

## **Ardgowan School Board of Trustees Meeting**

Meeting minutes.

Wednesday 30th October 2024

Held in the Ardgowan School Staff Room 5:30pm

---

**Present:** Ryan Fraser (Principal), Craig Conlan (Presiding Member), Aaron Gosney, Suzy Oakes.

**Apologies:** Rouvierre Hattingh, Sarah Sutton

**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	Work out the next steps following the Board pledge to support the Living Wage Waitaki campaign.
(2) Ryan	Add Recognition of Staff success into the Staff Wellbeing action plan.
(3) Ryan	OIA request procedure - add in within 20 working days of the latest request (clock restarts each time of amended request).
(4) Ryan	Report to the MOE on outcomes following the support from Gabrielle Wall.
(5) Ryan	Check to see if any further Policies need review before the end of the year.

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

D.                      and                      from Living Wage Waitaki presented to the Board members regarding cleaners, ground staff and canteen workers potentially receiving the living wage. We have three employees who may be affected by this.

There is currently a big push to support the effort to encourage central government to pay the living wage instead of allowing the minimum wage to be paid, many of these workers are mature people. LWW would like school staff and Boards to endorse and support the campaign. This would mean the Board moving a motion of support along with a written statement of support and other follow ups like a staff photo etc.

There would be no extra cost to the school if this was implemented as our staff are paid through the bulk grant, just the Government.

It would be good for the children, community and economy. Local businesses would also profit.

Cost of living is going up continually. Minimum wage is not enough. 0.6% extra to the total wage bill would be enough to achieve the lift to living wage.

It also keeps good employees in the job as they feel more valued.

This is a national campaign, mainly in the South Island at the moment. Most schools approached so far have been supportive.

\$27.80 is the living wage. Minimum wage is \$23.50

Proportionally more women are affected as more women work in these roles.

**Motion:** Board members present agree with the pledge to support Living Wage Waitaki in their campaign to the Government to implement the living wage to Cleaners and Grounds Staff.

**Moved:** A. Gosney **Seconder:** C Conlan. **All agreed, motion approved.**

Support is in principle which is fine, there is no risk in signing it.

Ryan will work through the ins and outs of the next steps to show support.(1)

**Minutes from the previous meeting** - 17th September 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 17th September 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

2. Done

3. Done

4. Done

5. Done

6. Done

7. Meeting with **rom S & S 13th November.**

3 main things came from the staff meeting in order to trigger action to be taken. It is mainly the intimidating behaviour, not necessarily swearing. Constant invasive contact via email. Comments made in public forums.

**Staff Wellbeing action plan:** This is in a draft form at the moment, still under discussion - Ryan went through it. Staff would need to plan a mental health day in advance not spur of the moment as this causes Ryan stress trying to find people at short notice. Have a reliever sorted and plan it beforehand.

The Board agreed they are happy to give staff a wellness day with Ryan administering how this works and making sure it is on the proviso that staff advise and organise it well in advance. One day offered per year to full time permanent teachers. 0.8 and above. It would be considered a paid sick leave day.

Could that cause issues with the people who aren't full time?

Are we solving the problem the right way? Are there other things we could do that may be better?

This is what the teachers have talked about and want.

Craig is happy for Ryan to go ahead , add it into the 2025 budget and manage it how it best suits.

Spiritual, Social, Physical and Mental - 4 walls of the whare. Need to look after all 4 walls for the building to stand.

Adults get cognitive overload as well. We need to be wary of extra pressure during busy times of the year, during testing and reporting periods.

Self care and awareness of looking after the self.

Plan something as a staff, group activity, sport etc.

Check in on staff termly - Sarah Sutton is happy to do this and if need be bring it back to the board if a particular issue comes up.

A shared morning tea is a good idea, BOT members can come in and meet staff, be more visible.

Craig suggested that staff having a success of some sort receive an email from the BOT congratulating them. (2) Ryan to add this into the plan.

The staff are fully behind this as a starting point.

Could get public health nurse or EAP service in to have a talk. Puts faces to the organisations.

Put points into the community expectations policy. Staff handbook.

**Motion:** The BOT agreed to the action plan subject to the above changes being made.

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

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

Notification of proceedings for family court for one of our families.

Michael Forgie - change of contract to a 3 stage contract.

Creo - Contract for COLA.

Wall - Recommendation summary of meetings with BOT and staff.

WGHS - Intake profile forms for Year 8s.

WGHS - Date for transition meeting with staff.

OCT - Notification of grant extension. We now have all documents and the money is in our account.

Michael Forgie - Council consents for the COLA.

CREO - Invoice for stage 1 & 2 of the project

Te Mahau - MOE - New Mathematics curriculum information and ordering timeline.

Te Mahau - Consultation on placement of an excluded student to be directed to Ardgowan.

**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. We have 133 children enrolled with another 3 pre enrolments for the remainder of the year.

These are all in the New Entrant class - Room 6. 25 pre enrols for 2025.

