

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 13th February 2024

Held in the Ardgowan School Staff Room 5:30pm

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

Apologies: Susie Oakes.

In Attendance: Kiri Ballantyne (Minutes Secretary).

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

Action table following meeting

Person	Action
(1) Suzy	To sign board Code of Conduct at next meeting
(2) Craig	Discuss with Ryan which Policies he would like to review for the next meeting.
(3) Ryan	Add in Camp line into the 2024 budget \$
(4) Jess / Sarah	Look into contact with the freemasons and fundraising opportunities for the COLA.

5:30pm Ryan welcomed all to the meeting.

Election of Presiding member

Craig Conlan, nominated by Sarah Sutton, Seconder: Aaron Gosney.

Craig accepted the nomination.

No further nominations.

Craig was duly elected and ran the meeting.

Minutes from the previous meeting - 28th November 2023.

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 28th November 2023 Board meeting were approved as a true and accurate record and were taken as read.

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

Action Points Arising from November meeting

Meeting dates - agreed by the board as below.

Camps - discussion at end of meeting.

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

Information about PLD funding applications closing on 23rd Feb

Forgie Hollows large invoice for the start of the roofing project.

Jacob Judd - presentation for the COLA project.

Advertisement of across school position for staff Kahui Ako - forwarded to staff

Aotea communications - put in monitors heat, light, sound, air quality.

Correspondence from parent

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.

The roll is currently at 109 children.

5 current pre enrolments for Room 6. A good number of enquiries throughout the year.

Year 7 has 8 kids in it so looking okay, retention of these children is so important for our Year 7 - 8 program, it is great to see them deciding to stay at Ardgowan rather than go to OIS.

We are guaranteed our staffing for this year, if the roll dropped below 101 before the July roll return we would lose some funding for next year.

We no longer have the big bubble of Yr 6 children, year levels are now more even numbers wise,

NAG 1 Curriculum: Nothing new to report.

NAG 2 Self Review:

Schedule of Board meetings for 2024. Ryan presented the proposed calendar of meetings, all were happy with the dates, any changes can be made for individual meetings as / when needed.

Strategic Plan: 3 main goals stay the same. The Annual Plan will look a bit different, focus towards goals, multi purpose space. Endeavour to communicate our Year 7/8 program to wider community to try to retain Year 6 - 7, 8 children in the school, create an artistic installation i).

NAG 3 Personnel: Morag has applied for extended leave for 7th May - 7th June 2024. This is for a previously planned family trip which had been put off due to COVID and is very important to the family. Ryan recommended that the Board grant the leave. We can get a relief teacher aide in to cover the time she is away.

Motion: The Board accepted and approved the leave application from Morag

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

NAG 4: Finance and Property: We have received and paid the first invoice from Forgie and Hollows for the roofing project.

NAG 5: Health and Safety: Nothing to report

NAG 6: Legislation: Nothing to report

ERO Nothing to report.

Learners at the Centre:

Local artist [redacted] is coming in during weeks 3,4, 5 to work with kids to brainstorm ideas to create a mural in Cody's Corner, draw up a draft plan then consult with the community as to the final look of it.

100 hours funded for her to work with classes, 1 hour each apart from Juniors.

Cody's mum has had some input, the theme will be around flora and fauna, butterflies. Beads of courage, one was a butterfly. It will still be called Cody's corner. The second part of the project is to do an art installation in the library.

Barrier Free access: Goals around the Treaty of Waitangi - making sure it is live and we are giving effect to it. MOE update and upskill in the new NZ curriculum - on hold. Since the change of government everything is on hold so plans can not really be made.

They are talking more 'phases' rather than 'years' i.e.0-3, 4-5, 5-6 etc. Give children a really good grounding. The intention was to have it in place by 2026, all updated and renewed by then but it has all changed now.

Make sure our local curriculum is included as part of giving effect to the Treaty of Waitangi.

Make sure our spaces are culturally safe areas. Continue to develop reading tools and the library, risk management strategies. Make sure policies and procedures are tight and workable.

Literacy and Maths Targets:

Targets are for targeted students to make sufficient / accelerated progress in writing and maths - targets come from discussion with ERO ([redacted]). ERO would like these same goals each year but Ryan feels it then becomes stale, and practice doesn't change to make goals achievable.

Literacy group target. A group of 7 students chosen from reporting and evaluation, they are children who do not already have any form of intervention or extra learning support available. The target is to achieve accelerated progress for this group.

Maths group target. A group of 9 students from the two senior rooms. As for the Literacy group.

Goal is set for the target students, the rest of the school works through the class plan or individual already set plans / interventions.

Quality Teaching and Leadership: Final round of PLD with [redacted], digital technology has been completed. Allocated hours are now finished, applications are due 23rd February which Ryan will send in. It would be great to continue this on, fingers crossed it is successful.

Other:

Board Code of Conduct. Board members to sign. All members present signed the document with those absent to sign at the next meeting. **(1)**

Principal's Wellbeing fund: Ryan presented a proposal for how this is to be spent in 2024. 1st - 3rd May MAC Wananga - Ryan would like to attend this - to be held at Waitangi.

Experience our foundational documents at the source, engage and give effect to the Treaty.

Registration \$:

Travel and accommodation \$

Total \$.

Ryan was also considering another conference in Christchurch but has decided not to attend this at this stage.

The plan is to fly to Auckland and get a campervan with [redacted], Call into a couple of schools on the way. Accommodation near Waitangi is very limited and extremely expensive, this is a cheaper way to go and allows Ryan flexibility in travel. Ryan explained briefly to the Board how the MAC works, our area is the Coastal Otago area which is different to the NOPPA group. It is a great opportunity to meet principals outside of the normal circle.

