

Board of Trustee Meeting

06 May 2025 - 7pm

Present: Amanda Fallow-Pender (Presiding Member), Celia Tymons, Aaron Henderson, Jason Clemens, Sarah Rickard, Meredith Devonald, Dallas Molloy (Minute Secretary) Aline Reed, Kelly Buckland, Tracy Nicholson and Kiri McAlister. Cuillin MacFarlane apologised as arrived at 7.05pm.

Apologies: Hannah Mazey

Opening Karakia led by Meredith Devonald.

Welcome: Amanda Fallow-Pender welcomed everyone to the meeting and thanked everyone for joining the meeting this evening. Welcomed teachers and members of the Public.

Declaration of Interest: Celia Tymons is no longer working at School Docs.

Audit and Monitoring:

Reports:

Tracy Nicholson reported on the Darfield Primary website. It is not public, it is only for the school teachers/staff. It is a single site where staff can go to access resources and things that happen within the school. Such as Curriculum documents, Core values, High 5s and Vision Statements. We link in consultations and Health and Safety and Whanui every two years. Plus strategic planning is a one stop shop for our staff members within the school. Tracy updates this within the school. Editing writes are with Tracy and Meredith.

Tracy Nicholson left meeting at 7.10pm

Kiri McAlister reported that the PTA had granted some money for the sports shed to be upgraded and this was going to go ahead in the July school holidays. This space will be user friendly and great storage for all the sports equipment. We are no longer using the Selwyn Sports trust. This was a decision used within the Malvern Principals.

We have continued to have swimming lessons and PTA paid \$3000 towards this for Term 4 and Term 1.

Reported on the Triathlon, Swimming sports, Duathlon, for Term 1 and Term 2 we have Cross Country, Malvern Cross Country, Gymnastics and Winter Tournament.

Swimming is booked for 2025/26. Need to look at sports uniforms due to roll growth. Aaron and Jason asked if in this year's budget but will be in next year's.

Kiri McAlister left meeting at 7.25pm

Principal's report:

Meredith reported that the School Roll was currently sitting at 279 students, 27 New Entrants still to come with the school staff at roll of 300. Provisional role based on number for Term 1.

Pikopiko have 99 students, 6 Teachers.

Kowhai have 81 students, 3 Teachers.

Rimu have 99 students, 4 Teachers.

2 Stand down's in Term 1.

Bank staffing has improved. Will go down but may be looking at another New Entrant classroom at the end of the year.

Assessments, Asttle testing, Reading, Writing and new Mathematics equipment which is Numicon is all aligning with the Curriculum. The Numicon is aligned with the MOE planning. Meredith Devonald and Barbara Kennedy are going to go through the reporting templates due to Government changes next week.

The Arts Team have confirmed production and alot of staff are involved.

Board assurances of compliance:

Police vetting and Performance management is all under control but will be confirmed at the next BOT meeting.

Administrations Matters:

Correspondence:

The Correspondence was tabled.

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

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

Matters Arising:

Attendance with the new guidelines Meredith Devonald now has to come to the BOT to have all off site learning approved. Can offsite learning be approved for Riding for Disabled lessons. This is one morning a week during school hours.

Moved by Jason Clemens and Sarah Rickard seconded.

Elections date to be 10th September. BOT to look at the next step of approving Kate Brunner as Returning Officer. Moved by Amanda Fallow-Pender, seconded by Aaron Henderson.

Painting of Pikopiko block, Meredith Devonald talked about the workmen that set off the alarm. Unbeknown to Meredith Devonald the painting had commenced as they advised the quote had been approved. Meredith Devonald and Amanda Fallow-Pender came into school to investigate. Management was rung and they said the quote had been accepted but it wasn't agreed to at all. As the painting was almost complete, we need to look at approval for this work to be paid. The company deducted \$1000 of the price due to it not being approved. Moved by Jason Clemens and Amanda Fallow-Pender seconded.

Teacher laptops, we will continue to purchase laptops as existing leased devices come up for replacement, provided they are deemed necessary and in a fit state for purchasing. Moved by Celia Tymons and Sarah Rickard seconded.

Pending: Meredith Devonald is seeing if she can continue to function with a single screen, as she may need to have a second screen in her office.

Roll Growth classroom, has Autex. Have received a quote to install Autex in two areas (hall and refurbished classroom spaces, this is in addition to what is there now not taken out) from the suppliers of the classroom Autex. Meredith Devonald asked if we could proceed with the Autex in the refurbished classroom spaces but leave the hall at the moment. Moved by Sarah Rickard and Meredith Devonald seconded.

Year $\frac{3}{4}$ & $\frac{5}{6}$ ski programs to have the same forms as last year. Moved by Aaron Henderson and Sarah Rickard seconded.

Year 5 & Year 6 camps. Approval was given for the camps and associated costs. Specific RAMS, for these camps are being developed and will be presented at the next BOT meeting. Moved by Celia Tymons and Jason Clemens Seconded.

Kamo Marsh has sent out a proposal as meet with the playground committee. Sarah Rickard explained re the tree in playground, placement and where things can go, cultural narrative, a cycle track when wet (was lots of suggestions). The proposal was put to a high level of consultation and the children will get buy-in to this. This is for the school to enhance it. Will have opportunities for all the children to play in all the different areas. Could look at breaking into stages for long term projects and look to apply for funding. Is beneficial to design a cohesive playground and support us for future development.

We need to approve the scope of the proposal, phase by phase as necessary. To approve phase 1,2 and possibly 3 as required Meredith Devonald will contact the Ministry re survey, re school grounds. Moved by Meredith Devonald and Amanda Fallow-Pender seconded.

The relocatable agreement has been signed. This states the buildings have a predicted life span of 10yrs at Darfield. But the MOE does have the power to remove the buildings, should circumstances change within that 10 yr period. The signing of the Document also activated the building insurance policy.

Health and Safety:

Meredith Devonald will send out the Health Consultation information to parents on what staff will be teaching next week. They can answer the Health Survey 2025 form. Is one per family.

Risk Management at Darfield Primary school to look at a Health and Safety committee made up of a BOT member, caretaker and staff member. Meredith Devonald is going to work with the Sheffield Primary School Principal on Wednesday to make sure things are in line and report back to BOT.

School Docs review:

Please read before the next BOT meeting on Crisis Management and Emergencies.

Enrolment review:

Amanda and Celia have finished and have the enrolment policy with the MOE. Waiting on approval so can go into enrolment packs as soon as possible.

Strategic planning:

All Malvern primary schools and Darfield High School are looking at joining together. The primary school's to take a lead from high school putting out the same questions for a Malvern voice. All children feed into the high school working together they want be exactly the same re each school. When information comes from high school we will start to work on this.

BOT Communication to Community:

Jason Clemens will write the Board Communication for next week's Newsletter.

The closing Karakia led by Meredith Devonald.

The meeting closed at 9pm.

Signed:

Date: