

**Board of Trustee Meeting**  
**22 July 2025 - 7pm**

**Present:** Amanda Fallow-Pender (Presiding Member), Celia Tymons, Jason Clemens, Sarah Rickard, Hannah Mazey, Meredith Devonald, Dallas Molloy (Minute Secretary) Mark Robb and Aline Reed.

**Apologies:** Aaron Henderson

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 welcomed presenting teacher and parent.

**Declaration of Interest:** None

**Audit and Monitoring:**

**Reports:**

Mark Robb spoke about the Art Therapy course he is currently undertaking and shared that it is going well for him. As part of the therapeutic benefits, he has established an Arts Club with the help of Nicole Bourke for a small group of children, with parental permission. The club offers various creative activities such as painting, drawing and wearable arts, all aimed at helping the children build confidence and self-esteem in a supportive environment.

School Production is going well with a large cast of 35 children. Each member of the Arts team has taken responsibility for different things. In the process of getting the stage and the lights.

Mark left meeting at 7.25pm

**Principal's Report:**

Meredith Devonald reported that the School roll was currently sitting at 292 students.

14 expected New Entrant enrolments still to start 2025.

Pikopiko have 111 students, 6 teachers

Kowhai have 81 students, 3 teachers

Rimu have 100 students, 3 teachers

Bank staffing: There is looking to be enough money to pay for an additional new entrant teacher for Term 4.

**Recent Celebrations:**

St John's lessons for all children

Canterbury Cross Country

Matariki Schoolwide Celebration- including dawn ceremony.

Mid Year Reports - Published to Parents

Student/Teacher/Parent Conferences

PTA Thank you morning tea for staff

Malvern Speech Finals hosted by DPS

Student achievements: Mathematics and Literacy is all going well.

Teachers are currently converting Curriculum levels to phases using mid year data.

Professional development: Internal PD

Te Reo Progressions framework led by Mallory.

CPS training led byRTL B

Structured Literacy Observations are being done.

IMSLE Training. Meredith Devonald was able to attend training during the first week of Term 3. Meredith Devonald would like to support teaching staff to access the same training as this would benefit the school. This will be allocated for 2026 budget and enable the School to complete a funding application to the MOE for an additional 0.4 teacher for someone to coordinate an MSL Programme.

**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 Sarah Rickard.

**Matters arising:**

The Government has announced the establishment of a new Crown agent to manage school property. At this stage, there are no immediate changes for schools or boards while the next steps are being worked through. This change does not affect existing 5YA.

**Property:**

Kamo Marsh - Meredith Devonald has a meeting with them on 23 July 2025 to receive a concept plan. Then will bring it back to the school and report back to the playground committee.

MOE and Spade Works, where investigating pipes over the holidays. Awaiting information back.

Blocks 8 and 10- still waiting on the start date for this. School Library repairs are all complete.

Staging cost has been Electronically approved and ratified.

Moved by Amanda Fallow-Pender and seconded Hannah Mazey.

The accountant has provided positive feedback, noting that the results are looking really good. Meredith Devonald is applying for additional funding from the Ministry to further support this as well.

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

**Strategic:**

Health Survey- Good response from this with some good suggestions from parents and caregivers.

**Attendance:**

It is at 68% for Term 2 attendance, but a majority of the children have been taking holidays to visit families and trips overseas and sickness also at the end of Term 2.

The Community and Whanau Consultation document will go home in regards to working with the other Malvern Schools. This will go out electronically and paper copies will go out too. To be returned back to the school office on Friday 8th August 2025.

**Policy:**

No one has put in a formal review.

**Action Points:**

Looking at updating the School website in 2026. Kathryn Taylor has given us a quote for this and to look at putting this in the next budget.

**BOT Communication to Community:**

Celia Tymons will write the Board Communication for next week's newsletter.

Amanda Fallow-Pender moved that we went to Public Excluded Business (PEB) or In Committee because of sensitive information of school staff. This motion was accepted by all Board Members to protect privacy.

The Board Of Trustees Public Meeting closed at 8.05pm

The Board of Trustees Public Meeting resumed at 8.20pm.

The closing Karakia led by Meredith Devonald

The Board Of Trustees Public Meeting closed at 8.25pm

Signed:

A handwritten signature in black ink, appearing to read 'Meredith Devonald', written over the 'Signed:' label.

Date:

5/08/25