

Darfield Primary School
BOT Meeting 3 December 2019

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

Apologies: None

Welcome from Celia.

Declaration of Interest: None

Principal's Report

Our last day next year is Thursday 10th December 2020.

Moved Meredith Devonald, seconded Celia Tymons that the dates for next year are acceptable.

Painting quotes:

NZ Build quote \$75244.00 which includes the maintenance required of the buildings.

Mitchell Decorating quote approx. \$64,000 but this is for painting only, no maintenance.

The maintenance that would be undertaken by NZ Build will bring us up to date with maintenance for our buildings but does not include the library building maintenance.

The building Sub Committee has put a recommendation that the NZ Build quote is accepted.

Moved Celia Tymons that we accept the NZ Build quote for the painting and maintenance, excluding the gutter replacement for the library. Seconded Meredith Devonald. Carried.

Kahui Ako – Nick Pratt is moving to Templeton next year.

We are waiting for an update on the Support Staff pay – the Living Wage for those below this figure and 3% increase for those already at or above this rate.

Andrew Daniels has been appointed as Team Leader in Kowhai.

Moved Celia Tymons that we approve the appointment of Andrew Daniels. Carried.

A summary of the strategic goals is being worked on and will be presented at the next board meeting.

Celia Tymons moved that the Principal's report be accepted. Seconded Katie Molloy.

Principal Appraisal

Meredith left the room while the Board discussed the Principal Appraisal report.

The Board accepted the report. Next year the goals for the principal to work towards will come from our Strategic Plan. The Board will prioritise the goals.

Celia Tymons moved that the Principal Appraisal report be accepted. Seconded Britta Pilarczyk. Carried.

Meredith returned to the meeting and was congratulated on the report and her performance over the last year.

The Camp Reports and Reading Together Programme Reports tabled.

An invitation to parents of New Entrants and Year 1 learners was given to attend sessions of the Reading Together Programme that Barb Kennedy held. The programme assists parents develop reading and confidence when reading with their child.

2020 Draft Charter

Recommendations from ERO have been added to the draft Charter for next year. The Charter will also align with the Kahui Ako Strategic Plan..

It is hoped the Charter will be completed by the next meeting, ready for the Board's approval.

(The next board meeting will be 18th feb, changing from the 11th as it clashes with the Goal Setting meetings).

2020 Draft Budget

Draft Budget Discussion Document

Judith Beales will be the Principal & Deputy Principal appraiser next year.

We have applied for funding to continue with e-training for 2020.

\$12,000 has been put aside in the budget to upgrade the ipads for the juniors.

School Zone (Linewize) will continue next year as it provides safe access to the internet for our school. We hope parents will continue to pay for this. If not, we will have to look to funding this from our operations money and would come from the \$12,000 set aside for e-devices.

Our RT Lit, Jo Anderson has recommended some Literacy PD from Liz Kane for the Junior team.

The Principals Professional Learning will take place next year in Australia.

Another \$5000 has been put aside in the budget for furniture.

Moved Meredith Devonald that Judith Beales is the Principal and Deputy Principal appraiser next year. Seconded Britta Pilarczyk. Carried.

Moved Meredith Devonald that we set aside the unused \$5000 in the 2019 budget for furniture. Seconded Britta Pilarczyk. Carried.

Moved Meredith Devonald that the Draft 2020 budget be accepted. Seconded Katie Molloy. Carried.

Road Safety Sub Committee

The Sub Committee met last week and have two objectives regarding modes of transport and safety. A travel plan has been formulated and collaborating with the council, the committee will survey families early next year on the plan.

The sub committee will work within the NZSTA Terms of Reference document. Celia will ensure they have the document. The ultimate aim is to develop a travel plan to get children to and from school safely.

It may be possible to talk to Fonterra and other businesses with heavy trucks, to stop travelling along the main road in Darfield between 8.30 and 9am to make it safer for children.

Action:

The Road Safety Sub Committee is to produce a final document and emailed to board members so that the survey can be set up ready for parents at the goal setting meetings in February. Natalie will email Board members with the document with terms of reference in mind.

Kahui Ako Stewardship Committee

Celia attended the Term 4 meeting last week. As Nick Pratt has resigned, the recruitment process to replace him has begun. It was recommended the term for the incumbent be two years and not just the one year remaining from Nick's term. This was approved.

The Kahui Ako Strategic Plan has been approved by the Ministry and the budget is healthy. The website has been launched.

Britta will continue to attend the Kahui Ako meetings.

School Docs Term 4 Review

No changes are required to our Sun Protection and EOTC policies. Our EOTC programme is inclusive for all students and the policies are being followed.

Action:

At the beginning of each term, remind parents that we use School Docs for our policies and parents can give feed back on our policies.

Administration

Staff lunch

It has been the tradition that instead of giving gifts to staff, thanking them for their work for the year, the Board have contributed \$200 towards the end of year staff lunch. Celia proposed organising a card to give to staff, thanking them.

Staff members who are leaving are given a gift from the school – half from staff and half from the Board. Gift for staff member leaving - \$200 contribution from Board.

Celia Tymons moved that the Board contribute \$200 towards the staff lunch and \$200 towards the gift for the long serving staff member. Seconded Katie Molloy. Carried.

Morning tea for the staff as thanks was suggested. Wednesday 11 December was chosen.

The Board approved money from Board funds to be spent on morning tea.

The Inclusive Schools & Wellbeing Workshop was attended by some board members.

Barb Kenedy and Katie Gilbertson will attend a wellbeing hui next year.

Emphasis on teacher wellbeing will be prioritised again next year.

Board Honararium for 2019 meetings

Board members will receive a fee as in past years, for scheduled meetings attended this year. The honarariums will be processed this month.

Action:

Board members are to complete the google doc (or their own) with their extra meeting times and send to Kate as soon as possible so she can complete the document required for the annual financial accounts.

Next year:

At the start of the year the honararium for board members attending meetings will be set. Until further notice Board members will be reimbursed for attending regular board meetings.

Moved Celia Tymons, seconded Meredith Devonald. Carried.

Celia has the NZSTA Governance documents. She will prepare the documents and then email to Board members for approval. Board members are to reply ALL so that by the time of the first board meeting next year, the Terms of Reference will be ready to be adopted and then uploaded to School Docs.

The Board meeting schedule for 2020 is fine, with the change of date for the first meeting.

Goal Setting Meetings

The Goal Setting meetings are scheduled for the third week of term one. Board members will be available to host families on the Tuesday up until the staff dinner break at 5.15pm as that is the busiest time.

A welcoming space for waiting families will be provided in the Think Tank and ipads set up for families to take part in the Road Safety survey. A hospitality station with tea and coffee available will be set up.

Minutes from the previous meeting have been approved.

Katie Molloy moved that the minutes be be ratified. Seconded Natalie Peters. Carried.

Matters arising: None.

Correspondence: None.

The Board thanked Kate for her continuing work as minute secretary.

The meeting closed at 8.55pm.

The next Board meeting has been changed from 11 February 2020 to 18 February 2020.

Signed:



Date:

18/02/20