

**Board of Trustee Meeting
02 July 2024 – 9.10am**

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

Apologies: Aaron Henderson, Jason Clemens and Hannah Mazey

The Opening Karakia was led by Meredith Devonald

Welcome: Celia Tymons welcomed everyone to the meeting and thanked everyone for coming.

Declaration of Interest: None

Reports:

Principal's Report:

Our roll is currently 273 – the 01 July 2024 Roll Return showed a roll of 274 as we have had 1 admission late last week.

There have been 2 admissions and 1 withdrawal since the last Board meeting. There are currently 20 New Entrant enrolments that we are aware of, expected to start for the remainder of 2024.

Meredith Devonald advised that the Banked staffing is now showing in the negative.

A decision was made to employ an extra teacher, Helen Creamer, to support the Pikopiko Team and this is why the staffing has gone up. Helen is only employed for Term 2 at this stage. Rebecca Gibson, teacher aide, is also available now to help out in Pikopiko. Barb Kennedy has remained in the New Entrant classroom to ensure continuity for these students. The money to employ Helen has initially come from the existing staffing entitlement and then any cost after this will be taken from the Operations Grant.

The Board agreed that it is ok for the Banked Staffing to run in the negative.

Meredith also advised that Sara Moppett, the Deputy Principal from Waitaha School in Rolleston has been offered to her to help support with the Pikopiko Team. Sara specialises in behaviour and Meredith gratefully accepted this offer.

Meredith Devonald advised that Term 2 has been a busy term with a lot of recent activities and celebrations happening.

Parent/Student/Teacher conferences were held last week and went well. Teachers handed out a small questionnaire at the conferences asking about Cultural inclusiveness.

To date the responses are requesting more Te Reo and more cultural celebration days

Health and Safety:

There has been 1 stand down.

There has been 1 suspension which resulted in an exclusion.

Safety checking and Police Vetting is completed every two years. All staff have regular Police checks. All volunteers are Police Vetted for School Camps or Volunteers who help out at school are under the supervision of a classroom teacher whilst they are on site. Contractors on site during school hours are supervised if they are working near students.

Property:

Meredith Devonald advised that the two Roll Growth classrooms have arrived. Due to the placement of these classrooms, one third of the playground had to be removed at short notice. The remainder of the playground is fully functional.

Meredith has received the invoice for this work from GRAB Earthworks and she will send the invoice to the Ministry of Education.

Meredith also advised that some trees had to be removed on the boundary so that the classrooms could be brought onto the school grounds. The Ministry of Education has paid for the trees that have been removed.

The school grass will need to be remediated in Spring or Autumn, once the refurbishment of the Roll Growth classrooms has been completed. The grass has been destroyed in the recent frosts and also when the classrooms were placed on site during the wet weather.

Action Point: Next year's budget needs to allow for the grass to be remediated on the field. An approach is to be made to any parents/caregivers who work in this industry.

Maintenance:

Meredith Devonald advised that the hot water cylinder in the cleaners closet in Room 7 has corroded beyond repair so it has had to be replaced at a cost of approximately \$1200.00

School Hall Lighting

The Hall lighting is currently fluorescent tubes and some of these have failed and are difficult to replace. A cherry picker needs to be hired just to replace the tubes. After a discussion with the electrician, he advised that these could

all be replaced with LED lights. This would mean less need to replace in the future and cheaper running costs.

The quote from the electrician was \$4594.00 + gst for installing 28 LED lights in the Hall.

Celia Tymons moved that the quote for the replacement of the 28 Flourescent lights to LED lights be approved, seconded by Amanda Fallow-Pender

Action Point: Meredith to explore the removal of the old heating system and ventilation system in the Hall and replacing this with Air conditioning.

Wall in Pikopiko Space update:

The Board electronically approved a new wall to be built in the Pikopiko space.

Meredith advised that she met with Troy Earl from NZ Build and Celia Tymons this morning to look at the impact the wall installation would have on the Fire Exits. This is now going to have to be paused until FENZ have been contacted as the new wall will not allow for the existing Fire Exits to be used by all rooms in this space.

