

**Board of Trustee Meeting
25 November 2025 - 7pm**

Present: Jason Clemens (filling in as Presiding Member) Gemma Smith, Hannah Mulholland, Aline Reed, Hannah Mazey, Meredith Devonald, Paula Warman, Jane Logan, Kiri McAlister and Dallas Molloy (Minute Secretary)

Apologies: Amanda Fallow-Pender, Aaron Henderson

Opening Karakia led by Meredith Devonald

Welcome: Jason Clemens welcomed everyone to the meeting and welcomed Paula Warman, Jane Logan, Kiri McAllister for joining the meeting this evening.

Declarations of Interest: Ashton Smith is contracted for work on the Playground. Meredith Devonald for completion of her Professional Growth Cycle and Aline Reed and Gemma Smith on the PTA.

Reports:

Kiri McAllister presented her report on Rimu and the Team has four teachers and the structure and student learning is all going well. The Rimu rewards programme works well and is great incentives for the children along with Banker dollars which helps and aligns with behaviour management and PB4L.

Speeches were a huge success this year and also Production. With Production the classes were split into three teams one for marketing, one on sound and one doing the set. Kiri McAllister said the children learnt so much doing this and were amazing. Kiri McAllister thanked Meredith Devonald for the Rimu classes being smaller numbers this year.

Kiri McAllister left meeting at 7.10pm

Jane Logan presented her report on Kowhai and the Team has three teachers with going back to four for 2026. The team has developed an

effective working relationship with each other, as a small team we are communicating regularly throughout the day. Reading. Writing and Mathematics are taught in their own classrooms and they come together to do Poetry and sharing time each Friday with Discovery in the afternoons. Plant out day is a highlight for the Kowhai team and children every year.

Jane Logan left meeting at 7.25pm

Paula Warman reported to say that Pikopiko is now a team of 7 teachers, all classrooms do instruction for Literacy and Mathematics in their whanui groups and work collaboratively planning for Story telling, Discovery and P.E. Huge involvement with the High school which is great for them to be involved. Year 13 High school students volunteer weekly, Japanese students have visited and Year 7 came as they had made books and had given to the classes.

Paula Warman left the meeting at 7.50pm.

Meredith Devonald presented Barb Kennedy's report, on the 2025 Professional Learning Schedule - focus on Structured Literacy, Mathematics, Statistics and Collaborative Proactive Solutions (Ross Greene) and staff PLGs.

Our Darfield Primary School, Professional Growth Cycle is in its fourth year of use and continues to be evaluated and improved ensuring that it reflects our whole school development.

Meredith Devonald presented Heather Tebbett's Learning Support Report, A break down of things such as;

- Funding received for these services throughout the year to support
- Teacher Aide's working with identified students
- case referrals.
- Programmes - Ors, ICS, ESOL, Speech and Language, Chatty Crew, SLit intervention, DI books, Gifted, Touch, Type, Read and Spell,
- Support services - Mana Ake, RtLit and RTLB are all invaluable support to the school.

Structured Literacy is being delivered schoolwide with great gains. We continue to access and evolve our streamlined systems which reduce the

number of documents and better track the growing number of priority learning identified.

Principal's Report

Meredith Devonald reported that the school roll was currently sitting at 304 students. 1 expected New entrant enrolment still to start in 2025.

Pikopiko have 128 students, 7 teachers

Kowhai have 78 students, 3 teachers

Rimu have 98 students, 4 teachers

Bank staffing: Is going down as expected.

Professional Development:

Structured Maths, Literacy and Positive Behaviour for Learning, Kahui Ako Initiatives.

Meredith Devonald and Barb Kennedy have met with all teaching staff as part of the completion of their annual PGC.

Recent Celebration:

Pikopiko Soft Toy Day

Students from Japan (DHS exchange Students) visited two Pikopiko classes

Pet Day

Wheels Day for each team

Year 5 Camp to Woodend

Year 6 Camp to Wainui

2026 Road Patrollers receive their training

Malvern Athletics

Pikopiko Team have begun their two weeks of swimming lessons

Curriculum:

Whole School Testing using DIBELS complete, Writing AsTTLE complete, Yr 3-6 Testing using AsTTLE complete for Writing, Reading and Maths.

