

**Board of Trustee Meeting
09 August 2022 – 7.10pm**

Present: Celia Tymons, Tig Dalley, Natalie Peters, Katie Molloy, Meredith Devonald, Mark Robb, Nicky Bell (Minute secretary), Tracey Nicholson, Sarah Rickard (observing)

Apologies: Britta Pilarczyk

Karakia read by Natalie Peters

Welcome from Celia Tymons

Declaration of Interest: None

Storytelling Report:

Presented and tabled by Tracey Nicholson.

Storytelling is used throughout the school to model vocabulary and sequencing and is used as part of Darfield Primary School assessment. This is sustainable long term and is working well across all teams particularly in Kowhai and Rimu. Immersion days are held fortnightly.

Celia Tymons thanked Tracey Nicholson for presenting her report.

Tracey left the meeting at 7.30pm.

Principal's Report:

Our current Roll 262.

We have had 6 admissions and 1 withdrawal since the last BOT meeting.

Meredith Devonald advised that three Support Staff members required unexpected surgery recently and she has given them all discretionary leave so that they do not have to cut into their sick leave for next year. The Administration Support Staff pay equity has gone through and this is being back dated to August 2021.

Action Point: Meredith will check the matrix for the Administration Support Staff pay equity to ensure that the Office Staff are on the correct pay grade for their roles.

There is nothing to report in behaviour or injuries as we are only in week three of Term 3.

Property:

The roofing quotes have been approved for Block 4, Dental Clinic and the Caretakers Shed.

The heat pumps in the Kowhai block are to be replaced.

SKIDS After School Care have returned a signed agreement to use the School Hall and this will hopefully start in Term 4, 2022 provided they can employ staff.

Finance:

We are still awaiting the finalised Annual Reports because the auditors have been delayed due to staffing.

Meredith advised that some of the budgets may go over this year but this is to be expected.

We are tracking well with the majority of our budgets so far this year and Geoff Gillan advised that it is “A good result for the first six months, which has been helped by additional funding and donations.”

The Ministry of Education have advised that they will provide an Operational top up funding for Term 3, 2022 and Term 4, 2022 if schools go over budget for relievers.

Meredith has had Judith Beales coming in for Curriculum support and teacher mentoring and this has been invaluable.

CRT has not been completely used from last term due to COVID.

Meredith put forward a proposal to buy 2 laptops at \$600 each from TELA. These are ex lease teacher laptops and they would be used for part time staff and relievers.

Celia Tymons moved that the proposal be accepted, seconded Natalie Peters.

Administration:

Meredith advised that the Year 5 Woodend Beach Camp and Year 6 Wainui Camp paperwork had already been sent out to parents/caregivers advising the costs.

There is also enough money in the budget to cover relievers for this period.

Celia Tymons moved that the Year 5 and Year 6 Camp EOTC event proposals be accepted, seconded Katie Molloy

Meredith Devonald moved that her Principal's report be accepted, seconded by Katie Molloy.

Progress Report Student Achievement Report Mid-Year

This report was tabled. This is the first year since we have moved away from using the National Standards. Our current system of reporting is a starting point but does not answer all of our questions, it is a more manual system than PACT. We need to eventually use PACT assessment especially with the transition of our students to High School. The majority of our students are progressing. Meredith is really pleased with the progress of the targeted students.

Meredith reported that there is a much calmer feeling with students staying in their own classrooms and with their whanau teacher this year.

The Board are happy to accept the Mid Year Progress report but they request more detail as per the next steps documented in the report.

Strategics:

Board Elections:

Meredith has contacted NZSTA and asked them to come out to Darfield Primary School and do Board of Trustee training. This is because we could have a completely new Board.

All new Board of Trustee members, one elected, will need to be set up on google accounts and have an induction so they have an understanding of how it all works.

The 7 Nominees for the Board Elections are welcome to observe at the next BOT Meeting on Tuesday 13 September.

The BOT Meeting being held on Tuesday 01 November will be the first meeting for the new BOT members.

Action points:

- Celia/Nicky will invite the 7 Nominees to the BOT Meeting on Tuesday 13 September.
- Celia will get advice from the NZSTA about how it will work with no Presiding Member from the 14 September until the BOT meeting on 01 November 2022.
- Celia and Meredith will meet on 13 September to set up a template for the Agenda for the BOT meeting on Tuesday 01 November 2022.

Self Review Te Titiriti:

Mallory Gander met with the current Board members on Tuesday 09 August to discuss our readiness.

Action Point: Meredith will get together with Mallory Gander and Hannah Cullen to put together a plan going forward.

Community Consultation:

The current Board members will continue with the Community Consultation. This has been sent home to parents/caregivers and is due back at school this Friday 12 August.

Action Plan: The current Board members who are available will meet on Friday 19 August at 1.30pm to go over the Community Consultation.

Working Bee:

This is being held Sunday 21 August at 9.00am. The forms are being returned to school.

Action Point: Meredith will contact the Board and advise how many people are available for the working bee.

Policy Review:

Celia asked that all Board members please read the Child Protection, Sun Protection and Harassment policies by the next meeting and give feedback on them.

Administration:**Matter Arising:**

Events at council grounds need to have forms filled out for Health and Safety and Public Liability. Meredith Devonald has spoken with Sam Broughton regarding this to check if we really need to do this before every event, because it is a concern having to complete many pages.

No Correspondence

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

Communication post meeting to the community: Tig will do this for the newsletter next week.

No meeting reflection.

Closing Karakia read by Meredith Devonald

The meeting closed at 8.30pm

Signed:

Date: