

**Board of Trustee Meeting  
13 September 2022 – 7.03pm**

**Present:** Celia Tymons, Tig Dalley, Natalie Peters, Katie Molloy, Britta Pilarczyk, Meredith Devonald, Mark Robb, Nicky Bell (Minute Secretary), Newly elected Board Members all observing only; Hannah Cullen, Jason Clemens, Sarah Rickard, Amanda Fallow-Pender

Apologies: Newly elected Board Member Aaron Henderson (observe)

Karakia taken by Natalie Peters

Welcome from Celia Tymons and Celia thanked the successful Board candidates for attending.

Declaration of Interest: None

**Pikopiko Report:**

Presented and tabled by Mark Robb.

Last year the Better Start for Literacy programme was being used and this year Little Learners Love Literacy is being used instead.

In the last 2 weeks they have been trialing the See Saw programme instead of Google Classroom for parents be part of at home. Google Classroom is not very user friendly. See Saw is easier to follow. All Pikopiko teachers have signed up and they hope to start putting work up next term and by mid next term be ready to invite parents to join. If this is successful in Pikopiko it may be used throughout the whole school.

A "little" playtime has been introduced at 1.45pm for 10 minutes because of COVID and teachers are finding that the students are much more focused. Students are not doing interchange this year so are staying in classes with their classroom teachers. Teachers are generally finding this much easier to see how the children are progressing and their next steps for learning.

Celia Tymons thanked Mark Robb for presenting his report.

**Principal's Report:**

Our current Roll is 266.

We have had 4 admissions and 1 withdrawal since the last BOT meeting.

We are currently resourced for 250 students so Meredith and Kate Brunner will apply for further staffing entitlement.

Meredith advised that there is a delay with staffing entitlement due to COVID.

Banked staffing is a little higher because of COVID and staff are now getting back their release time that hadn't been used.

**2023 School Dates:**

Meredith presented the Term Dates for 2023 for approval.

School will commence on Tuesday 31 January 2023 and finish for the year on Friday 15 December 2023.

Term Dates as tabled.

We will be open for an extra day in 2023.

Teacher Only day will be held on Monday 30 January 2023.

Celia Tymons moved that the Term Dates for 2023 be approved, seconded by Natalie Peters.

**Action point:** Nicky to put the Term Dates for 2023 into the Newsletter this week.

Professional Development Report as tabled.

Negotiation is being completed with Administration Support Staff for the pay equity to ensure that they are all on the correct pay grade for their roles.

Health and Safety – there has been no incidents to report.

**Property:**

The replacement of the Heatpumps in Kowhai and the roof replacements for Block 4, are all being done in the October School Holiday break.

Progress on the replacement or refurbishment Kowhai – Meredith is meeting with Axis building consultants on Monday 19 September to assess Kowhai. Due to the growth in our community it may be better to undertake replacement of Kowhai instead of refurbishment but ultimately that will be the decision of the Ministry.

SKIIDS After School Care will be setting up in Term 4, 2022 in the School Hall. Meredith is currently helping them complete the third party occupancy documentation which is required.

**Finance Report:**

We continue to await the finalised Annual Reports because the auditors are still short staffed.

Meredith advised the following budgets have risen:

Photocopying and Postage is up considerably this year. The postage is due to the BOT Elections and Photocopying is due to the new photocopiers leased because of COVID.

Relief teachers expenditure has also risen due to COVID.  
Meredith Devonald moved adoption of her report, seconded Katie Molloy.

### **2022 Mid Year Achievement:**

Results have been taken in July 2022 for achievement for the first half of the year. The achievement tracking is divided into the 3 separate Teams and was very pleasing. Results showed improvement from the end of last year. The end of year results will get presented to the Board at the New Year BOT meeting. The school is still searching for a replacement assessment tool for National Standards and next year we will be going back to PACT for reporting.

### **Strategic Goals:**

The newly elected BOT members were advised that there is a BOT Induction Folder on google drive which they all are required to read. All new members will need to be Police vetted. An induction evening is booked for Wednesday 19 October, 6.00pm-8.00pm, to be taken by Tom Scollard from NZSTA in the Maker Space and it is important that all new Board members attend. Gmail accounts will be set up by Kate Brunner and will come with a link to a shared drive for "google drive" and the BOT folder. Everyone was in agreement that Celia will stay on as Presiding Member until the next BOT meeting on Tuesday 01 November.

### **Self Review Te Titiriti**

This review is about how the Board are Honouring the Treaty of Waitangi. Mallory Gander is booked in for a session to work with the new BOT on Tuesday 06 December at 7pm at the BOT meeting.

### **2022 Community Consultation:**

Board members came together and consolidated the responses received. It is in a draft form at this stage and once completed will be shared with the school community.

Kindness and acceptance of others stood out as responses.

This appears to be very much on target with what we are doing within the School Community and with the Darfield High 5's.

Once completed this will come back to the new BOT for approval.

### **Policy Review:**

Term 3 School Docs review Child Protection, Sun Protection and Harrassment – feedback asked how are we educating the school community about what is acceptable behaviour. It is already documented what the expectations for acceptable behaviour are.

This is also part of the School Wide PB4L programme that we are implementing.

**Darfield Primary School BOT Code of Conduct 2022:**

This BOT Code of Conduct 2022 was tabled.

Two changes were made and edited.

1. Obligations to uphold Principal of Treaty of Waitangi and
2. Change Chairperson to Presiding Member

Celia Tymons moved the adoption the new Darfield Primary School BOT Code of Conduct 2022, seconded by Katie Molloy.

**Administration:**

**Matters Arising:**

All matters arising from the last BOT meeting have been completed except the matter below.

Meredith still has had no response from Council regarding the Health and Safety forms for the Council and Public Liability for using the Council grounds.

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

Moved by Celia Tymons, seconded Natalie Peters.

Communication post meeting to the community: Celia will do this with for the Newsletter this week.

**Action Point:** Kate Brunner to update the BOT Members on the school website.

No meeting reflection.

Meredith Devonald and Celia Tymons thanked the out going Board members for their hard work and presented them all with flowers to show their appreciation.

Closing Karakia taken by Meredith Devonald and Celia Tymons

Meeting closed at 9.00pm.

Signed:

Date: