

**Board of Trustee Meeting  
14 May 2024 – 7.35pm**

**Present:** Celia Tymons, Jason Clemens, Sarah Rickard, Amanda Fallow-Pender, Aaron Henderson, Meredith Devonald, Kiri Conrad and Nicky Bell (Minute Secretary)

**Apologies:** Hannah Mazey, Tracy Nicholson

There was no Karakia as this was held at the session with Mallory Gander before the meeting.

**Welcome:** Celia Tymons welcomed everyone to the meeting and thanked everyone for coming.

**Declaration of Interest:** None

**Reports:**

**Sports Co-ordinator:**

The Sports Co-ordinator report was presented and tabled by Kiri Conrad. Kiri Conrad is meeting with Kevin Rae from Mitre 10 on Thursday 16 May to discuss the progress of the PE Shed refurbishment and finalise the plan, costings and the project timeline.

Swimming lessons through Selwyn Swimming, for all students, were a huge success and will be continued in Term 4, 2024 and Term 1, 2025. The school and Board are grateful that the PTA continue to subsidise these lessons.

Kiri Conrad advised that it would be great to have two properly marked out tennis courts that the students can play on in the summer and then all students could learn to play tennis. Removable tennis nets and poles would be required so the courts could continue to be used as netball courts in the winter. We will need to wait until the new roll growth classrooms are in place before this project proposal can be considered.

Kiri advised that Dry Court Games would be a great asset to have. Templates are available through Resene. PTA has offered money towards this in the past but it was put on the back burner.

**Action Point:** Kiri Conrad to liaise with Paula Warman regarding the Dry Court Games.

Celia Tymons thanked Kiri Conrad for presenting her report.

Kiri Conrad left the meeting at 8.01pm.

**Digital Technologies and STEAM Report:**

The Digital Technologies and STEAM report was prepared by Tracy Nicholson. The report was read and tabled.

**Principal's Report:**

Our roll is currently 272

There have been 10 admissions and 2 withdrawals since the last Board meeting.

There are currently 20 New Entrant enrolments, that we are aware of, expected to start for the remainder of 2024.

Meredith advised that the Banked staffing is currently down. Meredith and Kate Brunner are keeping a very close watch on this especially as our numbers are continuing to grow.

Meredith Devonald advised the new Curriculum Document for 2024, that needs to be created by the end of 2024, is currently being drafted and was an item on the agenda at the recent Senior Leadership meeting. Meredith presented the working draft document which gave an indication of what this will eventually look like.

Meredith advised that the Compliances are still rolling through. The Safety Checking is required to be completed every three years along with the Police Vetting for all Support Staff and Teaching Staff. Kate Brunner does the Police Vetting of the Support Staff every three years but we need to complete the Safety Checks as well.

**Action Point:** Meredith to look into this and check with Kate to see exactly how we are completing the Safety Checks.

**Property:**

Meredith presented a plan from the Ministry of Education for the two roll growth classrooms.

The classrooms will be at Darfield Primary School in approximately 6 weeks but the refurbishment will not begin until September 2024. These are going to be placed by Room 5 near the playground. We will have to take out some trees but the playground will still be operational but without the slide part of it, as this will need to be removed. The sun shade area will remain where it is. Meredith advised that the budget from the MOE for the refurbishment of these classrooms is very tight therefore no changes can be made to the plans unless the school pays for the changes ourselves. They will be the same colour as the classrooms we already have and the window joinery nearly matches the school joinery. Darfield Primary School will have to furnish these two classrooms as the MOE does not provide funding for this.

PB4L:

Meredith presented the Darfield High 5 reports for March and April 2024. These reports are looking good and it is a work in progress to see if Meredith and Heather Tebbett can put this report out for each classroom.

Attendance:

Meredith Devonald presented the Term 1 Attendance report and advised that she is pleased with the attendance at Darfield Primary School.

Proposals:

Year 5 and Year 6 Camp

Meredith Devonald presented the Year 5 and Year 6 Camp Proposals for 2024.

Once again, Year 5 Camp is at Woodend and Year 6 Camp is at Wainui. A discussion was held around the High Risk Activity wording and defining exactly what Risk Type D3 is.

**Action Point:** Meredith is to look into the Year 5 and Year 6 Camp proposal wording on the High Risk activity and defining exactly what Risk Type D3 involves. The proposals are to be reviewed after the wording has been made more specific, if required.

Year 3/4 Ski Day and Year 5/6 Ski Programme

Meredith Devonald presented the Year 3/4 Ski Day proposal and the Year 5/6 Ski Programme proposal.

A discussion was held around the Risk type and the wording.

**Action Point:** Meredith is to look into the Risk Type wording on these proposals. The proposals are to be reviewed after the wording has been made more specific, if required.

Celia Tymons moved that the Year 5 and Year 6 Camp Proposals and the Year 3/4 and Year 5/6 Ski Programme Proposals all be approved as an activity but the wording is to be reviewed on all Proposals, seconded by Sarah Rickard.

Celia Tymons moved that the Principal's Report be accepted, seconded by Aaron Henderson.

2024 Wellbeing at School Survey:

This is to be presented at the next Board meeting as results are still being collated and strategies being entered.

**Strategic:**

Te Tiriti o Waitangi:

The 6.00pm session on how Darfield Primary School gives effect to Te Tiriti o Waitangi, with Mallory Gander, was held today Tuesday 14 May 2024.

Keeping Ourselves Safe Programme:

Meredith Devonald presented the Keeping Ourselves Safe Programme. This programme and the lessons have been developed by the New Zealand Police National Prevention Centre.

Kiri Conrad advised that all Rimu teachers are happy to teach the Keeping Ourselves Safe sexual abuse component.

There is a parent/caregivers meeting being held on Friday 17 May at 3.30pm which Meredith Devonald will present along with Louise Wylie. Jason Clemens will attend on behalf of the Board.

The Board are fully supportive of the lessons being taught in the Keeping Ourselves Safe Programme.

ERO:

Meredith Devonald and Kate Brunner will go through the documentation for ERO and Meredith will then present this at the next BOT meeting.

The Board will meet to go through this documentation but it will not be done at the usual meeting.

**Policy:**

Term 2 School Docs Review

Celia Tymons advised the Board members to please read through this and if there is any feedback it can be discussed at the next BOT meeting.

**Administration Matters:**

The administration documents have all been covered earlier in the meeting except the "Update on the BOT/PTA/School MOU"

**Action Point:** Meredith Devonald to follow up with PTA regarding the MOU to confirm if this has been approved by the PTA.

School Playground update:

Meredith Devonald advised that the playground quotes are a work in progress and that she had finally received the second quote today Tuesday 14 May.

This will be discussed at the next BOT meeting.

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

Moved by Celia Tymons, seconded by Sarah Rickard

BOT Community Communication:

Sarah Rickard will do the BOT Communication for next week's Newsletter.

Meeting Reflection:


Celia Tymons had prepared a short Meeting Reflection survey to be completed.

This was completed by all members present.

The Closing Karakia was led by Meredith Devonald.

Meeting closed at 8.57pm

Signed:

A handwritten signature in black ink, appearing to be 'Celia Tymons', written over a light blue horizontal line.

Date: 2/7/24