Motion - The board approved Ryan to spend \$: [redacted] on registration, travel and accommodation to the MAC Hui in Waitangi in May 2024.

Moved: C. Conlan, **Secunder:** R. Hattingh. **All agreed, motion approved.**

(2) Policy Review - Craig would like to start reviewing some of the Board policies. Craig to discuss which ones with Ryan and put these on the agenda for the next meeting.

Motion: The Board approved the Principal's report as presented by Ryan.

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

Public Excluded: Minutes recorded in a separate document - not accessible by the public.

Motion: The meeting went into Public Excluded discussion at 6.20 pm.

Moved: C. Conlan **Secunder:** S. Sutton **All agreed, motion accepted.**

Motion: The meeting came out of Public Excluded discussion at 6:50 pm.

Moved: C. Conlan **Secunder:** S. Sutton **All agreed, motion accepted.**

Financial

Draft 2024 budget refinements:

Craig had asked about best and worst case financial scenarios for 2024. MOE calculates the data received from roll returns then recalculates the funding entitlements. The OPS grant plus adjustments is the funding which results from this.

It is nearly impossible to work out what this may be as there are different calculations for each line of funding.

In Ryan's estimation, the worst case scenario = deficit of \$ [redacted]

Best case scenario we receive a further \$9900 after adjustments, resulting in a deficit of \$ [redacted]

Chances are we are going to be closer to the best case scenario.

We will have enough cash in reserve to cover any deficit scenario \$ [redacted] even with the COLA going ahead we will be well above the minimum of \$ [redacted] in reserve.

How do we navigate a loss and reduce it? Staffing is by far our biggest cost. Growing the school roll generates more funding. Keeping Year 6 children, growing the NE roll, get it out there about what we are doing. Lots of little bits out in the media.

We always lose the [redacted] kids at Year 2 as well as they go off to their own special school in Timaru.

Motion: The Board approved Craig Conlan to be added as a signatory to all Ardgowan School BNZ bank accounts. His main role is to be able to check balances and approve transactions when required. [redacted] has been removed.

Moved: R. Hattingh **Seconder:** S. Sutton **All agreed, motion approved.**

Financial Support for camps.

Estimated costs and Board contribution.

The Board discussed the following camps.

Year 1 and 2 amount to commit. Day trips. No overnight.

Year 3 and 4 amount. \$ [redacted] previously committed. Parents paying \$ [redacted] per child. 33 kids

Year 5 and 6 amount. Two nights. 31 kids. Raincliff TBC.

Year 7 and 8 amount. Three nights. 12 kids. Waihola.

What is committed today is on top of budget. On one side we are spending our savings, on the other it is a strategic investment.

Following discussion it was decided to:

Allocate a total amount, then the board agrees that the teachers and Ryan split how best suits each camp.

The Budget in 2025 needs to include an amount for camps. Ryan will also add it into the 2024 budget. (3)

The Board cannot keep doing the extra spending for camps, it is not sustainable. Transport is the largest cost by far.

By bus is safer travel compared to minivans but it is more expensive. Most buses now have seatbelts but it is not law.

Getting parents to provide transport is very difficult with some year groups, parents are engaged but they are working, off site, absent so a bus or van is the best option.

Motion: The Board agreed to fund \$ [redacted] to be split between the remaining camps as best fits the needs.

Moved: R. Hattingh **Seconder:** A. Gosney. **All agreed, motion approved.**

In theory that will leave us \$ [redacted] in deficit, worst case \$ [redacted] at the end of the year.
If we get an increase in roll the funding may grow.

Projects Committees:

Update on bike route - This is completed, children are riding to school on it regularly and numbers are growing. It is great to see it being used by lots of people walking as well.

Outdoor structure - Following the meeting and presentation from [redacted] on 12th February the Board are keen to accept his proposal - 3 different options ranging in price from \$ [redacted] - \$ [redacted]. Flat roof, curved roof or curved roof with solid steel beams.

The Board are keen on the middle priced one at \$ [redacted]

Next steps. Ryan has filled in the documents for the MOE, we need to get a proper quote and drawings, then Ryan will send those in. Any agreement from MOE will be in principle only until we have the entire amount, we will be \$ [redacted] short. Need to raise it as fast as possible. Ryan will talk to the Home and school at their next meeting this week. Continue to apply for grants. Try to get [redacted] to stay on board specifically with the applications in mind as she is very good at them. Lion Foundation is one we haven't tapped into, [redacted] would be a good person to get to do applications as well.

Freemasons - [redacted] is a contact with them. Jess to look into a possible contact she has.
Create a sub committee for fundraising, we would be able to have [redacted] on this, [redacted] was also suggested.

Sarah Sutton will catch up with [redacted]. (4)

A letter of intent has been received from Jacob Judd today, once we sign we can effectively go ahead with the start of the process,

It was discussed whether there is time to have a big fundraiser this term - that is possible.

Motion: To create a fundraising committee specifically for the Outdoor Structure project to work with the Board.

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

Aaron is keen to be involved, Sarah, Jess. [redacted], anyone else who would be keen to be involved.

OLT - we got iPads from funding we applied for last year. Try again this year for the Outdoor Structure.

An update on the Facebook page was suggested.

The Board all agreed they are very excited about this project and it is great to see it coming closer to a reality. All efforts will be directed into sourcing the remaining funding to make it a reality.

Meeting closed at 7:42pm

Signed:.....

BOT Chairperson

Date:.....