

**Board of Trustee Meeting  
06 August 2024 – 7.04pm**

**Present:** Celia Tymons (Presiding Member), Jason Clemens, Meredith Devonald, Amanda Fallow-Pender, Hannah Mazey, Heather Tebbett, Paula Warman and Nicky Bell (Minute Secretary),

**Apologies:** Aaron Henderson and Sarah Rickard

The Opening Karakia was led by Meredith Devonald

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

**Declaration of Interest:** Jason Clemens wife, Tahnee Clemens, is a member of the PTA.

**Reports:**

**Structured Literacy:**

The Structured Literacy report was presented and tabled by Paula Warman. Paula Warman advised that we are very fortunate, as the PTA have approved \$7000.00 to fund books for Structured Literacy and Numeracy. This funding will be used across the whole school. To date it has been used for the following - Top up books for Pikopiko have been ordered, High Interest reading books have been ordered for Rimu and the Kiwi Kids subscription has been activated.

Teacher Aides have been allocated to Tier 3 children who were identified through the Dibels testing.

Heather Tebbett and Jess McInerney meet on Fridays and are making up the DI books for students identified. Paula advised that Jess McInerney is working predominantly in Pikopiko. This ensures that we are catching children as quickly as we can. Currently there are 11 children in Pikopiko working with Jess.

Paula advised that both herself and Heather Tebbett are now taking on two children each, as they have both had the Structured Literacy training.

Jess McInerney and Paula Warman are monitoring staff Professional Development for Structured Literacy so that all staff are on the same page. There will be three whole school PD sessions over the next three weeks.

Celia Tymons thanked Paula Warman for presenting her report and said it was a well presented report.

Paula Warman left the meeting at 7.23pm

**SENCO Tracking Report:**

The SENCO Tracking report was presented and tabled by Heather Tebbett. The SENCO tracking report details any strategy or intervention that SENCO is monitoring.

Heather Tebbett advised that the focus for Gifted and Talented for 2024 is being investigated. Heather is completing the Gifted 101 online Professional Development. Heather advised that she is looking into maybe starting up clubs for high interest children ie: Matahiko Challenge.

Heather Tebbett advised that Rebecca Gibson, Teacher Aide, is now allocated to Pikopiko for her expertise. Hopefully this will help with behaviour within the Pikopiko Team. Dallas Molloy is also in Pikopiko as a Teacher Aide

Heather Tebbett advised that the Pikopiko Team have undertaken the ALERT Programme from Dr Ross Greene as Professional Development

Celia Tymons thanked Heather Tebbett for presenting the SENCO Tracking report.

**SENCO Report:**

The SENCO report was presented and tabled by Heather Tebbett.

Heather Tebbett advised that in 2024 she is having regular Teacher Aide meetings each term and this is working really well.

Heather advised that Darfield Primary School are looking at the possibility of having a calm room for children. Heather may go and have a look at a Rolleston Primary school who have one, to see how well it has worked.

Celia Tymons thanked Heather Tebbett for presenting the SENCO report and said it was great to see the breakdown in both of her reports.

Heather Tebbett left the meeting at 7.52pm.

**Principal's Report:**

Our roll is currently 285.

There have been 14 admissions and 3 withdrawals since the last Board meeting.

There are currently 9 New Entrant enrolments that we are aware of, expected to start for the remainder of 2024.

Meredith Devonald advised that she had received confirmation that Darfield Primary School had been allocated more staffing entitlement due to the increase in our roll numbers so we may be able open an additional New Entrant classroom at the end of this month.

This would mean that Barb Kennedy and her children would possibly go into the Library and this would then allow space for the new classroom.

Meredith advised that the Banked Staffing is down and this is because they employed Helen Creamer in Pikopiko in Term 2.

Meredith advised that currently the mid year student achievement data is being processed and analysed. Meredith has had to complete a lot of this manually after meeting with classroom teachers

Meredith advised that the Compliances are all a work in progress. Murray Overton from ERO made a recommendation that a Board Member should investigate to see what "in committee" is about for Professional Learning.

After a discussion it was agreed that the Minute Secretary, Nicky Bell, should look into this as it would be Nicky that is completing the Minutes for the "in committee" meeting.

**Action Point:** Nicky to ensure that she knows exactly what needs to be done for an "in committee" meeting and report back to the Board so that they are aware how an "in committee" meeting is run as well.

