

## **Board of Trustee Meeting**

### **17 June 2025 - 7pm.**

**Present:** Amanda Fallow-Pender (Presiding Member), Celia Tymons, Jason Clemens, Hannah Mazey, Meredith Devonald, Dallas Molloy (Minute Secretary) Paula Warman.

**Apologies:** Aaron Henderson and Sarah Rickard

Opening Karakia led by Meredith Devonald

**Welcome:** Amanda Fallow-Pender welcomed everyone to the meeting and thanked everyone for joining the meeting this evening and for being accommodating with the change of meeting time and welcomed the teachers.

**Declaration of Interest:** None

### **Audit and Monitoring:**

#### **Reports:**

Paula Warman reported on Literacy and talked about some of the great highlights that have happened. Including funding of literacy resources by the PTA (purchases). The purchase of Big books and decodable books which has made the school's book collection increase and benefit the whole school.

DI (Direct instruction) books have been going well. DI books are for those identified from Dibels data. Jess McInerney and Heather Tebbett analyse and plan the work on 38 individual children's books, that are supported by the Teacher Aide and classroom teachers. Really good process is being made with this.

Paula is currently working with IMSLE as a part of a 12 month training programme too.

Lead Teachers of Literacy have participated in professional development with Kahui Ako teacher's. The learning is shared out to teams throughout the school at Team Meetings.

Paula left the meeting at 7.15pm.

Hannah Mazey reported on Mathematics and said that the school is using Numicon and so far the children are loving it. Hannah and Barbara Kennedy have attended Kahui Ako days as well and it was great to learn from other schools about how they are implementing Numicon. They also went to a Numicon workshop and have had two Teacher Only Days with other Malvern Teachers.

Starting to look at a Tier 1 Maths template.

### **Principal's report:**

Meredith reported that the School roll was currently sitting at 285 students. 17 Expected New Entrant enrolments still to start in 2025.

Pikopiko have 102 students, 6 teachers

Kowhai have 81 students, 3 teachers

Rimu have 99 students, 4 teachers

1 Stand down.

Bank staffing has improved but as said in the previous Board meeting with another New Entrant classroom may change.

### **Recent Celebrations:**

Rugby Fun Day (anyone registered with a club)

DPS Junior Cross Country and Fun Run

PTA Wild West Disco

School Photos

Pikopiko Lego Day at school

DPS Speech and Poetry

DPS Gymnastics Teams participated in Canterbury competition

Author Visit, Brian Faulkner - Rimu Team

Pikopiko and Kowhai are participating in the We Thinkers program. This is a prosocial skills learning program led by the RTLB Service. Rimu is going to start next term and will be using a slightly more sophisticated approach.

Mid year reports ready for parents on Thursday to go home and with the reports will be a Parent Information Guide Sheet on the MOE expectations with reporting structures.

All teaching staff participated in the Malvern Teachers Only Day. MOE shared how to plan for the new Maths curriculum.

School Production is going really well with all cast chosen and practices well underway.

RTLit positions disestablished as of end of 2025

**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 7.50pm**

**The Board of Trustees Public Meeting resumed at 8.20pm**

**Administration Matters:**

Correspondence:

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:

Kamo Marsh visited the school on Wednesday 4th June 2025 to gather initial information and we look forward to seeing their future plans. Spade Works came out and investigated the leak on the court and checked the pipes. Spade Works have reported to the MOE who have requested more information around the pipe network.

Blocks 8 and 10 (formerly the Rimu Prefab's)

The school is still waiting on the start date for this project with consents and costing still to be completed. The Project Manager informed Meredith on a recent visit that they would like to complete the three classrooms at the same time. Consideration will need to be given for our students to be accommodated whilst this project is happening.

Tracy Nicholson classroom was the Library and repairs are now complete but there is still a lingering smell so Mrs Nicholson's class is remaining in one of the empty Block 8 classrooms.

Hororata and Glentunnel Schools Enrolment Zones are both being reviewed. There is a slight shift of a boundary line along Hackets Road and Waireka Road. The BOT have accepted the boundary changes.

Finance:

The Annual Plan is complete and on the School website and submitted to MOE.

Recommendations to write a procedure to ensure it includes the authorisation and documentation requirements for journal entries into the accounting system, even if it is the accountant who prepares them.

Update Fixed asset register.

**Variance against Budget:**

Received money for purchase of equipment for Assistive Technology Equipment for two students.

Music Dance and Drama cost of purchasing the script for school production.

Equipment Maintenance, repairs were done to the Lawn Mower.

The water charges are higher but going back to the Selwyn Council as will be due to the water leaks.

Flu vaccinations - Good staff uptake on this.

Etap Report: Number of minor injuries/incidents requiring on site treatment was 5.

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

2024 annual report the Board acknowledged the receipt of the audit report and receipt has gone on the website.

**Recommendations from Auditor:**

Four recommendations were included in the Principal's Report. Three Points will be internally managed but a procedure will need to be written about journal entries into our accounting system.

**Action Point:**

Align School Doc policy/procedure to ensure it includes the authorisation and documentation requirements for journal entries into the accounting system.

Community consultation/Strategic Plan

Meredith met with the other Malvern Principal's and collectively they talked about the Community Consultation Questionnaire. And all the Malvern School (including the high school) will use the same 3 questions. This will

align with the school's strategic planning for the 2006-2028 strategic goals and direction.

Amanda moved that the Malvern community consultation be approved and Hannah seconded it.

Removal of RTLit Positions Guidance.

The Ministry of Education had decided to reinvest funding from Resource Teachers Literacy and Resource Teachers Maori (RTM) into other areas and so have disestablished their position effective as at the end of 2025.

**Policy:**

**School Docs Review:**

No one has put in a formal review.

The New Enrolment Policy has now been approved by the Board for use by the school.

Andy England contacted Meredith Devonald with aligning the 2026 Academic dates along with the School buses.

The school year for Term 1 would start Monday 2nd February and school would close for the year on Thursday the 15th December. A letter has been drafted up and is ready to be confirmed.

Approval of the 2026 Academic dates was moved by Meredith Devonald and Celia Tymons seconded.

**Health and Safety:**

Health and Safety committee will move to the next meeting.

**BOT Communication to Community:**

Amanda Fallow-Pender will write the Board Communication for next week's newsletter.

The closing Karakia led by Meredith Devonald

Meeting closed at 8.55pm

Signed:

Date: