

Darfield Primary School  
Zoom BOT Meeting  
7 December 2021

**Present:** Celia Tymons, Katie Molloy, Britta Pilarczyk, Natalie Peters, Tig Dalley, Meredith Devonald, Mark Robb, Kate Brunner (Minute Secretary)

**Apologies:** None

Welcome from Celia.

**Declaration of Interest:** None

**Principal's Report**

Our roll is 264 at present.

**Personnel**

Nicky Bell has been appointed to the Receptionist/Administration role.

Meredith and Kate have discussed the possibility of bringing in Dallas Molloy, who applied for the position, on a Friday beginning Term 2, 2022 for fixed term position to assist Nicky, with the intention that she may take over the role of Receptionist/Administration as Nicky moves into Kate's role.

**Property**

Last week there was a site meeting. Work is progressing well apart from the problem of the supply of materials. At this stage it is expected that the project will be completed by April, 2022.

**Finance**

We will end the year in surplus. Meredith and Kate have talked to Geoff about our financial position. Geoff suggested we wait until our 2021 financial accounts are completed before we think about using any surplus money. At this stage it does not seem prudent to use surplus money to refurbish the Kōwhai buildings. A discussion with the Ministry about a rebuild with our roll growth appears more logical. If the three buildings were removed we could possibly have a new build but where to put the children during this process would be a problem. The Board decided to wait until this could be discussed with the Ministry.

**2022 Draft Budget**

Moved Meredith Devonald, seconded Tig Dalley that the draft budget be accepted with an amended to include funds for a fixed term office position starting Term 2, 2022 for four hours on a Friday. Carried.

Meredith will send a copy to Board members of the breakdown of the financial statement balance sheet, where our money is and what it is for.

There is money in the cyclical maintenance and the 5YP to cover the cost of the roofs that need replacing.

We have been formally accepted to participate in the PB4L and will receive money for training etc.

Teacher Only Days – We had a total of eight and to date have used seven. The last day could be used around the middle of next year.

Moved Celia Tymons seconded Britta Pilarczyk that this last Teacher Only Day be used at Queen's Birthday weekend.

2022 Class Lists: A note will go home with the end of year reports on Friday notifying parents/caregivers that they will receive notification the week before school starts next year with the class their child will be in.

Celia Tymons moved, seconded Tig Dalley that the Principal's report be accepted.

### **Reading Recovery Report**

As tabled.

The pandemic interrupted the programme. Dianne Woodward will be employed in a 0.4 position in 2022, an increase in hours from this year.

### **Principal's Appraisal**

The executive summary was emailed to board members today. All targets have been met. Next year the Principal Appraisal format changes. Progress is being made on how this will work and look.

Meredith Devonald left the meeting as the Board went into In Committee at 7.53pm.

The Board came out of In Committee at 8.15 pm.

Meredith Devonald rejoined the meeting.

The Board reflected back to Meredith the Principal Appraisal report, that the report has been accepted and the Board is pleased with Meredith's performance. The Board noted that Meredith identified and acknowledged when help and support was needed and actively sought this.

The next steps in the report are positive.

The change in the appraisal format next year means any recommendations cannot be added until the format is known.

The Board congratulated Meredith on what has been achieved during a trying year.

The Principal's Appraisal Policy will be reviewed again when the structure next year is known.

Barb Kennedy joined the meeting and presented her Special Needs Report.

There is a student next year who will need support. The Ministry is aware of this and there may be some funding available.

Reading Together Programme – this is a parent programme supporting children's reading at home. It has been difficult to continue with this programme this year as the teachers have implemented the Better Start programme and the Reading Together programme doesn't sit with this.

Barb will look at how it can be used next year.

Barb was thanked for her report.

### **Analysis of Variance**

Tabled

Target students have achieved well this year and the Better Start programme could have made the difference.

The next step is to present the AoV to the teachers to see if they have anything to add.

We are still using the National Standards language. A change for next year will be looked at.

### **Draft Charter**

How we give effect to the Treaty of Waitangi articles will be added.

The format of the Charter will be changed. The content is fine, the format will change slightly.

Meredith will continue to work on the Charter, get input from the teachers and present the Charter at the first Board meeting next year.

### **Policy – School Docs**

Investigation of Bribery, Corruption, Fraud or Theft Policy.

Celia Tymons moved that the Board accepts and adopts this policy. Seconded Katie Molloy. Carried.

Feedback

Harrasment Policy – no feedback.

Religious Education – We need to access the programme that is used, put it on our website and keep a copy in the office.

We will follow this up with Susan Baldwin.

Does the Board approve the programme or do we delegate this to the principal? This will be decided at the first Board meeting next year.

Meredith will get a copy of the booklet that is used so it can be approved for use in our school.

Maori Educational Success

Feedback: It would be great to see the school reporting on this.

The AoV will be up on the website.

Recent reporting huis have not been well attended. As it has been a while since one was held, our next one may have better attendance.

How best to distribute this information was discussed. If posted on our website it is important to ensure individuals are not identified.

The 2022 Board meeting dates have been presented.

Moved Celia Tymons, seconded Katie Molloy that these are approved. Carried.

The minutes from last meeting have been approved electronically and are now ratified.

We have been successful with the Westview Grant and have received \$19,000+. This money will be used to fit out the kitchen in the new refurbished space.

Bank account authorization – Changes to the Westpac authorization have been completed. The Kiwibank documentation is about to be sent away to remove a signatory.

Board Succession Planning

It has been decided to wait and see how the nominations come in for the Board elections next year.

Our community is to be invited to a Board meeting to allow potential interested parents see what is involved in being a Board member.

Meeting reflection – It has been noted that the Board prefers to sit around a table for Board meetings.

Meeting times to be sent to Kate for the Financial Report for Auditor.

Meeting reflection – Katie Molloy will collate this meeting's reflections.

The meeting closed 9.37pm

Signed:

Date: