

**Darfield Primary School
Board of Trustees Meeting
25.6.19**

Present: Celia Tymons, Natalie Peters, Katie Molloy, Tig Dalley, Britta Pilarczyk, Meredith Devonald (Principal), Mark Robb (Staff Rep), Kate Brunner (Minute Secretary), Barb Kennedy

Apologies: None

Welcome to all from Celia.

Declaration of Interest: None

Learning Support Report – Barb Kennedy

Barb spoke to the meeting about the Learning Support programme, explaining the groups and staff that contribute to the various programmes/interventions. Targeted children take part in various programmes supported by teachers and Teacher Aides. Progress is recorded. Teachers recommend children for extra support and they are then put in the best for programme for them. Parents receive letters to inform them that their child is on one of these programmes. The training of other staff to replace the knowledge of experienced staff is difficult. At present the school is making good use of the resources we have.

Success for all & Talented Provision

The Teacher Aides support the learning under the guidance of teachers. Rather than targeting academically gifted children, our approach is to look at the 'whole child' and how they fit into our Darfield High 5 values. Every child has strengths and a holistic approach is a more valued way to reach the potential of all children. There is a template that teachers can use to put in information about the children. Barb would like to see a numeracy support programme implemented, using Teacher Aides under the instruction of teachers. Barb is looking at the progress of children rather than achievement, a result of our recent ERO review. It is being implemented in the Pikopiko team and it may be rolled out into the other teams later. Barb was thanked for her report and she left the meeting 7.37pm.

Principal's Report

Our student numbers are looking good. We have lost ORs funding with the child leaving. Two applications were received for Out of Zone places. Many events have taken place at school. The implementation of e-learning devices – Jackie from Core Education has been coming to our school and working with staff, showing how devices can be used to enhance learning. The Digital Learning curriculum is being implemented in our school. Meaningful context is something to look at now. Jackie has pointed out that it is not always necessary to use devices for this learning. **Enviro Schools** – This has not been to the forefront recently as we have been concentrating on Storytelling. It would be good to bring it back when we can fit it in.

A Reverse Lockdown practice has taken place, highlighting a few bugs to iron out.
Finance – Staff PD has been overspent but this is because we have used it for Storytelling, Core Education PD and the First Aid refresher course for staff. We have received income to go into the budget for this but of course, this is not reflected in the finance report. It is important to keep notes to reflect this.

Strategic Goals – These are being working through.

STEM – We are interested in looking at this. Mark has started trying a few things as we develop our understanding. Meredith is interested in looking at how Hororata School implement STEM.

Natalie excused herself as she had to leave the meeting at 8pm.

A letter of resignation to take effect at the end of the year has been received from Helen Creamer. The board accepted the resignation, acknowledging this huge loss of an experienced teacher. A letter will be written to Helen Creamer.

Meredith moved that her report be accepted. Seconded Mark Robb.

A short discussion was held regarding children sitting on the court at lunchtime and perhaps some benches would be good. A preference for picnic tables was mentioned and maybe this idea could be put on the PTA's wish list.

2018 Financial Report

The two recommendations from the auditors have been noted and will be followed:

- That all receipts should accompany Credit Card Statement
- The chairperson is to sign off the Principal's Credit Card.

The 2018 Annual Report – moved Katie Molloy, seconded Celia Tymons that this report be accepted.

The Annual Report is to be uploaded onto the website.

Stewardship Report.

Britta reported on the recent meeting, summarising the main points. There will be a few changes to the members after the recent Board elections. Jane Huggins has stepped down as Secretary. A message will be put in all Malvern schools newsletters to link to the Kahui Ako information. The website will be available to the community. Behind the public one will be pages that are for schools and principals.

At present they are working on visuals with a graphic designer. Meredith will check with the principals to clarify when the schools are going to put information in their newsletters and to share the link to the Kahui Ako website.

In 2020 it is hoped that all the data from schools should be in and tracked. The Darfield & Hororata playcentres are now part of the Kahui Ako.

Community Consultation Summary.

This went in the newsletter with parents ideas on communication. Some ideas not viable to be implemented and there are some ideas to think about.

Maori Hui

Ngai Tahu has a website with indicators of success. Meredith has asked if they would come out and support our schools and will bring it up at the Principals meeting this week. The date for our hui may be postponed as at present we don't know enough to hold a successful meeting. The August date was set as it was going to be a continuation of the previous hui but we will wait until we hear after the principals meeting. It may be more valuable to hold it later and perhaps hold a Malvern one, rather than a Darfield one.

The Ka Hikitea document was discussed and it was discussed that perhaps we don't have the knowledge or information to undertake the actions. The self-review tool – phase one – readiness – and the guiding principles – make statements without explaining how to do it and what does it look like. We will not be able to go further with this until we have some help.

Health Survey – as tabled.

School Docs Policy Review

Two reviews for Term two: Emergency Planning and Procedures and Curriculum and Student Achievement policy. We are happy with these.

Any changes to the Term One reviews have not been seen yet.

Administration

It is necessary to change of authorisation for Kiwibank payments. Belinda Wilson is to be taken off and Katie Molloy added as an authoriser.

Moved Meredith, seconded Celia that these changes be made.

School Crossing

Britta has been investigating the possible improvement in safety for our children crossing the main road to and from school.

The Board will write to Transit and the Council as well as Amy Adams regarding this.

Moved Celia, seconded Meredith that the letter be written and sent.

Working Bee update.

We have a good number of helpers for the Working Bee this Sunday but we need someone with a small digger to make the work easier. Tig will approach someone to see if they can help.

Minutes of previous meeting are ratified.

Matters arising: TV displays. We have put the grant in for these and are waiting to hear back if we are successful.

Camp letters and costs have been finalised.

Correspondence:

Council re waste water.

NZSTA knowledge hub.

Our website needs to be updated – the Board of Trustees page in particular, as well as the Google calendar for parents to see upcoming events.

There being no further business, the meeting closed 9.15pm.

Signed:

A handwritten signature in black ink, appearing to be the initials 'CJ' or similar, written in a cursive style.

Date: 13/08/19