

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 3rd December 2024

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Craig Conlan (Presiding Member), Aaron Gosney, Suzy Oakes, Rouvierre Hattingh, Sarah Sutton, Jess Devlin

Apologies: None

In Attendance: Kiri Ballantyne (Minutes Secretary).

Conflict of interest: None declared at the start of the meeting

Action table following meeting

Person	Action
(1) Kiri	Send Motion to accountants regarding End of Year accounts.
(2) Ryan	Refresh the Concerns and Complaints Policy on the website.
(3) Aaron / Sarah	Email teachers thanking them for all the hard work at report writing time.
(4) Jess	Organise Staff morning tea Tuesday 17th December
(5) Ryan	Draw up 2025 Board meeting schedule

5:30pm Craig opened the meeting and welcomed all to the meeting.

Minutes from the previous meeting - 30th October 2024. Had been circulated to the Board prior to the meeting via the Shared BOT Drive.

Matters arising from previous minutes. None

Motion: The minutes of the 30th October 2024 Board meeting were approved as a true and accurate record and were taken as read.

Moved: R. Fraser **Seconder:** C. Conlan **All agreed, motion approved.**

Action Points Arising from the June meeting .

1. Done. Sarah Sutton has sent the pledge away.
2. Done
3. Done
4. Done. Nicky Ryan, MOE was very grateful for the feedback.
5. Done

Aaron has talked to the carpark guy - he is yet to come back to him.

Correspondence: Had been shared to the BOT members prior to the meeting. As attached.

- Guidance regarding a

Oranga Tamariki - Acknowledgement of a report of concern.

MOE - 3 x ICS applications declined. 1x approved.

1 - Request of Concerns and Complaints Policy and MOE contact details - supplied.

Resourcing - Confirmation of continued Beginning teacher funding for 2025.

OIS - Technology dates for 2025 information request.

MOE - flexible funding granted for one student in 2025.

CREO - request to extend safety fencing around COLA for the roofing iron.

Deloitte - Audit proposal for 2025 - 2027. Cost is going to double, MOE is going to subsidise it for the next 3 years. We pay an extra 2.5% each year. Reasoning is a hangover from COVID. The Kiwipark model is a requirement and MOE has more expectations each year so it is a catch up. There aren't any other options for auditors, auditing is mandatory, it is set by the auditor general.

Gallagher Insurance - Confirmation of renewal.

Michael Forgie - Payment records and invoices for roofing project.

CREO - weekly updates on COLA project.

Pearsons Coachlines - Reminder of information required for 2025 bus runs

1 - Kahui Ako Memorandum of understanding - to be signed by Craig.

We get our ops grant of Kahui Ako funding, members have decided this will be pooled into one fund for getting people in to do testing and recommendations for the kids in our Kahui Ako.

(LSC) is worth hanging on to.

Motion: The Board agreed to accept and sign the Kahui Ako Memorandum of Understanding agreement which is valid for a year.

Moved: C. Conlan **Seconder:** J. Devlin. **All agreed, motion approved.**

Principal's report. The Principal's report had been circulated to the Board via the shared drive prior to the meeting. As attached.

Ryan presented his report to the Board.

134 kids enrolled, 24 pre enrols in 2025 plus a few already for 2026. There will be a need for the Board to make a decision next year about the 2026 enrolments. All so far for 2026 have been out of zone applications.

NAG 1 Curriculum: We have had four swimming sessions which have had a changed format toward safety in the water rather than swimming lessons. Staff have been very disappointed with the disorganised delivery, lack of quality, and poor communication from the Aquatic Centre. Our teachers put in a lot of time, teachers had to also deal with behaviour at the same time as running the sessions. It was a very expensive exercise with the cost of buses and time out of class..

NAG 2 Self Review: Nothing to report

NAG 3 Personnel: As below - staff wellbeing.

NAG 4: Finance and Property: Kiri met with Helen Hammond - Solutions and Services to go over initial checks for the 2024 accounts

NAG 5: Health and Safety: No major incidents.