Finance:

Meredith Devonald advised that we are tracking along quite well and we may need to monitor Photocopier costs and Visual Art costs.

Erica Stanford's Update on Curriculum Refresh document was provided for the Board to read through.

Strategic:

Meredith Devonald advised that the staff are collecting all data at this time of the year for student achievement. So far with results from Dibels, it is looking positive.

Meredith advised that the Darfield Primary School Middle Leaders workshop has been very beneficial for the Leadership team. The Leaders all enjoyed attending this workshop and came away with new ideas and approaches after chatting to colleagues from other schools.

Celia Tymons moved that the Principal's Report be accepted, seconded by Sarah Rickard

The Board of Trustees left the meeting at 10.15am for a tour of the school led by Meredith Devonald.

The Board of Trustees returned from the school tour at 10.45am.

The meeting resumed at 10.45am

2024 Well being Survey

This 2024 Well being Survey was presented by Meredith Devonald. Meredith has now added the Ethnicity report into the document. This survey was completed at the beginning of the year and the results are very positive.

Strategic:

ERO:

Meredith Devonald and Celia Tymons had a meeting with Murray Overton from ERO. The dates for the ERO visit are 6-7 August 2024. Murray will meet with Meredith and Senior Leaders. He will also do a walkabout and possibly want to meet with some Board members.

On Monday 29 July 2024 Meredith is required to send the Compliance docs to Murray.

Policy:

Term 2 School Docs Review

Celia Tymons advised that nothing has been identified as requiring attention.

Administration Matters:

Update of playground:

Meredith Devonald advised that she spoke with Aline Reed and Emily Mitchell, at the PTA AGM and a meeting will be held with the Playground sub committee early in Term 3.

Meredith advised that the PTA AGM was held on Monday 01 July and all committee members and position holders remain the same.

Action Point: Meredith to follow up with PTA regarding the MOU to confirm if this has been approved and signed by PTA.

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

Moved by Celia Tymons, seconded by Amanda Fallow-Pender.

Matters Arising:

Action Point: Meredith to look into the Year 5/6 Camp proposal wording on the High Risk activity and defining exactly what Risk Type D3 involves. Meredith is also to look into the Risk Type wording on the ski programmes.

Annual Financial Audit Report 2023:

One of the Board Members noticed that there were mistakes in names of Board of Trustee Members on the signed copies of this report. The mistakes were the spelling of Sarah Rickard and Hannah Mazey.

Meredith Devonald advised that she has already emailed Chris Earl and asked for this to be corrected, as the document has already been signed and sent to the Ministry of Education.

Attached is the email between Meredith and Chris asking for this to be corrected. Meredith has asked for a copy of the corrected Cover page to be sent to her as soon as possible.

The Board agreed that The Annual Financial Audit Report 2023 should be put up onto the Darfield Primary School website as it is and once the corrected Cover Page is received that will be uploaded onto the website and corrected.

Action Point: Meredith to publish the existing Annual Financial Audit Report 2023 onto the website and then change the cover page once the corrected version has been sent to us.

BOT Community Communication:

Celia Tymons will do the BOT Communication for the Newsletter, but it will be the first Newsletter in Term 3, 2024.

The Closing Karakia was led by Meredith Devonald.

Meeting closed at 11.32am.

Signed:



Date: 6/8/24

Darfield Primary School

1 message

Meredith Devonald <meredith.devonald@darfieldprimary.school.nz>

Tue, Jul 2, 2024 at 11:29 AM

To: Chris Earl <cearl@nexiachch.co.nz>, Nicky Bell <nicky.bell@darfieldprimary.school.nz>

Hi Chris

I'm just at a BOT meeting where I have presented the Annual Report.

One of my BOT members has noticed that the two requested spelling corrections have not changed:

Sarah Richead. - should be Sarah Rickard

Helen Cullen - should be Hannah Mazey

We don't seem to have the updated cover page - are you able to send it to us please so that we can place the report on our website.

Thank you

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Ngā mihi nui.

Meredith Devonald**Principal**