

**Board of Trustee Meeting
14 October 2025 - 10.15am**

Present: Amanda Fallow-Pender (Presiding Member), Aaron Henderson, Jason Clemens, Gemma Smith, Hannah Mulholland, Meredith Devonald, Hannah Mazey and Dallas Molloy (Minute Secretary) Aline Reed joined the meeting at 11am.

Apologies: None.

Opening Karakia led by Meredith Devonald "This was done at 9am." minutes were taken with Tom as part of the Introduction to the School Board.

Welcome: Meredith Devonald welcomed everyone to the meeting and welcomed Gemma Smith, Hannah Mulholland as new board members and Aline Reed who joined the meeting later via zoom.

Nomination for Presiding Member:

The motion at the floor is to co-opt Amanda Fallow-Pender on to the board as the Presiding Member till the end of the year in order to provide continuity for the board.

Meredith Devonald put the motion forward, Jason Clemens moved it and Aaron Henderson seconded it. All were in favour. Amanda Fallow-Pender was nominated and accepted the role of Presiding Member.

Then Amanda Fallow-Pender welcomed everyone to the Board.

Declarations of Interest:

Gemma Smith is a member of the PTA committee and is looking to finish on PTA at the end of the year.

Aline Reed, when joining the meeting, also was on the PTA committee.

Hannah Mulholland is a teacher at Glentunnel School.

Jason Clemens is an Officer of Darfield Fire Brigade registered with the Charities Commission.

Principal's Report:

Meredith Devonald reported that the school roll was currently sitting at 298 students.

9 expected New Entrant enrolments still to start 2025.

Pikopiko have 116 students, 7 teachers

Kowhai have 78 students, 3 teachers

Rimu have 98 students, 4 teachers

Bank Staffing: This is high due to saving for the New Entrant classroom. This number will now go down.

Professional development:

Staff have been preparing for end of year reports.

Collecting assessment data, EAsle and Diebels,

Athletics Yr 3-6

Pikopiko Students will participate in Run, Jump, Throw later in the term.

Meredith Devonald went to NZPF Conference in Wellington

Chatty Crew - led by MOE - teacher Aide

NZEI staff members across New Zealand are planning to strike on 23 October 2025.

Recent Celebrations:

Te Wiki o te reo Maori

School Production

Student reward afternoon for term 3 - Movie

Ski races at Mt Cheeseman

Kowhai Plant Out Day

Cantamaths at Glentunnel School - selected Yr5/6 students

DHS visiting our Yr 6 students

Our application for MSL funding was successful and we received 0.18 FTTE. Many schools did not receive any funding or received less than us.

Confirmation of Compliance:

Meredith Devonald assured the Board that the Confirmation of Compliance, Opening and Closing the school, Gifts and Protected Disclosure's were all ongoing.

Matters arising:

Property Advisor Tracey Saunders is coming out to talk about classrooms with Meredith Devonald.

Awaiting on a Senior Playground Plan from CREO. Then the decision can be made if we want to pursue Kamo Marsh's landscape plan or just replace the existing Senior playground with an updated one with the cost approximately \$150,000.

Finance:

Meredith Devonald and Celia Tymons (Office Manager) met with Accountant Geoff Gillam and went through the Budget for 2026.

We have received two successful grants, one for staging and one for irrigation.

Lease for Teachers laptops - Higher than expected as we purchased two of the laptops that were expiring from the TELA lease.

Four Korowai cloaks have been purchased for school leaders and the PTA will reimburse this.

The MOE to reimburse us for the water supply through Spade Works

Accrued Holiday pay was paid to the retiring Office Manager.

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

Aline Reed joined the meeting at 11am via facetime, as she is currently on holiday in the USA.

Strategic:

No more "MOE" funding till we hit 310 and Meredith Devonald will put in an application for this "at that time." 2026 Draft budget was tabled for discussion. It is acknowledged that there is a potential deficit, but the leadership team are putting priority into support staff for the classroom teachers and keeping class sizes as small as possible to give the students the best possible teacher children ratios while at Darfield Primary. The board acknowledges that the

budget may run into deficit, and are aware that any potential deficit will be deducted from board money.

Gemma Smith moved the Board approves of the 2026 Draft Budget and Hannah Mazey seconded this.

“Meredith presented the 2025 Community Consultation Summary Report, looking at the trends and themes” from the school’s recent community consultation.

“Summary report: This all aligns and is business as usual. Jason Clemens moved and Aaron Henderson seconded.”

Attendance:

We are at 70 percent attendance and are within Ministry Target. We still have had some sickness and families travelling overseas. We have two children that Meredith Devonald will be in contact with in regards to attendance. “And start the Attendance policy procedures.”

Policy:

School Docs: is deferred to the next board meeting.

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 Jason Clemens.

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 11.25am

The Board of Trustees Public Meeting resumed at 11.35am

Action Points: Amanda & Meredith to circulate the Declaration of Financial Interests to all Board members for them to update.

Meredith Devonald took all Board members for a Tour of the School.

BOT Communication to Community:

Jason Clemens 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 12.05pm.

Signed:



Date:

22/10/25