

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 14th May 2024

Held in the Ardgowan School Staff Room 5:30pm

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

Apologies: Jess Devlin.

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	Look into an appropriate leaving gift for from the BOT.
(2) Ryan and Rouvierre	Meet to discuss the Health and Safety Policy. Start identifying the biggest risks.
(3) Ryan	Sort out a date for the proposed BOT and Staff mid winter get together.
(4) Aaron	Approach the local Lions Club to sound them out for a funding application for the Shade Structure.
(5) Ryan	Find out from Creo how long they will hold their quoted price.
(6) Sarah	Look into applying to COGS for grant funding for the Shade Structure.

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

Minutes from the previous meeting - 26th March 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 26th March 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 March meeting .

1. Done
2. Still needing to find a reliever.
3. Not fully completed as not all Board members have responded to the email for information.
4. Not completed - as with #3.
5. Done

6. Any activities that are part of the school will be covered by our insurance (Home & School meetings included). If a Gala or such thing is being held by the school or H&S, let the Insurer know. If outside groups are leasing/using grounds and making money then they need their own insurance.

A parent has approached the school to hold a yoga group in the library. She is not going to have any insurance. Would do it straight after school, maybe do it when there are staff meetings going on. We want people and the community to use our facilities. Risks with this are pretty minimal with staff still around. The Board agreed that if we have staff members here then they are happy for this to go ahead.

Motion: The Board approved that the Yoga group be allowed to use the library building when there are staff members onsite.

Moved: C. Conlan **Seconded:** R. Fraser. **Motion accepted. Unanimous.**

Conflict of interest - some members still need to send information to [redacted] clarified what is needed for these. Website blurbs still need to be sent in for some Board members. If you have no conflict to declare we need to know this too.

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

Creo - design fee approval form.

[redacted] - resignation.

HPV reminder for parents.

Michael Forgie - roofing project tenders received, working through process.

Kahui Ako notification of [redacted] appointed as LSC.

[redacted] - MOE - request for all correspondence from [redacted]

[redacted] - MOE - Acknowledgement of receiving correspondence for [redacted]

[redacted] wishes 24th May. Do a teacher and BOT thank you before she leaves? We will have a special assembly.

What to do as a BOT. Dried flowers would last but she is travelling so flowers are not the best option. Something small, Oamaru stone carving or plaque maybe. Ryan to look into this (1).

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 122 and will be at 126 (13th June) before the July Roll Return.

NAG 1 Curriculum:

We have two students participating in an Explorers Plus Programme based at Weston School. They are at Weston Tuesday mornings and all day on Fridays. [redacted] is taking them to and from Weston and staying there to guide them through the programme. Funding is for this term only at this stage. A qualified teacher is running it at Weston.

NAG 2 Self Review:

Health and Safety Policy review. The Caving incident in the news has highlighted the need for the Board to be on top of Health and Safety, our Policy stands on its own but now we need to do a thorough risk assessment at school. EOTC, Child protection, School lockdowns are recommended focus areas. Put a section for continuous Health and Safety improvement in our Annual Plan. Reporting needs to be more than accidents and investigations, needs to include events, near misses, wellbeing, identify 5- 6 critical risks, school camps, falls, etc. How the BOT looks at it is as important

as what is in it. Camps need to be fully looked into and assessed before being signed off. Using buses rather than vans is one example of what the BOT can influence for a school trip.

Evacuations, lockdown drills, what can we do to mitigate the high level risks. Identify what the risks are currently, then build on it from there. Then decide on how we want Ryan to report to the BOT at each meeting.

We already have a comprehensive Hazard register in place.

What are the critical risks? Example: busy road, driveway management. Medication that could harm a child.

Rouvierre and Ryan to meet and identify the 5 highest, then present the findings to the Board for discussion at the next meeting. It could be a while before we could focus on this for a whole BOT meeting so better to be just two people initially. Having an amount set aside to pay any fines is essential.

The Caving tragedy is a point in focus. The Board would be fined as an entity not as individuals so it would be the school who was liable to pay fines. It is a terrible process to go through. Some Principals have put their houses in trust to avoid being in the firing line. Ryan is the first one in the firing line. This is why we need to have everything possible down on paper. Rouviere has had no concerns about the details in the RAMS forms this year so far, so teachers are being very thorough with what they are putting in them.

Ask questions to ensure BOT is comfortable with what is in the RAMS.

Ryan has gone through the list on the current Health and Safety Policy, and there is a definite need to further develop and create some of the items.

Rouvierre and Ryan to meet at a suitable time to discuss the initial stages of this. **(2)**

NAG 3 Personnel:

Ryan has appointed 3 fixed term teacher positions due to roll growth. We will be at 126 students by the middle (13th) June, and this entitles us to another MOE fully funded teacher.

..... : - Full Time in Room 6 to replace Start 27th May 2024.

..... FTTE in the Roll Growth classroom. Start 17th June 2024. 2 days / week.

..... ' will teach the other 0.6 FTTE in this classroom and move out of Room 2.

..... 0.8 FTTE in Room 2 which covers moving to the other class. Start 17th June 2024. Full time.

This is a very exciting step as our class sizes have been getting very large, especially in Rooms 3, 4 and 5. There will be a reshuffle of some students between classes to reduce overloaded classes at the beginning of Term 3.

The new teachers are initially going to do some group teaching in rooms 3, 4 and 5 to ease the load on the current teachers.

Most of the Year 1s in Room 6 will be taken out and Year 1 children from room 5. Sarah Sutton will have Year 2s, plus a couple of Year 3s from Put some Yr6 from Room 3 into Room 2.

The Room 6 NE class will start on 9, and will end at around 20.

Still getting lots of interest in the school which is a good thing.

..... in class 1 day per week, 2 days Kahui Ako work, group work the other day, possibly dc ;
release day later on in the year.

Where is the magic number that we start to enforce the zoning?

Ryan is thinking 135 - 140. Still gives us the buffer to ensure we start over 126.

Year 1 class will be in Room 1. Have a change around at the end of the year - progress up the school.

Is there a number of out of zone spaces that we could advertise as available?

Staffing funding is guaranteed for next year as we have achieved the numbers by 1st July.

At the end of 2024 we lose 5 Year 8s, 2 brethren going. Need to keep 4 x Yr 6s.
6 NE coming in on day 1 next year.
Ideally we would like to start on or near 126

To open more classrooms we would lose the staffroom and the library as they are considered teachable spaces.

At the moment we are taking everyone who applies. If we hit 135 -140 then possibly look at enforcing the zoning.

The Board decided to leave it up to Ryan to make the call when to bring the zoning into effect.

The Board decided not to put the Out Of Zone Enrollments advert in the paper at this stage.

We can look at reevaluating again at the end of this term. We will have more of a picture by then.

NAG 4: Finance and Property: Nothing to report.

NAG 5: Health and Safety: Nothing to report.

NAG 6: Legislation: Nothing to report.

Other: The next BOT PLD, centred around the Treaty of Waitangi clashes with the planned BOT Meeting on 25th June. An alternative date of Tuesday 2nd July was discussed and agreed upon by the Board members to enable them to attend the PLD.

Mid winter BOT and staff get together: Ryan is proposing a mid winter function for staff, BOT and maybe Home and School. The Ethel and Bethel night being run by Home & School is a community fundraiser.

The BBQ in the summer was great, relaxed and social.

It was agreed to have a separate thing for mid winter for Board and Staff, potluck dinner was suggested. Drinks at Scotts. Ryan to sort out a date for this **(3)**. Scotts is nice and easy. Plan to hold a BBQ again in the summer and include the Home and School in this.

ERO: To support our ERO Evaluation advancement the floating unit has been allocated to for the remainder of the year; to focus on developing a strong culturally sensitive environment which is supported by an authentic local curriculum. In line with Strategic Goal 2.

Dana Goodall and Sarah Sutton are developing a Maori curriculum in conjunction with the local runanga. Feedback from _____ and _____ is being used to further develop this. It is really exciting to have this feedback and to know if we are on the right track.

