

**Board of Trustee Meeting
21 February 2023 – 7.04pm**

Present: Celia Tymons, Meredith Devonald, Jason Clemens, Aaron Henderson, Amanda Fallow-Pender, Sarah Pickard, Hannah Mazey & Nicky Bell (Minute Secretary)

Apologies: None

Karakia led by Meredith Devonald

Welcome: Celia Tymons welcomed everyone to the first meeting of the year.

Declaration of Interest: None

Election of Presiding Member – Meredith Devonald took the chair for the election of the Presiding Member for 2023.

Call for Nominations: Celia Tymons nominated by Meredith Devonald, seconded by Jason Clemens.

There were no more nominations. Celia Tymons duly elected as Presiding Member for 2023. Carried.

Meredith Devonald handed the chair back over to Celia Tymons.

Principal's Report:

Our roll is currently 233

We finished 2022 with a roll of 277. At this stage we may surpass this with 44 New Entrants enrolments expected to start in 2023.

Banked Staffing – there is \$16186 left over from the 2022 Staff Entitlement.

This is being used to release Barb Kennedy for Term 1.

Our newly created Year 2/3 class in Kōwhai has settled in well.

Teachers Ratio - Kōwhai currently 1:26 and Rimu currently 1:27.

Professional Development:

This year the focus is on Maths, Structured Literacy and PB4L schoolwide.

A lot of Professional Learning has already happened in Term 1.

The Principal's Professional Growth Cycle has begun.

Our Mihi Whakatau went really well being held on Day 2 of Term 1, 2023 because it was practised by the whole school on Day 1.

Our Goal Setting Meetings and New Entrant evening held in week 3 all went really well and were very positive.

An idea was put forward that maybe the BOT could be around at the Goal Setting Meetings in 2024, to meet Parents/Caregivers if they have any questions. This will be revisited in 2024.

Auditions for the school production have begun and this year we are doing "The Tempest" by William Shakespeare. Barb Kennedy is writing a companion school wide unit of work to complement the school production.

Health and Safety:

There has been one stand down in 2023 on Day 3.

Teacher Only Days

There will be two Teacher Only Days being held in Term 2, 2023.

Monday 24 April – Curriculum Refresh – this will be held in conjunction with other Malvern schools.

Friday 02 June - Structured Literacy

Property:

The heatpumps have been replaced in Rimu over the school holidays.

The lino and leveling of the floor in Pikopiko was completed over the school holidays.

The floor at the entrance to the Emergency Exit of the School Hall was noticed to be rotting at the beginning of the holidays. NZ Build has looked into this and this work has now been completed due to it being an Emergency Exit and a health and safety risk.

Meredith advised the BOT that there is a pipe leaking under the asphalt. Wes Butler has looked at this and will fix this as soon as possible.

The Maintenance budget hopefully will cover this cost depending on the size of the leak but we may have to contact the Ministry.

Meredith Devonald moved the adoption of her report, seconded by Sarah Rickard.

2023 BOT Work Schedule:

Meredith presented this Board of Trustees Work Schedule. This document gives an overview of what is to be done during the year and will remain in this Board folder.

Delegations Register 2023:

Building and Maintenance committee – this is a sub committee of the BOT.

They will meet if required and then report back to the Board. This sub committee is Meredith Devonald, Aaron Henderson and Jason Clemens.

Absence of Principal – This defaults to the Deputy Principal Barb Kennedy. No change.

Financial Delegation – This remains the same.

Professional Principal Growth Cycle – to be updated with Presiding Member as the key contact.

Presiding Member – This remains the same

Principals Delegations – This remains the same

Delegation in absence of the Principal/Deputy Principal – This is to change from “Pandemic” to “due to prolonged absence.”

Celia Tymons moved that the Delegations 2023 document be approved subject to the re wording and then approved again at the next BOT meeting, seconded Aaron Henderson.

Action Plan: Meredith to change wording to Presiding Member and some wording of other delegations requires tweaking.

Strategic:

2022 Tracking of Cohorts:

This document was presented by Meredith Devonald. This is used to plan what the school will focus on for 2023 while making sure that there are improvements school wide.

Structured Literacy emerged out of seeing low results with some new students.

Meredith will present a formally written document at the next BOT meeting.

2022 Analysis of Variance:

Reading – This is the first time ever that our Maori students didn't do as well as the NZ European students.

18 students were below and that is now down to 7 students below.

A lot more students are reading above average than in previous years.

Writing – we targeted Year 3 males and 11 students were below and that is now down to 6 students below.

Maths – Meredith is really pleased with the number of students testing above average.

We will be targeting the 2022 Year 5 cohort.

PACT assessment will help with tracking all student's progress.

We are hoping to have the PACT assessments available for

Parents/Caregivers at the Three Way Learning Conferences held mid year and for the mid year reports. This will then be used again for the end of year reports.

Celia Tymons moved that these documents be accepted, seconded Amanda Fallow-Pender.

Action plan: Meredith to formally write the goals and plan into the documents.

2023 Charter:

Malvern Kāhui Ako wording is to be changed:

"To enrich the learning journeys of all our community, from ECE to secondary school and beyond"

Meredith Devonald moved that the 2023 Charter be accepted, seconded
Hannah Mazey

Self Review Te Titiriti

Mallory Gander is available to come to one of the BOT meetings to meet with the new BOT members. Hopefully she will be able to come on Tuesday 16 May at 6.00pm before the BOT Meeting at 7.00pm.

Action plan: Meredith to check with Mallory Gander is Tuesday 16 May at 6.00pm suits.

Policy:

Term 1 School Docs Review

There are new rules and guidelines around minimising physical restraint and this came into force 07 February 2023. The "Physical Restraint" page will be updated. All staff are to participate in Professional Learning re new guidelines for this and share their completion certificate with the Board of Trustees.

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

Moved by Celia Tymons, seconded by Amanda Fallow-Pender

Matters Arising:

Celia has drafted a letter to Nicola Grigg to support the teachers and principal negotiations and this will be posted out after the BOT all gave their approval of this letter.

Action plan: - Meredith to get a quote for insurance for the Library Building.

Action plan: - The map/outline of the area that the security cameras cover is to be put into the school Property folder.

Action plan: - Celia/Nicky will post the letter out to Nicola Grigg.

Correspondence: None

BOT meal:

No date set for this meal but it was decided that once the new cafes/bars open in Kirwee and Darfield we will go to one of those.

BOT Community Communication:

Jason Clemens will do the BOT Communication for this weeks Newsletter and he will do a profile as well.

A profile of each BOT Member will be written in the fortnightly Newsletter.

Meeting Reflection:

A survey was completed on Survey Monkey by all BOT members at the conclusion of the meeting.

Closing Karakia led by Meredith Devonald.

Meeting closed at 8.50pm

Signed:

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

Date:

28/3/23