

**Board of Trustee Meeting
06 December 2022 – 7.01pm**

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

Apologies: None

Karakia led by Meredith Devonald

Welcome: Celia welcomed everyone to the meeting

Declaration of Interest: None

Principals Report:

Our current roll – 277 as at 03 December 2022

We have had 5 admissions since the last BOT meeting.

Meredith explained to the Board exactly what Banked staffing means and how this works. This is for teachers only and does not include Support Staff. This can fluctuate with every fortnightly pay period.

Meredith Devonald and Judith Beales are currently analysing the students assessments for the year.

Professional Growth Cycle – Meredith has been able to use the Principal Professional Growth Cycle this year instead of having an appraisal. This is professional learning with the Teachers Council and Malvern Principals will be mentoring each other for this.

Meredith will also be working with a well-being coach next year. Meredith has already started working with this coach and it leads into Principal Professional Growth.

The Ministry of Education announced that there will be two Teacher Only days held in 2023 and 2024 for the implementation of the revised curriculum. Malvern schools have aligned together for the first Teacher Only Day and this will be held on Monday 24 April 2023.

It is time for contracts to be negotiated for Principals and Teachers. Respective Paid Union meetings have been held and the Ministry of Education offer has been rejected.

A letter was presented to the Board of Trustees asking for their support with the negotiations.

Meredith Devonald and Hannah Cullen (Staff Representative) left the meeting at 7.19pm while the BOT discussed the letter seeking support for the negotiations.

The Board of Trustees really value Meredith and all of the Teachers work and will support their negotiation.

The Board agreed that the Principal and all staff should be remunerated accordingly. Celia Tymons will draft a letter to Nicola Grigg the Member of Parliament for Selwyn.

Meredith Devonald and Hannah Cullen returned to the meeting at 7.23pm.

Celia Tymons advised Meredith and Hannah that they have the support of the Board for their negotiations.

Action Point: Celia Tymons will draft a letter regarding the negotiations and send it to Nicola Grigg Selwyn MP

Property:

A quote has been received from NZ Build for replacing the lino in the Pikopiko Toilet block. This work can be carried out over the January school holidays.

He will also level the floor as it was discovered that it was uneven. The money for the cost of this will come from 2023 budget.

Meredith Devonald proposed that the quote from NZ Build be accepted.

Moved Celia Tymons, seconded by Sarah Rickard.

Security Cameras have been installed today 06 December 2022, by Watch U Security. Signage advising that we have the security cameras is to go on the gates.

Meredith has contacted our MOE Property Manager for an update on the refurbishment or replacement of Kōwhai block.

Action Point: The map/outline of the area that the security cameras cover is to be put into the School Property Folder.

Finance:

Administration wages have been quite a little bit more this year because of back pay for the Administration Pay equity.

Health and Safety:

Only one incident to report.

PB4L incidents have settled.

Meredith Devonald moved the adoption of her report, seconded by Celia Tymons.

The Board of Trustees Self Review Te Tiriti o Waitangi with Mallory Gander has been postponed and will be held in the New Year because of the school holiday break.

Strategic:

Budget 2023

Meredith Devonald advised that the Board of Trustees that money from the Budget is spent on staff particularly on Teacher Aides because they are there to support the students. Meredith believes that Teacher Aides need to know that if a student leaves they will still be employed and money has been set aside for this.

Money has been approved for Structured Literacy Professional Development for staff for 2023.

Principal Professional Growth Cycle – Meredith advised that this is the first time that this has been done and most of the Principal Professional Growth Cycle will be done locally within the Malvern community. Meredith will see how next year (2023) goes and will look at it again the following year (2024).

New desks are being purchased for the Kōwhai Block and as they are a smaller size, these desks are going with them when they move to the Rimu Block.

The Library is owned by the Board of Trustees, not the Ministry of Education and this building is currently not insured for damage or rebuilding. Boards. The contents of the Library are insured. This building is not included in the Darfield Primary School footprint as Room 5 is the designated Library in the footprint. The Board would like to obtain a quote for insuring the Library building so that they can make a decision about this insurance at the first BOT meeting in 2023.

Action Point: Meredith to get a quote for insurance for the Library building. This is to be available for the first BOT meeting next year.

Celia Tymons moved the adoption of the Draft Budget for 2023, seconded Hannah Cullen.

2023 Charter:

The only change to the current Charter is the word “Kindness” has been included after the Community Consultation process undertaken this year.

Celia Tymons moved the adoption of the Draft Charter for 2023, seconded Jason Clemens.

Celia Tymons acknowledged and thanked Meredith Devonald for putting the Draft Budget and Draft Charter together.

Meredith Devonald presented the 2023 School Staffing Organisation document.

Policy:

SchoolDocs: No feedback has been received therefore no changes are required for Term 4, 2022.

Administration Matters:

Activity Fee and Donations for 2023:

The School Donation that parents/caregivers pay goes into the Operations Grant.

All costings have gone up therefore the activity fee will be set at the cost of each activity undertaken. It was decided to leave the School Donation at \$60 per child and \$95 per family.

Moved by Celia Tymons, seconded by Meredith Devonald.

Meeting Dates and Times for 2023:

Tuesday 21 February, Tuesday 28 March (day meeting at 1.30pm-3pm),

Tuesday 16 May, Tuesday 27 June, Tuesday 08 August, Tuesday 05

September, Tuesday 24 October and Tuesday 05 December.

Matters Arising:

All matters arising from the previous BOT meeting have been completed except for the BOT Christmas Social Function.

The Board could not get a date to suit so this will be discussed again and a date set at the first meeting in 2023.

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

Moved by Celia Tymons, seconded by Hannah Cullen

Correspondence:

Letter of Resignation – Alida Pickard – Teacher Aide

BOT Community Communication – Jason Clemens will do this for the Newsletter this week.

Meeting Reflection – none

Meeting closed at 8.40pm

Signed:



Date: 21/2/23