

Board of Trustee Meeting

24 March 2026 - 7pm

Present: Jason Clemens, Aaron Henderson, Hannah Mulholland, Aline Reed, Meredith Devonald, Dallas Molloy (Minute Secretary)

Opening Karakia led by Meredith Devonald

Apologies: Gemma Smith and Hannah Mazey

Welcome: Meredith Devonald welcomed everyone to the meeting this evening.

Declaration of Interest: Hannah Mulholland is going to be the release teacher for one day of the week, starting Term 2.

Principal's Report:

Meredith Devonald reported that the school roll was currently sitting at 294 students.

31 New Entrants still to start in 2026.

2 Withdrawals

Pikopiko have 107 students, 5 teachers

Kowhai have 92 students, 4 teachers

Rimu have 95 students, 4 teachers

Bank staffing:

We have generated some extra funds by under utilizing our staffing entitlement. This will change with the appointment of the New Entrant teacher beginning in Term 2.

2026 Staff Professional Learning and Initiatives:

Maths - School - led

Literacy - School led

Assessment Practices - school led

Positive Behaviour for Learning - MOE funded by MOE

Attendance, led by MOE - office staff
Attendance, led by MOE - BOT Members
Strategic Leadership, led by Springboard Trust (Meredith Devonald doing)
SMART Assessment Tool led by MOE (Meredith Devonald)
Reporting to Parents, led by IMPACT Ed (Meredith Devonald)
Phase 1 Maths PD (Pikopiko Teachers)
Malvern Senco Meeting led by RTLB
5 Day Structured Literacy - led by IMSLE
Malvern TOD
Morphology - led by Jess McInerney
Neurodiversity, led by Willow Corner - 3 staff members
PB4L, led by MOE - 1 staff member
Internal PD:
Maths - Planning from new curriculum

Recent Celebrations:

Swimming lessons for Kōwhai and Rimu students
DPS Swimming Sports - Yr 3-6
Malvern Swimming Sports for selected swimmers
Yr 5/6 Malvern Top Team
DPS Duathlon - Yrs 4/6
Wood is Good programme for all students
Rugby taster opt in lunch time session
New Entrant Evening
Wheels Week for all students
PTA Parent Evening - Willow Corner
Whakatipu Kaihautū Leaders received three weeks of training
Yr 6 Leaders (House Leaders and Whakatipu Kaihautū Leaders) received their badges at Assembly.

Finance:

December 2025 & January 2026 Financial Statements were presented.

Meredith Devonald moved that we went to Public Excluded Business (PEB) or in Committee because of sensitive information. This motion was accepted by all Board Members to protect privacy.

The Board of Trustees Public Meeting closed at 7.20pm

The Board of Trustees Public Meeting resumed at 7.23pm

Confirmation of Compliance:

Term One compliance is completed.

School Planning and Reporting - Finalising documents

With Learning Support the School has already allocated Learning Assistants to a number of children requiring either behavioural or learning support.

Audit and Monitoring:

The following reports were presented, discussed and approved.

Statement of Variance

2026 Annual Plan complete

2026 Wellbeing at School Survey complete

Meredith Devonald went through the WellBeing@School Survey and explained all the data for across the school and shared the plan to improve some of the 2026 results. And also celebrated the successes identified in the data.

Attendance:

Two letters (First Parent letter, holiday letter) were presented, discussed and approved. These letters will be added to the school's STAR Response to attendance and placed on the school website. Dallas Molloy and Meredith Devonald will be following up families who may require either of their letters for Term 1. Most families have been verbally spoken to about their child's attendance.

Strategic:

School wide Annual Plan with three targets. Attendance and two cohorts of students. Baseline data has been collected and a range of opportunities for improvement have been identified.

More specific information is in the Annual Plan - which will be placed on the school website after approval from the BOT.

Meredith Devonald is using the strategies from her learning with Springboard Trust to begin the process with firstly the school Senior Leadership Team and then with the BOT. This work is at the initial stages and both groups are using the PESTLE and SCOT tools to identify both external and internal considerations that may affect the writing of the 2027 Strategic Plan.

Property:

Aline Reed and Meredith Devonald presented the property report. Progress towards projects was discussed, including the wait for council /MOE approval for the projects. Aline Reed and Meredith Devonald to follow up the Selwyn Council and MOE.

Strategic:

School wide Annual Plan with three targets. Attendance and two cohorts of students. Baseline data has been collected and a range of opportunities for improvement have been identified.

More specific information is in the Annual Plan - which will be placed on the school website after approval from the BOT

Policy:

School Docs: This is to be reviewed for the April meeting please review the What's New section. Presiding member to review any comments to these before April meeting.

Administration Matters:

The minutes from the previous meeting have been approved electronically and ratified:

Moved by Meredith and seconded by Hannah Mulholland.

Correspondence: Correspondence was tabled.

Enrolment zone annual 3 year review

ERO has now come up with a new rating for schools.

IEA pay increases.

Completion of Election Process, this is being addressed.

MOE informed the BOT about the new Attendance process.

Correspondence out:

Application to the MOE for the approval of the internal refurbishment for Block 8.

Approvals:

The Board approves the cost of the internal refurbishment that was moved electronically by the Board.

Alarm system - Code 9 there are currently 5 people that are on the alarm system. Meredith Devonald discussed Code 9 monitoring the cameras from Code 9 so no staff have to come out in the holidays or in the night. The BOT asked Meredith to check that there would be no additional call out fees. Hannah Mulholland approves this and Jason Clemens seconded.

PB4L - A new BOT member was selected to join the PB4L School Team this was Aline Reed.

To improve the working conditions for the office staff 3 screens and two hubs are to be purchased from PB Tech. Aaron Henderson approved this and Jason Clemens seconded.

Action Points:None

BOT Communication to Community: Hannah Mulholland

The closing Karakia led by Meredith Devonald.

Meeting closed at 8.50pm

Signed:



Date: 31/03/26

M. Devonald

31/3/26