

**Board of Trustee Meeting**  
**2 September 2025 - 7.05pm**

**Present:** Amanda Fallow-Pender (Presiding Member), Celia Tymons, Jason Clemens, Sarah Rickard, Aaron Henderson, Hannah Mazey, Meredith Devonald, Heather Tebbett, Dallas Molloy (Minute Secretary)

**Apologies:** None

Opening Karakia led by Meredith Devonald

**Welcome:** Amanda Fallow-Pender welcomed everyone to the meeting and welcomed Heather Tebbett and thanked everyone for joining the meeting this evening.

**Declarations of Interest:** None

**Reports:**

Heather presented her SENCO report and outlined how strategies and interventions are implemented to monitor student progress. She noted that with staff being upskilled in delivering Structured Literacy, gains are being seen across the school. Heather also expressed her appreciation to Meredith for ensuring that she is always able to maintain her SENCO days. Heather left the meeting at 7.30pm

**Principal's Report:**

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

11 expected New Entrant enrolments still to start 2025.

Pikopiko have 116 students, 6 teachers

Kowhai have 79 students, 3 teachers

Rimu have 99 Students, 4 teachers

1 Stand down

A New entrant class is going to be in the Maker Space for Term 4.

Bank staffing: Will go down.

Student achievements:

Mid Year report finalised.

Beginning to set up AsTTle tests for whole school (Writing) Kowhai and Rimu (Reading and Maths)

Literacy and Mathematics Leads attended a Kahui/Ako/MOE Curriculum update.

Target 2 - Mathematics - Barb Kennedy and Hannah Mazey have been working hard on the four descriptors - Needs support, Progressing towards, Proficient and Exceeding.

Target 3 - Diebles data is tracking well

**Amanda Fallow-Pender 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 7.40pm**

**The Board of Trustees Public Meeting resumed at 7.50pm**

Recent celebrations:

Final lessons Yr 5/6 Skiing programme

Ski races - 2 teams entered

Hosted multiple student teachers from both graduate school and University of Canterbury

Yr 0-4 Cricket awareness

Wheels Week

Maths Week - including the Mathathon

NE Information Evening

'We Thinkers' has begun in Rimu Team

Selwyn Enviro Schools - hosted at DPS

Court Theatre - All Students

Hosted Otago Medical School Students, their inquiry was about Rural Communities and the support services offered  
Malvern Duathlon  
Daffidol Day - fundraiser for Cancer research

**Professional development:**

Structured Literacy Observations have been done  
Science Alive Refresher - led by Science Alive staff  
First Aid Refresher- led by St Johns - support staff and teachers  
PB4L - Led by MOE - lead teacher of PB4L  
Numicon Refresher - led by Numicon - lead teacher of Mathematics  
Chatty Crew - led by MOE - teacher aide  
Staff were given the opportunity to attend Paid Union Meetings

**Administration Matters:**

Correspondence:  
Correspondence was tabled.

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

Moved by Amanda Fallow-Pender and seconded by Meredith Devonald.

**Matters Arising:**

We have a new property advisor from the MOE. Her name is Krystal.

We have appointed a new Project Manager Tracey Saunders and she works for Logic Group.

Tracey is currently working on the proposed work and aligning funding for this so that internal work can be started in (Block 10) Mrs McAllistar's class.

Block 8 will be refreshed and reconfigured over the Christmas holidays.

Block 8 and 10 will have weather tightness done over Christmas holidays.

**Finance:**

Photocopier lease is due to expire shortly. During COVID we leased more photocopiers to limit contact between staff. In Term 4 we will look into continuing options for the number of photo copiers now required within the school, post covid.

Amanda Fallow-Pender moved that we accept Meredith Devonald's Principal Report and Aaron Henderson seconded.

**Strategic:**

Mid Year report - Schoolwide Annual Plan

**Attendance:**

Attendance for Term 3 so far has had a dip but this is due to a lot of families going overseas on holiday and sickness.

**Policy:**

School Docs: As a board we have reviewed Term 3 policies and no changes needed and our content has been updated.

We also viewed the recently updated school Doc's policies:

We updated our guidance for Attendance Procedures to show the STAR framework into existing attendance policies.

Updated Communicating with Parents and Whanau to clarify how queries and concerns should be raised.

Ensure policy was up to date with the Education Regulations 2024, of Opening and Closing the School.

**Action Points:**

To email all prospective electees to inform them of the date and time of the first Board Meeting.

**BOT Communication to Community:**

Sarah Rickard will write the Board Communication for next week's newsletter.

The closing Karakia led by Meredith Devonald

The Board of Trustees Public Meeting closed at 8.35pm

Signed:

A handwritten signature in black ink, appearing to read 'Sarah Rickard', written over the word 'Signed:'.

Date:

10/09/2025.