Personnel:

Sadly, we have received a Letter of Resignation from our Caretaker, Les Mintrom, after 9 years of employment.

Kiri Conrad is on six weeks medical leave after having surgery and Helen Creamer will be relieving in Room 5 during that time.

**Action Point:** Meredith to write a letter of thanks to Les Mintrom. Les will also be acknowledged in an Assembly.

Property:

Update on the new Wall in the Pikopiko Space

Information and paperwork have been received from Troy Earl regarding the Fire Safety regulations required to install this wall. These regulations may have changed since the building was built and consented in 2015.

After a discussion it was agreed that it was back to the drawing board with this wall and it will be put on hold because it has become quite complicated.

**Action Point:** Meredith is to investigate the new fire regulations and get advice around the new wall from the Project Manager for the new classroom block.

Carpet Repairs in Pikopiko Space

Meredith Devonald advised that the carpet in Pikopiko is currently lifting. This has now been fixed by The Flooring Group, which is owned by the Lindsay Family, one of our families from Darfield Primary School. They have very generously offered to sponsor us to complete this work.

Hall Lighting

Meredith advised that the hall lighting was upgraded over the holidays. A skip had to be unexpectedly organised to take away the original lighting.

**Finance:**

Meredith Devonald advised that we are tracking along quite well.

Literacy looks like it is over budget but we will be reimbursed by PTA.

Relief teachers – one of our classroom teachers was away in Term 2 for an extended period of time and we needed to pay for a reliever from our operations grant. After 8 days of absence an application can be put into the Ministry of Education for them to pay the remainder of this. This money will be put into our staffing entitlement which will help us balance the current overuse.

**Health and Safety**

Meredith Devonald presented all Health and Safety reports and the Ministry of Education Attendance report for Term 2.

PB4L – Heather Tebbett has applied for a small project grant which she was awarded. The ALERT Programme with Dr Ross Greene that the Pikopiko Team have undertaken is part of this.

The school is currently operating split break times and lunch times to avoid overcrowding while the field is unavailable for use due to the winter conditions. This is working really well.

Meredith Devonald advised that as part of the ERO Compliance Review, Health Safety and Welfare the Board must ensure the following:

As of 07 February 2025, teachers and authorised staff members must be trained in appropriate Physical Restraint.

After a discussion the Board of Trustees would like to put forward that Meredith Devonald and Rebecca Gibson, as a Teacher Aide, be the staff members to complete this course.

**Action Point:** Meredith to talk to Rebecca about this

Hannah Mazey moved that the Principal's Report be accepted, seconded by Amanda Fallow-Pender

**Strategic:**

The Mid Year Progress Report has been moved to the September Board meeting as this is still in progress.

**ERO Review Update**

Meredith Devonald advised that the ERO visit being completed by Murray Overton, seemed to be going quite well. Murray spoke with some of the staff today, Tuesday and met with all of the teaching staff after school. Wednesday is his last day and he will speak with some of our students and then meet with Meredith and some Board members at the end of the day.

**Policy:**

Term 3 School Docs Review

Celia Tymons advised that the Concerns and Complaints policy was updated in July.

**Action Point:** Meredith to check that the Concerns and Complaints policy we have in the Office is the correct and updated version

**Administration Matters:**

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

Moved by Celia Tymons, seconded by Meredith Devonald

Matters Arising

Update of Playground

Meredith advised that she has not had a chance to hold a meeting with PTA because she has been extremely busy preparing for ERO.

The Year 5 and 6 Camp Proposals have all been updated as requested and the documents are now correct.

**Action Point:** Meredith to check the Year 5 and 6 Camp figures for 2025

Replacement of Heating in Hall

Meredith will follow up with Dave the electrician as she has not heard back from him to date.

**Action Point:** Meredith to contact Dave the electrician re the heating in the hall

All other Matters Arising have been completed.

Correspondence:

A letter was received from PTA which was addressed to the Malvern Lions Club, applying for a grant for the new playground.

After a discussion, it was determined that this was actually a Principal's decision but the Board supported this.

BOT Community Communication:

Celia Tymons will do the BOT Communication for the Newsletter next week.  
This communication will be two meetings in one communication.

The Closing Karakia led by Meredith Devonald

Meeting closed at 9.13pm

Signed:

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

Date: 18/9/24