NAG 6: Legislation: Kiri and Ryan attended an online webinar regarding the change in attendance codes which takes effect in 2025

Other:

er due to Continuous Absence - 20 days in a row, with no effective contact with / from the family, phone hung up on Ryan, no response to emails, or attempts at face to face communication. Attendance services have been engaged but are struggling

Policy and Procedure Review:

Concerns and Complaints Policy. The bit has been fixed. We looked at this earlier in the year. NZSTA had a look and were happy with it.

Motion: The Board agreed they are happy with the Policy as it is. It has been well tested and proven up to the job.

Moved: C. Conlan **Seconder:** J. Devlin. **All agreed, motion approved.**

(2) Ryan to refresh this document on the website.

ERO: Nothing to report.

Actions towards Plan: A blessing will occur on our new structure at our end of year prizegiving. of Moeraki Marae will come along and bless the structure. Ryan would like to have a special name for the space and has asked for suggestions. He will come back to us in the new year.

Learners at the Centre:

The new Maths Curriculum resources have been ordered for 2025. The decision was made to go with Prime as it suits our goals and preparation of our senior students for high school. It also has a more paper and textbook based approach, not all online as some others are. Has online access as well.

Mid - end January resources should be here. We will ease into it once our teachers have a good knowledge of the system. from Duntroon has resigned as a Principal and is going to be a contact for Prime. It will be interesting to see the results this time next year. Testing will be completed early in 2025 to establish which level each child is at.

Barrier Free access:

Literacy and Maths Targets. End of Year data has been prepared for the Board to look over.

Quality Teaching and Leadership: Nothing to report.

Board Members: Well being feedback from Teachers - Sarah Sutton. There is concern about the day Teachers are going to get, it's technically not a sick day but needs to be planned as a wellbeing day. Wishlist: a wellbeing budget, morning tea or wellness basket (pool of things like coffees in the staffroom). Coffee run, emails about camps, gifts at the end of year, grocery vouchers. Something at report writing time? Teachers have just completed this and management are now finishing the job off, proof reading etc.

Staff are wanting this on top of the day off. Investing in wellbeing is important, maybe try to squeeze the budget a bit in other areas to afford it?

Do something for the end of this year. Tuesday of the last week would work. Friday is the staff work do, if Board members would like to come along for drinks. Meet at Scotts at 5pm before the dinner. Some Board members were unable to attend so this idea was not followed through as a plan.

Helpers' morning tea coming up. Coaches, camps, bbqs etc. This is more of a staff to parent thank you.

A morning tea and a coffee run each term. Sarah Sutton to draw up a schedule of Board members to handle this each term.

Funding to come out of Board sundry expenses } - morning tea.

Send emails out to staff re how the board is happy with the data and how learning has gone and acknowledge the effort that has gone into end of year reports. Aaron will do this (3).

Morning Tea Tuesday 17th. Jess to organise this (4) Ryan suggested Temptations Bakery as we have dealt with them in the past for catering and they are local.

Motion: The Board accepted and approved the Principal's report as presented by Ryan.
Moved: C. Conlan **Seconder:** S. Sutton **All agreed, motion approved.**

General:

Ardgowan Home and School request to have a bouncy castle for the end of year treat. Following discussion the Board unanimously agreed that they are not keen on this, it can be very windy here, and also head clashes and injuries are highly likely, there is too much potential for incidents with so many children, it is not like a birthday party where there may be 5 - 10 children. Health and Safety is a big issue and the Board would need to be convinced the Home and School had all bases covered in this respect. The Board requested that next time the Home and School is wanting to do something like this that they put it in writing with a robust plan in place for Health and safety - the bar will need to be set very high.

The Board agreed the answer is "No" for this particular request.

Meeting closed at 7:15 pm

Next Meeting February 2025 to be confirmed once Ryan has done a draft schedule for the year.
18 February is the proposed first meeting date.
Ryan will draft a 2025 meeting plan which he will send out to the Board once done. (5)

Signed:.....

Presiding Member

Date:.....BOT