Consulted our Year 6 families. 7 leaving, 6 staying. Still to hear from a couple.

A family is coming over from Te Anau, dad is project manager for the Stadium. Plan to arrive in November but start properly in 2025. Year 7 next year.

**NAG 1 Curriculum:**

**NAG 2 Self Review:**

**NAG 3 Personnel:** [redacted] has been assigned the TA position. She is a qualified teacher and has fitted in amazingly well. She will be a real asset. Hopefully we can keep her here for 2025.

**NAG 4: Finance and Property:** Ferdi Koen meeting. Likely [redacted] underspend from the roofing project. Discussed a few things to do with the money. Decking, concrete area at end of room 6 with marked out areas. Sport Waitaki could come in and do PLD to make the best use of this area.

Turf on the courts would cost approximately [redacted]

The deck is looking a bit shabby, put reflective caps on steps, remove netting, replace some boards. Sort out the high slip zones.

Need to spend it as quickly as we can, if something comes up unexpectedly we would have to use that money for that.

BOT agreed that deck is the priority, stain it and will extend its life by 10 years

**NAG 5: Health and Safety:** Nothing to report.

**NAG 6: Legislation:**

Wed 17th September Triennial BOT elections (suggested date). Craig, Aaron and Jess coming up for reelection.

**Motion:** The Board agreed to set the date of Wednesday 17th September 2025 as the date for the Triennial board elections.

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

If nominations equal the number of places available there is no election.

**2025 School Year Dates.**

**Motion:** 2025 Start Date 3rd February - Monday 15th December.

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

This gives us one short week then we get into it. The government is trying to take out Teacher Only days during term time. This is not confirmed yet but looking likely.

**Policy and Procedure Review:**

OIA request procedure - Ryan has drafted the document. This is following the recommendations made by :

Ryan went through the main points of the procedure with the board.

Add in the point that if the request is amended the clock starts again - within 20 working days of the latest request. Ryan to add this in **(3)**

We would want payment for the supply of the documents upfront, then send info within 20 working days once payment has been made.

The Board unanimously agreed to adopt this.

We can put it up on the website.

We have ticked off the main requirements from [redacted] report. We can now respond to the MOE and say thank you for the support and update the outcomes. Ryan to write this **(4)**

**ERO:** Nothing to report.

**Actions towards Plan:**

**Learners at the Centre:**

**Barrier Free access:** The government has given out more information about the 4 new maths curriculum suppliers and what they have to offer. Resources need to be ordered by 4th November. Leaning towards Numicon and Prime, the others are more online based. Numicon is great for Juniors, Prime is the other way around. It makes things difficult if classes are mixed Year groups if we have one in Jnr and one in Senior. Dana and Sarah Hattingh have visited schools they are already running these programs in. Not all resources are free, all require extra purchases. The Government is only funding certain initial things. Numicon is hard materials based and manipulatives are used extensively which is great for the juniors. All planning is online - no physical book. Teachers cannot print it but can pay extra for the whole book.

Prime - one between two class books. Books will not necessarily be at the level of the child. We would be resourced on our numbers at each year level not ability level. We don't get the opportunity to order extras initially.

Ryan has a NOPPA meeting tomorrow and principals will discuss the options again.

We want to work on transitioning our children towards high school - Prime works well for this but is only one element of the whole maths picture.

Ryan has started looking at the budget to make sure there is enough in the maths line for more resources in 2025

Other schools, Fenwick, Duntroon etc have already been using Prime for a few years so can give us an idea as to what works.

BSLA is trying to get kids back to handwriting. If all maths is online then it negates this effort.

Maths No Problem requires interactive whiteboards - we don't have these.

Publishers in the US have power over what the kids are learning. NZ doesn't want to create that situation here, make them still compete so it keeps them more honest. The MOE will never make schools fit into one system as it would create a monopoly.

Papakaio is in the same situation as us, similar demographic being rural.

**Literacy and Maths Targets:** As above for maths.

**Quality Teaching and Leadership:** Nothing to report.

**Carpark:**

Carpark following rain. Judder bars - pins have popped up and need to be removed. Aaron is at Whitestone contracting later in the week - will seek advice from his contact as to what we do from here. The carpark is very busy with lots of junior students coming in. Some idiot drivers who are very dangerous. We have notices in every newsletter trying to educate parents to keep children safe in the carpark and drop and drive area. There have been incidents of road rage and unsafe driving. We can only do so much. Look at putting zebra crossing lines in between the judder bars to create a safer crossing area.

**General:**

The Kahui Ako newsletter is available in the Board drive for members to see the latest news.

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

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

**December meeting:**

Look at the 2025 budget and 2024 data. Any policies needing review? Ryan to have a look (5). The complaints one which was due for this meeting had already been done.

Meeting closed at 7:15 pm

Signed:.....

Date:.....BOT

Presiding Member

Next Meeting Tuesday 3rd December 2024

