 2 x roll growth classrooms.

Library insurance – the Library space is now being utilised as a classroom space and is currently not insured.

Summary – currently there is a deficit \$16316.00, this is due to the ongoing employment of the MSL tutor.

Celia Tymons moved that the 2025 Draft Budget document be accepted, seconded by Amanda Fallow-Pender.

### **2024-2025 Strategic Plan:**

The 2024-2025 Strategic plan was presented and tabled by Meredith Devonald.

### **BOT Elections 2025:**

The BOT Elections are scheduled for September 2025.

Celia Tymons advised that she will not be seeking re election at the 2025 BOT elections. A plan is required if other members will not be seeking re election as well.

Celia advised that people can be co-opted onto the BOT before the elections and they can attend meetings and be part of the process.

Celia advised that we could consider asking Tom Scollard to come and talk to the Board about minimising disruption to the school if Board members are not seeking re election.

Celia advised that the school can advertise that we are co-opting and ask for expressions of interest – this has been done successfully in the past.

**Action Point:** Celia to contact NZSTA and Tom Scollard to invite him to come out or do a session via ZOOM to help with ideas for BOT Elections 2025.

**Finalised ERO Report:**

Celia Tymons advised that the Darfield Primary School ERO report was very very good.

The ERO Report will be made public and put into the Newsletter.

**Action Point:** Meredith to enquire if the ERO Report can be shared with the School Community before it goes public.

Also, Meredith to check if the actual whole Report goes up onto the website or just a link to the Report.

**Policy:**

**Term 4 School Docs Review:**

Celia Tymons asked the Board members to please read through these and bring any feedback to the next BOT meeting.

**Administration Matters:**

Study Grant Applications:

Study Grant Applications have been received from Katie Gilbertson and Tracy Nicholson for 2025.

The Board agreed that \$1000.00 in total be granted to each staff member.

This will be granted as the following - \$500.00 at the beginning of the year and \$500.00 upon successful passing of the papers.

Celia Tymons moved that \$1000.00 in total be granted to each staff member as detailed above, seconded by Aaron Henderson.

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

Moved by Celia Tymons, seconded by Hannah Mazey

**Matters Arising:**

All Matters Arising have been completed except enquiring to see if Mallory Gander is available. A new time or date for Mallory was not discussed.

**BOT Communication Newsletter:**

Amanda Fallow-Pender will write the BOT Communication for next week's Newsletter.

The Closing Karakia was led by Meredith Devonald

The Meeting closed at 9.00pm

Signed:

A handwritten signature in black ink, appearing to be 'M. Devonald', written over a horizontal line.

Date: 3/12/24