

**Board of Trustee Meeting
03 December 2024 – 7.04pm**

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

Apologies: Sarah Rickard

The Opening Karakia was led by Meredith Devonald

Welcome: Celia Tymons thanked everyone for coming along to the last meeting of the year.

Declaration of Interest: None

Audit and Monitoring

Reports:

Principal's Report:

Celia Tymons moved that the Principal's Report be presented and discussed in Public Excluded Business (PEB) or In-Committee because the Report contains sensitive information. This motion was accepted by all Board Members to protect privacy.

The Board of Trustees Public Meeting closed at 7.13pm

The Board of Trustees Public Meeting resumed at 7.47pm.

Celia Tymons and all Board Members acknowledged that the Principal's Report, The Malvern Principal's Professional Growth Cycle Report for 2024 and the Term 3 Attendance Report were all presented and tabled by Meredith Devonald in the Public Excluded Business.

Strategic:

Darfield Primary School Succession Planning for the Board of Trustees:

The Board held a meeting with Tom Scollard from NZSTA to discuss the DPS BOT Succession planning and the best way forward with this.

This meeting was very beneficial and early in 2025 the Board will look at co-opting a couple of people onto the Board. Celia Tymons advised that she will be standing down at the 2025 BOT elections and not seeking re election. Since the meeting with Tom Scollard, we have the start of a succession plan for the Presiding Member. Darfield Primary School are looking at going into

split triennial BOT elections as well and this should make the succession planning much easier going forward.

The BOT elections and succession planning will be a focus for the beginning of 2025.

There is a possibility of holding an open evening for parents/caregivers early in 2025 and this could be taken by Tom Scollard. This would be a chance for interested parents/caregivers to find out exactly what the Board does and how they govern the school.

Enrolment Review:

Celia Tymons advised that the Enrolment Review is a work in progress and hopefully the Enrolment Sub Committee may have a document ready to be presented for the first BOT meeting in 2025.

Policy:

Term 4 School Docs Review:

Celia Tymons advised that there were no concerns around any of these documents.

Meredith Devonald advised the Board that in 2025 there will be a new attendance code in School Docs – this will be a “Q” for offsite learning with approval from the BOT.

Administration Matters:

The Minutes from the previous meeting have been approved electronically and ratified. The BOT approved the change of the Malvern Teacher Only Day to 28 February 2025.

Moved by Celia Tymons, seconded by Hannah Mazey

2025 BOT Meetings:

Meredith Devonald proposed that the 2025 BOT meetings change to week 2 and week 8 of each term.

Celia Tymons moved that the proposal to change the 2025 BOT Meeting dates be accepted, seconded by Hannah Mazey

Matters Arising:

Meredith Devonald is still looking into the possibility of gifting the School Library to the Ministry.

2024 ERO Report:

Meredith Devonald advised that the 2024 ERO report is already up on the Ministry website and it is also up on the Darfield Primary School website.

New Playground Update:

Amanda Fallow-Pender advised that herself and two Playground sub-committee members visited 4 x schools to look at their playgrounds. It was great to see all of the playgrounds and all of the Principal's were extremely helpful pointing out what worked well and what didn't work so well. Amanda will do a written report that will include photos and this will be sent out to the Playground sub-committee.

BOT Communication Newsletter:

Amanda Fallow-Pender will write the final BOT Communication for 2024 for this week's Newsletter.

The Closing Karakia was led by Meredith Devonald

The Meeting closed at 8.25pm.

Signed:

Date: