

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 26th March 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, Suzy Oakes.

Apologies: None.

In Attendance: Kiri Ballantyne (Minutes Secretary) - for her presentation only.

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

Action table following meeting

| Person | Action |
|-----------------------|---|
| (1) Ryan | Remove wording in the Community Code of Conduct Policy - as in minutes below. |
| (2) Ryan | Discuss leave application with Mark to find an agreed date for notification of approval and successful appointment of a reliever. |
| (3) Kiri | Add column in Board Member register for Conflicts of Interest declarations. Update as information is received. |
| (4) All Board Members | Email the office any business/ company connections which may potentially cause a conflict of interest now or in the future. To add to Board Member Register |
| (5) Ryan | Update wording in the Child Protection Policy as directed by the Board below. |
| (6) Ryan | Check with our Insurance company whether our Public Liability Insurance covers outside organisations using the buildings / grounds. |

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

Mural Presentation

has done some class sessions and prepared a draft for the mural to go in Cody's Corner which she presented to the Board.

explained the funding split between her services and the resources. Only \$ allowed for paint, resources and maintenance etc.

Things taken into consideration of the design are line and pattern, colours and how to put them together. Cody's mum has had some input, beads and butterflies. Staff feedback, nature, maori culture, native plants and wildlife. We want to feel happy, fun and uplifted by that area, it is not like that at the moment.

presented her draft plan to the board. Staffroom wall: Birds, native, mountains, flaxes, grasses, flowing into a more simple design on the wall. Panels will be painted inside so they can be worked on during colder and wetter weather. Have a bench seat in the corner; photo opportunities.

Library art project will be Waka and Maori artwork themed. : hopes to apply for more funding to do the library project once Cody's corner is finished.
asked for any questions or additions from the Board. She will email the images from her phone to Ryan to circulate with staff and Board members.
Plenty of inspiration from the area and the children's drawings.
left following her presentation.

Minutes from the previous meeting - 13th February 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 13th February 2024 Board meeting were approved as a true and accurate record and were taken as read.

Moved: C. Conlan **Seconder:** S. Sutton **All agreed, motion approved.**

Action Points Arising from November meeting .

- 1 Suzy is yet to sign the BOT Code of Conduct - it is in the school office.
- 2 Craig has added these to the agenda to be discussed later.
- 3 Line added to budget. 2024 Budget to be approved later in the meeting.
- 4 Sarah submitted an application to the Freemasons which was rejected as it is outside their parameters, they may be able to assist with items later on into the project.

Correspondence: Had been shared to the BOT members prior to the meeting. As attached. HPV information sharing with families.

with Sarah Sutton in Room 5 - student teacher.

Across school Teacher Kahui Ako - Dana has been offered and accepted this position.

Fern Fuel \$ to spend on rewards - we selected a sound system for events and assemblies.

2023 End of Year accounts have been sent to the Auditor.

Ryan had a zoom meeting with 1 - Deloitte.

requested info re COLA project.

Roll Return completed and submitted on time.

weather tightness review which may put the Roofing project back. Ministry Issue with codes of compliance. Their requirements are higher than Councils.

letter of resignation. 20th May last day. Looking to pursue new opportunities. Not all staff know yet so to be kept quiet until Ryan can talk with about how the information should come out. She has given a 2 month notice period. Ryan will start to think about planning for her replacement. The Board reluctantly accepted her resignation.

- Refreshment Leave application. Term 1. Discussed below.

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 112.

6 Pre enrolments for the remainder of the year. Several further enquiries have been received and we know of several siblings who are coming but have no paperwork for them as yet.

Mainly New Entrants which is positive. The next Roll Return is July. Could be at 120 by then. 126 generates another teacher for us.

At the beginning of next term Ryan will put in an application for more ops grant funding.

NAG 1 Curriculum: A Teacher Only Day is planned for 4th June with the rest of the Kahui Ako. This is to help plan the roll out of the new curriculum.

The Board unanimously approved the Teacher Only day for 4th June.

NAG 2 Self Review: Draft policy for Community Conduct and Expectations Policy. This is a policy we can share with our community if any issue arises. Can be shared with parents / families who are raising issues i

Craig suggested consulting the community.

(1) Adjust wording. Take out ' ' - take it back to

"Making" Add into the enrolment pack but not ask parents to sign.

Following discussion the Board agreed they are happy to adopt this Policy once the above amendment has been made - unanimous.

NAG 3 Personnel: has been appointed as Across School Teacher in the Kahui Ako role. will now do 3 days in R2, Ryan a day in R3 to cover Sonya's day off. will now have only 2 days per week in class.

The Kahui Ako within school role has gone to the Southern schools to give them more equity.

has applied for refreshment leave in Term 1 2025. Same type of leave as took this year.

Full time teachers are entitled to take a term of unpaid leave after 3 years of working in a school.

The only caveat on it is that a suitable replacement teacher is found to fill the gap.

Do we need to start asking why? 2 teachers have applied for this in two years, it is something Ryan has never come across before. Mark's reasons are different to

He has given plenty of notice. Ryan suggests if he hasn't found a reliever by a certain date that he may not get the release. New teachers are an option, two that we know of in the area. needs time to book flights.

Moved: The Board supports the Refreshment Leave request from subject to Ryan being able to get a reliever by a suitable date.