Learners at the Centre: Creo has sent through a design fee approval form. This is for them to have commitment from the school so they can go ahead with the initial process of design and consent for the structure. It does not commit us to the actual building of the structure.

It will cost \$ _____. Then they can make a start on the design and consent process, this can take months. This only commits us to the design process at this stage.

Creo consultants called in today and met with Ryan - the person from Australia who would be involved in the building of it was here to have an initial look.

When we get the money we want this to happen quickly, if the process is already underway then it could put us in a good position to go ahead when we are ready.

Aaron will approach the local Lions Club **(4)**. They have been approaching organisations as they have money to give. It would be great for us to get something out of it.

Motion: The Board approved the spending of _____ to start the initial design process.

Moved: S. Sutton, **Secunder:** C. Conlan. **Motion approved, Unanimous.**

Ryan to find out how long Creo will hold the quote for. **(5)**

Ryan is fully into supporting the project and very excited about it, but doesn't have the time to drive it. Options: Home & School take it on, Someone from the wider community, Board Member or Board sub committee, Pay a consultant to get the remainder of the funds needed.

Cost would be around _____ It would come out of the funds already raised for the project, not school funds. There are no guarantees that this person would get us any money out of their applications.

We do need someone to drive it. Aaron is happy to help Ryan to find someone within the school or community to drive it.

There are several people around that do the applications as their business.

Do the Home and School want to be involved or do they want to support the school as a whole and move on to other projects? It was though the latter.

There are websites and Council lists of available grants. Many have strict criteria, so that reduces the pool significantly .

Becca is happy to go out and get smaller donations and sponsorships, but we need to be a bit closer to the end goal before we start asking for the smaller amounts.

Oceania - we haven't heard back from them but not unexpected as it is, overseas owned.

Is there a parent in the school who could help to drive it? Aaron stated he is willing to take this on and will meet with Ryan to discuss a plan going forward.

A lot of grants can be applied for repeatedly if 'no' one year, maybe 'yes' the next.

Sarah is happy to apply to COGS for funding so will look into this. **(6)**

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: S. Sutton **Secunder:** S. Oakes **All agreed, motion approved.**

Extra Hours for Teacher Aides - proposal.

Ryan outlined a proposal around extra TA hours. The roll has grown and he would like to support the teachers and students better with longer TA hours. Initial budget indications meant we would be short by quite a bit. There is now an Entitlement adjustment from the MOE which means we will get an extra _____ (approximately) on top of what we budgeted for. This means we hope to have a surplus at the end of the year. Our increase in Roll means our OPS funding goes up and we will get the extra amount in the October OPS grant. From _____ up to _____ stimated. Current TAs are almost at maximum hours so we could look at getting another person in.

Whatever happens, we would not be worse off than the previously anticipated deficit.
Would be a fixed term employment until the end of the term.
3 hours per day, 15 hours per week. Would this be enough?
One current TA is completely focussed on our ORS student, the other two mainly focus on a selected group of children who are higher needs. We have great TAs, long serving and doing extra PLD in their jobs, and very dedicated.
Can we afford to carry this over for 2025? This would be a possibility. There is some capacity for to take on extra hours.
All funding has to be applied for each year. ORS kids are the only ones guaranteed to receive ongoing funding.

Motion: The Board agreed that Teacher Aide hours be extended an extra 15 hours per week for a fixed term period until the end of the school year.
Moved: R. Hattingh **Seconder:** C. Conlan **Motion approved. Unanimous.**

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

Motion: The meeting went into Public Excluded discussion at 7.02 pm.
Moved: C. Conlan **Seconder:** S. Oakes **All agreed, motion accepted.**

Motion: The meeting came out of Public Excluded discussion at 7:21 pm.
Moved: C. Conlan **Seconder:** S. Oakes **All agreed, motion accepted.**

NZSTA workshops coming up in May. Craig advised the board that these are coming up and forwarded the link to Board members.

Meeting closed at 7:25 pm

Signed:.....
BOT Presiding Member

Date:.....

Next Meeting Tuesday