

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 25th June 2024

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Sarah Sutton (Staff representative), Craig Conlan (Presiding Member), Rouvierre Hattingh, Aaron Gosney (arrived after the meeting started).

Apologies: Suzy 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) Ryan | Bring new teachers up to speed with Physical restraint training and policies. Arrange suitable training if necessary. |
| (2) Ryan | Write up some goals for the school and Board in regard to school policies. |

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

Minutes from the previous meeting - 14th May 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 14th May 2024 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 the March meeting .

1. Done. has now left the school. Greenstone, Fishhook on the wall and Rimu pack
2. Ryan and Rouvierre have not met yet. To be set up.
3. 26th July for staff and BOT evening get together.
4. Unsure - Aaron was not present at meeting when this was discussed.
5. COLA To be discussed later as new developments to report
6. COGS do not do grants for capital items. There are other sponsorships we can look at.

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

Roofing project docs signed and sent away.

Creo Design fee approval form sent off

Te Mahau - clarification of enrolment zone.

Term 1 attendance data - Everyday matters.

Furniture and equipment grant through 2/3rds and 1/3 great timing as we are starting up Room 1.

2023 Annual Financial statements completed and signed off.

Curriculum roll out timeline - Te Mahau.

MOE - findings from the

Data will not be discussed at this meeting as time frames are too tight - next meeting.

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.

Roll Growth and zoning.

The roll is currently at 128 kids with 9 more pre enrols plus 2 in zone for this year.

2025 has 15 pre enrolments.

The zoning has been put into effect. We are now having to turn families away who are out of zone which is awful.

Families need to be genuinely in our zone to be accepted. They have to be residing at the address stated on the enrolment form to qualify.

There are quite a few families who are going to miss out due to the speed of the growth in numbers.

We will finish on 144 next year, 142 this year.

Rough estimate is that we may keep 8 - 10 of our Year 6 children but we don't know for certain yet.

Only 36 of our currently enrolled kids are in zone, of those only 28 actually live in the zone. The rest are out of zone.

We would lose the Library to become a classroom, or the Staffroom if we had to open another classroom. The library has just gotten up and running so it would be a shame to mothball it again.

If we bought a prefab it would be at our cost and MOE would not pay to maintain it.

Ryan has done some research and there are another 30 children in our zone which currently go to other schools.

We have to notify the community before September re: in zone enrollments and spaces available for out of zone. Eg. Year 7 /8 x 3 spaces for out of zone. Then if there are more applications than that the ballot system comes into effect. There is a list of strict criteria to follow. Children of past pupils, children of staff. Pupil retention is uncertain but growing in our Year 6 - 8 cohorts.

It is very positive that the roll has grown, but also a worry for future numbers.

There will be quite a large Junior bubble with the numbers we will end up with at the end of this year. Next year maybe look at splitting a junior class and creating another class which would drop the ratio. 144 is a difficult number because we have huge classes. We don't want to lose staff and families by growing too big.

Ideal target class size is around mid 20s with smaller junior classes to give those children the best start possible. There have been concerns raised from some parents around class size and whether their child will get the one on one attention with such large classes.

Look at doing a revised budget to forecast with the extra funding coming in. Once the July roll return has been submitted funding will be recalculated but we won't know what it looks like for a while.

Motion: The Board unanimously agreed that there will be no further out of zone enrolments accepted at the school for 2025 at any year level.

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

NAG 1 Curriculum:

4 Children represented Ardgowan at the WRSN speech finals with 3 receiving awards. The general standard was very high.

NAG 2 Self Review: Classroom observations have been conducted with teachers being very willing to participate and open to professional growth.

NAG 3 Personnel: New teaching staff have now all started. The initial plan was for them to take groups out of classes but with so much teacher sickness they have ended up plugging the gaps rather than sticking to the original plan. There has been a lot of staff sickness, to the point of nearly asking parents to keep children home. All staff have been really understanding and supportive through this time.

NAG 4: Finance and Property: Roofing Project - timeline and funding. Ryan had a meeting with Documents signed and going ahead in the next school holidays. Not enough in the colour to do it all in one hit so it will be completed over two holiday periods. We may have some funds left over at the end which we can put towards another capital project. \$159,000 allocated. \$100,000 quoted. Replacing the Sump pump in the car park has been included from last year. Barge boards may need to be replaced in some areas so this will eat into the surplus. Applications for additional staffing have been submitted.