Mover: C. Conlan **Secunder:** S. Oakes. **All agreed, Motion approved.**

(2) Ryan to talk to to find an agreed date which is fair to both parties. Then start looking for a reliever when the time is right.

NAG 4: Finance and Property: Nothing to report.

NAG 5: Health and Safety: The Fire alarm was set off in the children's bathroom a few weeks ago. Ryan has reached out to FENZ to send someone out to talk to the children but hasn't heard back. Cost! to get Wormald to travel out to reset it. Plunket Electrical can reset so we will contact them in future.

NAG 6: Legislation: Phones away for the Day Procedure. 'Phones away for the day' was sent out for consultation. As it is a procedure, the Board does not need to sign it off. The Board members agreed they are happy with it.

Conflict of Interest Register:

Conflict of interest register. We need to have a register that if anyone has interests in a company or person as part of the school it needs to be declared. (3) to add a column into the Board member register to declare any companies / businesses they are each involved in or own. (4) All Board members to email details of any business entity or company they are involved in which could potentially cause a conflict of interest now or in the future.

ERO

ERO has been tasked with making sure the phone policies are in place and that we are teaching 1 hour of Maths, Reading and Writing every day. Christine Gold is retiring soon. ERO are now going back to the audit system every three years, like it used to be. Ryan has enjoyed the experience with having more contact with ERO and feels he has grown from it professionally, but other principals haven't found the same. Our current cycle finishes after another year, then back to the 3 year cycle.

Learners at the Centre: Fundraising for COLA.

Outdoor structure

Motion: The Board approved the school contribution towards the COLA Project to be \$ currently set aside in the HALL bank account and the rapid saver account with the BNZ.

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

Based on current funds held, and the quote from Creo for the preferred option (2), the shortfall on the project is approximately

The acoustics of it will be noisy during rain but plastic covering would be the same.

The Board agreed that the Creo option 2 is the preferred option due to its projected longevity of 50 years as opposed to 25 (approx) for the Shade Systems option. The cost of both options is close enough that this is not a big factor in the decision. The aesthetic value of the Creo option is preferred by all - unanimous.

Plumbing is an extra cost.

Does not include pads around the poles. Approach local businesses for sponsorship later on for this.

Child protection Policy Review.

The Policy is based on what had recommended from the NZSTA website and is fairly standard.

The Board made one change under 'Procedures / supporting documentation'.

(5) Ryan to put 'Current Procedures for Ardgowan School' - and remove "

Motion: The board agreed to adopt the updated Child Protection Policy with the one amendment as above.

Moved: C. Conlan **Seconder:** S. Oakes. **All agreed, motion approved.**

Barrier Free access: Nothing to report.

Literacy and Maths Targets: Nothing to report.

Quality Teaching and Leadership: Nothing to report.

Other: Nothing to report.

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

Moved: C. Conlan **Seconder:** S. Sutton **All agreed, motion approved.**

Financial

2024 Budget

Motion: The Board approved the 2024 Financial budget as presented by Ryan.

Moved: R. Fraser **Seconder:** J. Devlin **All agreed, motion approved.**

Financial Reporting for February was not discussed.

Projects Committees:

Covered Outdoor Learning Area Project.

Motion: The Board approved that the Creo proposal for the outdoor shade structure be selected as the primary option for the project. Option 2 @ :

Moved: S. Sutton **Seconder:** C. Conlan **All agreed, motion approved.**

Motion: The Board approved that a Grant application be made to

The Lion Foundation for the amount of €

To help fund the remaining shortfall for the COLA project.

Moved: C. Conlan **Seconder:** R. Hattingh **All agreed, motion accepted.**

Licence to Occupy Agreement: Anyone using the school grounds for a meeting or activity needs to sign this agreement. This covers all groups including the Home and school, and other small organisations such as yoga classes. It is worth contacting the insurance company to find out our liability on this as most organisations will not have the required \$ 1 million public liability insurance. If we let someone on without them having this are we covered?

The Board agreed they are happy to adopt this following (6) Ryan checking it out with our insurance. Set a 1 year time limit on each agreement so future Boards don't get tied down by it.

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

Motion: The meeting went into Public Excluded discussion at 6:55pm.

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

Motion: The meeting came out of Public Excluded discussion at 7:20 pm.

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

The Mural project was discussed briefly at the end of the meeting.

Have a space in the mural and have a competition each year and put the winning artwork in that space.

The Board are very impressed with : ideas, they are all excellent. A nod to F who was tragically killed in a car accident at Moeraki. A nod to : without being obvious.

The Board were happy to go with her style rather than being all the kids work, it will remain current and will last longer. Her inspiration will come from the artwork of the children. Put the Ardgowan 'A' in as a background, maybe in the middle behind the seat. 'First day of school' photos for new students.

Matariki is in week 9 of Term 2. Planning to do something similar to last year which was a great community event. Using the school grown pumpkins as a soup - there are plenty. Have the kids involved in cooking them.

The happy harvest day worked really well, informal and lots of parents engaged and taking the produce. The orchard will keep this project going with the Te Ropu Manaakitanga group very enthusiastic about the project.

Meeting closed at 7:30pm

Signed:.....
BOT Presiding Member

Date:.....