

**Board of Trustee Meeting  
23 March 2023 – 1.32pm**

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

**Apologies:** None

Karakia led by Meredith Devonald

**Welcome:** Celia Tymons welcomed everyone to the meeting

**Declaration of Interest:** None

The Board members were all taken on a tour of the school and all of the school buildings at 1.35pm. This was led by Meredith Devonald. They returned for the meeting at 2.30pm and the meeting continued.

**Principal's Report:**

Our roll is currently 244

There have been 11 admissions since the last Board meeting.

There are 35 New Entrant enrolments expected to start for the remainder of 2023.

Banked staffing – this is still looking good but part of this has been used to fund the Teacher Aides attending the Structured Literacy school wide PL days and that money is still to come out.

**Professional Development:**

There has been a lot of PL happening in the last month and it all links up to what is happening in the school.

Literacy Connections have been working with teachers and teacher aides to develop their understanding of Structured Literacy.

The Maths PL is happening tomorrow Wednesday at Darfield Primary School. This had to be re scheduled due to the teachers strike.

The Darfield Primary School PB4L leads met with the MOE to acknowledge our work and to determine our next steps. The MOE are very happy with what we are doing and how it is going.

Wellbeing at school survey – this is being done again at the beginning of Term 2, 2023 as it was originally done at the end of 2022 and Meredith would like to compare two surveys.

There is going to be a change in the way that we report NAGS and NEGS as of 1 January 2024.

There is a Curriculum Refresh being introduced and Planning and Reporting to Parents/Caregivers is going to change.

Darfield Primary School will maintain the status quo of two paper reports and two face to face conferences a year.

A Community consultation may be required but Meredith is not sure exactly what is required as yet.

#### Personnel:

Meredith has advertised for a specialist teacher for the Maker Space as Greer Sutton is going back to being Barb Kennedy's CRT release teacher in Term 2. This position is a 0.4 fixed term position for the remainder of 2023.

#### Health and Safety:

There has been one stand down since the last Board meeting.

There has been one major injury – a cut to a head.

#### Property:

The leak in the pipe under the court has been fixed and re sealed.

This was a health and safety risk because every time it rained it spilled across the court, therefore this needed to be fixed quickly.

Celia Tymons moved that the Board accept Meredith Devonald's report, seconded by Jason Clemens.

**Action plan:** Meredith to remove "Additional Teacher Only day approval" in her report.

#### Strategic:

2023 Targets for Student Achievement:

Meredith Devonald presented a 2023 School Wide Targets document.

This year writing will be the target for the Year 5/6 group because this group was found to be below in their writing.

Our aim is to improve the percentage of students achieving At or Above expectations across the board in all areas.

Term One has been spent on doing a lot of assessing of all students and planned actions are being put in place for students who have been targeted from these assessments.

Amendments are to be made to some of the wording in the "Annual Objectives and Aims" sections. Once amended the document is to be electronically sent out to all Board of Trustee members for approval.

**Action Plan:** Meredith to amend wording on document and then email it out to all Board members.

**Policy:****Term 1 School Docs review**

There was feedback regarding the uniform policy on School Docs. This did not specify the colour of shoes that are required to be worn with the uniform. A general discussion is to be held at the next Board meeting regarding the uniform.

Notification to the Board has been moved to next Board meeting.

**Administration:**

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

Moved by Celia Tymons, seconded by Meredith Devonald

**Matters Arising:**

Crombie & Lockwood have been approached regarding the quote for insuring the Library building and this is a work in progress.

Celia Tymons hasn't had a response from Nicola Grigg to her letter supporting the teachers so Celia will follow this up.

**Correspondence:**

The NZEI Notice of Teacher's Strike

**BOT Communication Communication:**

Sarah Rickard will do the BOT Communication for next weeks Newsletter and Sarah will do a profile as well.

**Meeting Reflection:**

Celia Tymons will email this out to all Board members.

Closing Karakia read by Meredith Devonald.

Meeting closed at 3.02pm.

Signed:



Date:

16/05/23