NAG 5: Health and Safety: Nothing to report.

NAG 6: Legislation: Attendance

73% of children were regularly attending in Term 1. 6 children have chronic absenteeism, of these 2 have serious health issues, 1 is transitioning back into school and 1 is an ORS funded student who also has health issues. 2 target students have no underlying health issues - Ryan has been in contact with this family to address the issue.

Other

Policy Review:

Physical restraint training - new teaching employees to be brought up to speed with training, the goal in mind being to have everyone trained to be able to do this. **(1)** Ryan to bring new teachers up to speed with physical restraint training.

Our current policies were set up from NZSTA by i so are relatively up to date.

There is one Teacher Aide certified to do restraint.

Board remuneration policy - the board was happy with the current wording, this policy doesn't need any updating.

ERO:

Barrier Free access: The MOE has given us the timeline for the new curriculum.

Actions towards goals

Curriculum Rollout - Timelines for English- the draft is to be out next term - implemented start 2025. Structured literacy. Yr 7-13 comes out at the end 2025, not required to be started until 2026. All areas are required to be implemented by 2027. This government is keeping the phases to a certain extent, but making it really structured. The Kahui Ako will work on this together; they are currently in the process of reviewing their achievement challenges and setting new challenges for 2025. The new curriculum will be a part of that.

Literacy and Maths Targets: Nothing to report.

Quality Teaching and Leadership: Nothing to report.

Other: Nothing to report.

Motion: The Board accepted and approved the Principal's report as presented by Ryan.
Moved: R. Hattingh **Seconder:** A. Gosney **All agreed, motion approved.**

COLA update.

Ryan has talked with Creo about their quote. Our netball court is smaller than a normal size court (3m shorter approx.). 30 x 18m is now the size of the COLA and is 54 sq m less than the original quote. This would bring the cost down.

Creo is going to update the quote and bring the cost down to verbal quote at present, 3 - 5 months build time.

We have saved at the moment. The underspend for the roofing project could be reallocated to the COLA but there will be some hoops to jump through. As the COLA project is over we would need to have a project manager involved.

OLT Grant to be applied for, need to minute this for the application.

Ryan is very keen to get the project underway, we are so close to having 100% of the money that we can press the button now. If we dip into the buffer by \$ we could do the project, and then put the money back in with fundraisers.

Hannah Levy has approved the application as long as we can prove that we have the money. We need to first firm up the budget and show it to the MOE. Then we will get approval. Then Michael Forgie and Ferdi Koen will work on the project part of it with the MOE.

Then we get sponsorships underway for post pads, astro turf etc. CREO are coming back with a quote for these.

Our court is a smaller size and we are never going to have big competitions on it so wouldn't consider enlarging it.

CREO is going to get us a thermometer to put up to show funds already raised.

We could potentially have it by the end of the year.

Have a sponsorship structure. Platinum OLT, Gold Network Waitaki, and so on..

Motion: The Board agreed to repurpose the Hall account funds towards the COLA project.

Moved: J. Devlin **Seconder:** S. Sutton. **All agreed, motion approved.**

Motion: The Board approved to apply to the Oamaru Licencing Trust to the amount of for the Covered Outdoor Learning Project. The application is to be submitted by

Moved: R. Hattingh **Seconder:** A. Gosney. **Unanimous. Motion Carried.**

Motion: The Board agreed to commit the remaining required funds towards the COLA project subject to approval by the MOE. in the Rapid Saver Account, plus from reserve funds also in the Rapid Saver account. A total of Maximum from the BOT reserve funds in the Rapid Saver account.

Motion: C. Conlan **Secunder:** S. Sutton. **All agreed, motion carried.**

Currently we have n the Rapid Saver account. Short term that would leave us with n reserve which reduces the buffer to rather than the originally planned We may not even have to dip into these funds if fundraising and grant applications come through, the roofing surplus would also be there and once that project is finished we will know how much is left over.

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

Motion: The meeting went into Public Excluded discussion at 6.59 pm.

Moved: C. Conlan **Secunder:** R. Fraser **All agreed, motion accepted.**

(2) Ryan to write up some Board and School goals to send to the MOE.

Motion: The meeting came out of Public Excluded discussion at 7:14 pm.

Moved: C. Conlan **Secunder:** R. Fraser **All agreed, motion accepted.**

Meeting closed at 7:14 pm

Signed:.....

Date:.....

BOT Presiding Member

Next Meeting Tuesday 13th August.