All School reports have been completed and currently being viewed by Meredith Devonald.

Class placements are currently being processed.

All schools in Canterbury have been directed by the Canterbury Principals Association to continue to plan using their existing curriculum documents. Darfield Primary School is still awaiting the new assessment tool labeled SMART.

The school will continue assessing using AsTTle in 2026.

Attendance Management Plan has been completed and approved by BOT. Moved by Meredith and seconded by Hannah Mazey

Confirmation of Compliance:

Term 4 compliances have been done.

Property

The school has received funding for the Block 8 project to commence. Mrs Nicholson's class has shifted back to the library so that Hawkins can commence as soon as possible.

The money allocated as part of the Property Maintenance Top up will help to partially fund the painting of Block 8 and 10's roofs. The remaining money will be allocated from Cyclic Maintenance.

Budget

Celia Tymons and Meredith Devonald are checking through bank statements to check that all money has been paid from the Ministry of Education.

Strategic:

Strategic plans to look at rolling over. Springboard Trust is something that Meredith Devonald is doing professional learning that she has been accepted into and the new learning will support the writing of the

2027-2030 Strategic Plan - and will also involve the Senior Leadership Team, BOT, Community, etc.

The 2025 goals will be:

Goal 1: Curriculum

Goal 2: Child Centered

Goal 3: Raising Student Achievements

Jason Clemens 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 8.25pm

The Board of Trustees Public Meeting resumed at 8.43pm

Policy

Term 4 School Docs

Have been approved and read.

Administrative Matters:

Correspondence: Correspondence was tabled.

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

Moved by Jason Clemens and seconded by Meredith Devonald.

Aline Reed discussed forming committees for Finance, Health and Safety, Student achievements and Curriculum in 2026. These committees would report back to the BOT at meetings.

Aline Reed will circulate a proposal for discussion at the first BOT meeting of the year.

Meredith Devonald discussed with the Board if we wanted a statement sent out to our community in regards to the Government proposed amendments to the Education and Training Act, including the removal of section

127(1)(d), which outlines specific obligations for schools to give effect to Te Tiriti o Waitangi (The Treaty of Waitangi).

Aline Reed moved that the Board supports to continue to give effect to the Treaty and will be communicated to the school community via letter and to Government this was moved by Gemma Smith and seconded by Jason Clemens.

The Bike track/ Scooter track was ratified after all BOT members agreed to this project via email.

Gemma Smith left meeting at 9.17pm due to conflict of interest - re scooter/bike track

Aline Reed discussed the bike track and that it had Ministry approval. Three quotes have been done. Dan Roughan from RHL has come in to oversee this.

Meredith Devonald discussed getting a price from Ashton Smith (contractor) on removal of the playground.

Gemma came back to the meeting at 9.21pm.

Gemma Smith to write, on behalf of the BOT, to the MOE to seek clarification for the placement of any proposed classrooms.

The BOT moves the approval of the playground project to commence and budget for a replacement playground to a maximum of \$200000. An application to MOE for permission will need to be completed. Gemma Smith moved and Jason Clemens seconded.

Meredith Devonald moved to the board that the estimated Fees and charges are \$70 for a child and \$110 for family donations for 2026. This was seconded by Jason Clemens.

Christmas lunch approval of \$500 this was moved by Jason Clemens and seconded by Aline Reed .

2026 Dates/Timing for Meetings. Our meetings will begin at 7pm the meeting dates are at the bottom of the 25th November 2025 agenda.

Action Points:

Check previous decisions regarding Q codes - all students representing the school will be marked as Q for attendance.

Attendance Management Plan to be implemented in 2026

BOT Communication to Community:

Hannah Mulholland will write the Board Communication for next week's newsletter.

The closing Karakia led by Meredith Devonald.

Meeting closed at 9.40pm

Signed:

A handwritten signature in black ink, appearing to be 'J.M.A.', written over the 'Signed:' label.

Date:

5/12/25