

Dunsandel School Board Meeting Minutes



Minutes of the Dunsandel School Board Meeting held on Tuesday 5 November at 7:30pm in the Reading Room, Dunsandel School, Dunsandel.

The meeting began at 7:30pm

Present:

M O'Connor, A Sheppard, S Winika, B Dondertman, T Harrold, D Robinson, Rainier Undan, F Pluck (Minutes)

WELCOME

We welcomed everyone to the November meeting of the Dunsandel School Board. Welcome to Rainier on the board.

APOLOGIES

PREVIOUS MINUTES

It was agreed that the Minutes of the Dunsandel School Board of Trustees Meeting held on 10.09.2024 be adopted as a true and correct record.

All Agreed

MATTERS ARISING

CORRESPONDENCE

Outward

Inward

REPORTS

Kahu Ako - Leadership group of 5 members from each school and 8 teachers who are part of the Kāhui Ako. One member is going on maternity leave, but will not be replaced.

The Pō Whakangahau took place in T3 and was very successful with each school performing their kapahaka. We are looking forward to our junior kapahaka group attending in 2025.

Year 6 wellbeing took place in T3 wks 7 and 8 as part of the overall transition process which gave the year 6 students the opportunity to talk with the year 9 and 10 students and ask questions about College life. Also benefited the Y9 and Y10 to learn more leadership skills. Year 6 had their conference wk 2 T4 with further visits from Ellesmere College students.

Coming up - Planning around future directions in the leadership hui. The staff social event, the Roll and Bowl event happening Friday wk4.

ADMIN AND GOVERNANCE

Curriculum and Assessment

Maths - MOE is providing Ministry funded maths resources for schools to support the implementation of the revised maths curriculum until it is fully implemented and the support is no longer required. There are four provider's schools can choose from and staff looked at all four including the PR1ME which we currently are using. With discussions amongst staff it was agreed to go with Oxford University Press which staff feel is the Oxford resources are the best way forward for our tamariki and kaiako. (teacher)

There will be online training available for all Kaiako and potential face to face PDL from the Oxford provider and will be ongoing for the next 2 years.

Structured Literacy - We are successful in gaining 0.33FTTE (1.5 days pw) staffing for Structured Literacy work in Years 0-2. The issue is finding someone to do the mahi.

Written Reports - These will go out to parents and whānau on Monday 9 December.

Human Resources

Dave's acknowledgement - I would like to thank my staff for their work over term 3 while I was away - particularly with the property projects that were taking place.

Special thanks to Tracey and Anna for stepping up in Acting roles.

I also want to acknowledge and thank the Board for supporting my Sabbatical application. I have attached a summary report from my trip to Finland fyi. I am still completing my staff wellbeing work and will present that at our next meeting.

Staffing 2025 - We are staffed for 6 classrooms in 2025

See EEO Report for the Parental Leave Position. Thanks to TH, AR and MO for appointing this position in DR absence. Esther Weir has been appointed to this position and Kimberley Jones aka Cain for the sixth teacher position - She will teach 0.8 FTTE (M-TH) Kimberley has relieved at our school this year. LD will do the 0.2FTTE(F).

DR is still working on the make-up of classes for 2025.

It has been budgeted with SC that we will retain all our teacher aide time for 2025 and DR will speak with them before the end of term.

A challenge for us is to find teacher release time for teachers. In 2025 DR has fixed 3 CRT days per teacher per term, which means 2 floating per term. This is about ensuring we have relief teachers to cover this release time. LD is employed for the fixed CRT day and the R6 0.2FTTE for 2025 (112 days). JR for DP Release, BT Y2 release (Lydia), ORS teacher release (Y5 student) and R2 and R5 floating CRT days (74 days)

Currently we need to find :-

BT Release teacher (one day per week)

ORS teacher release for Y1

Floating CRT days

We were also successful in gaining 0.33FTTE staffing Structured Literacy work in Year 0-2. We are expected to put some of our own staffing into this which DR believes possible.

Asset Management - Finance and Property

Finance Report - attached with papers.

Income - donation from Synlait

ESOL Income has been received

Expenditure - Property payments have been completed for the admin block.

Holding invoice for Block 2 until all jobs have been completed.

Reroofing has started and gone out to tender.

School Donation - we will opt into the MOE donation scheme for 2025. This information will be added to the parent information booklet for 2025. DR can assure the Bot that the school did not ask for any donation from families except for overnight camps (2024)

School House - Our School house tenant has given 4 weeks notice giving Friday 22 November 2024 their last day. She thanked all involved during her time in residence.

Solutions and Services - 2023 audit has been finalised, Solutions and Services have provided a full budgeted statement of financial position and statement of cash flows extracted from the Board approved operation and capital budgets for use in the 2024 annual accounts. We acknowledge that these reports are prepared post 2023 audit finalisation to ensure accuracy and usefulness in the 2024 annual accounts. On this basis the Board approved the use of these documents in the 2024 annual reports.

Budget 2025 - SC and DR have begun discussions on the 2025 budget

IT - Wifi system upgrade with N4L was installed on 18.09.24 DR spoke with the contractor about IT school contracts or IT support. Some IT work is becoming more complex for DR to do. With great discussion, the board has agreed to go with IT support contract from Fusion.

Property - Carpeting will start in all classes in December and fully completed on 8 January. Contractors will move all the desks, but staff move the smaller items.

It was moved that the Board has delayed exterior/interior painting from the Cyclical Maintenance programme until the three major property projects are completed - Admin, Block 2 (R1/2) and the reroofing. DR/MO

BDO Audits will be coming out to speak with DR and Sonia next week.

Health and Safety

With the swimming pool about to open for 2024/25 school swimming, DR can assure the Board that

- A full risk management and safety assessment of the pool compound has been completed.
- Also checked off by ERO as part of the Board Assurance Statement document.

Self Review

Policy

- Finance and Asset Management policy
- Managing Income and Expenditure
- Financial Conflicts of Interest
- Asset Management and Protection

Legislation

ERO - John Boereboom was at school on Tuesday 22 October. He spoke with DR, and met with some students. He appeared happy with what he saw and heard. All compliance and legal requirements were signed off. The report will be sent out in due course.

School Roll

School Roll as at 1.11.24 - 136

MOE

Community

- Country day
- EOY assembly held at Ellesmere College on Wednesday 11 December and last day of school is 13 December close at 12pm
- Staff and BoT at Addington Raceway on Friday 13 December 5pm

There being no further business, the meeting closed at 9.01pm

Signed as a true and correct record.

M O'Connor

3.12.24

Presiding Member

Date