

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 17th September 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, Suzy Oakes.

Apologies: None

In Attendance: Kiri Ballantyne (Minutes Secretary). Gabrielle Wall D & G Consulting

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

Action table following meeting

Person	Action
(1) Sarah	(IC) [REDACTED]
(2) Ryan	(IC) [REDACTED]
(3) Ryan	(IC) [REDACTED]
(4) Ryan	Update dates on Intellectual Property Policy, and check that the staff handbook has this information. Add if not.
(5) Ryan and Craig	Meet with Michael Forgie and Creo to go through the scenario of "what if" regarding extra unforeseen costs. Groundwork etc. Achieve a consensus on the best plan if that eventuates. Add this into the contract.
(6) Ryan	Get feedback from staff on 4 identified critical risks and consider controls for these.
(7) Kiri	Send approved Financial Motion to Solutions and Services.

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

Motion:

The meeting went into committee at 5:30pm.

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

Motion:

The meeting came out of committee at 6:43pm.

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

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

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

Action Points Arising from the June meeting .

1. Completed. Anna Waite has completed the training.
2. Still to do
3. Completed

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

Te Mahau - Notification that SHHNF for one student will end after term 4 - this is due to the age of the student. An application has been made to renew funding for 2025 as the student in question has only recently been diagnosed with the condition and is still grappling with it..

Ferdi Koen - MOE Property - We can not use 5YA funding for the COLA as it is not an existing structure. We need to discuss what other areas are needing attention to use this money.

Ferdi Koen - MOE Property. Indication that the COLA project is on hold as not all costs are covered by the funds raised to date. Project manager fees and site work costs need to be covered. We do not need a contingency fund as it is not an MOE project. Following discussion between Michael Forgie and Ferdi it was agreed that as this is not an MOE project that it is not a MOE requirement to have a contingency amount - that is a Board choice.

- notification of physical restraint training completed.

request for information regarding a family.

focus questions for the BOT and staff meetings.

Solutions and Services - notification of annual visit in November.

Teaching positions advertised - 46 applications. 6 printed. All others are overseas applicants and university teachers. For 2 fixed term positions.

Pearsons - concerns regarding a drop off for one child. Ryan has dealt with this.

Solutions and Services - Cyclical maintenance review for 2025. An audit is required to decide whether the money set aside is still enough for the work to be done.

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 6 pre enrolments for the remainder of the year.

These are all in the New Entrant class - Room 6. 24 pre enrols for 2025.

Provisional staffing has come out for 2025 and remains the same as we now have - this is positive.

NAG 1 Curriculum:

The Junior school cross country was held here at Ardgowan with the children running through a part of the Reservoir. It was very successful with a lot of parents attending.

Several senior students competed in the North Otago cross country with two senior students qualifying to go to the Otago Champs in Dunedin.

NAG 2 Self Review: Nothing to report

NAG 3 Personnel: Teacher Aide hours have had a reshuffle following the stand down of a student. There is now more focus on them working with groups and in classes than focussed on particular students.

NAG 4: Finance and Property:

Ferdi Koen (MOE) is coming in for our annual property visit. Ryan will be talking with him to work out what the roofing underspend can be used for (not the COLA as this is a capital project). Discussion will be around work on the car park, new shelving, turf on the courts, hot water to Rooms 1 and 2, maintenance on the deck area.

We are required to complete a cyclical maintenance review as it has been 3 years since the last one was completed. Allowances may have changed due to inflation and other factors.

NAG 5: Health and Safety:

One incident. Child swinging in a tree, fell backwards onto back and hit head. Parent was contacted. Panadol and ice administered.

NAG 6: Legislation:

Other:

Ryan attended a Kahui Ako Principal's meeting held to discuss the future direction of the Kahui Ako, and succession planning for the lead principal roles. Kate Mansfield will be stepping down as of the start of 2025 with a replacement being appointed in September 2024.

Policy Review:

Protection and sharing of intellectual material policy. The biggest issue is around teacher resources. When they leave and they have created a resource personally then they can take it with them. If it is created as part of a group or staff then it belongs to the school. Is this already in the staff handbook? If it is not, put it in. Ryan to update dates on the policy and add to staff admin book (4)

Motion:

The Board agreed that no change was needed to the wording of the Protection and sharing of Intellectual material policy, apart from updating the review date and adding details into the staff handbook.

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

ERO:

Actions towards Plan: Our Kapa Haka group participated in the Matariki Hui Ako at the Opera House. Teachers and in preparing the children well, they sounded fantastic.

. has gathered student voice from Maori students - identified that they do not see school as being a place that Te Reo is used or heard. We would like to change this. Maori language week is this week with the students choosing to do challenges in Te Reo.

Learners at the Centre: COLA We received a grant of from the Lion Foundation which will give us enough funding to start the COLA project. However we need funds for the groundwork to be tested and completed, and possibly a contingency amount - usually 10 - 15% of the total cost.

Ground marking has been completed and ground testing was carried out on Monday.

Penetrometer testing results are positive. The ground is solid, moreso at the far end but still well within the required parameters at the near end to the school buildings.

Craig and Ryan met with Creo to discuss lessening the risk once the groundwork starts. What happens if they dig down to 3 metres and the ground goes soft again? This could potentially cost between extra.

We would need to have an understanding that if funds run short we need to have the time to raise the funds for it, or work out a payment plan.

Add it in as part of the contract, they want to do the project as much as we do. Payment plan for after the build or a pause on the project part way through. Just need to protect ourselves.

Ryan, Craig, Michael Forgie, Ferdi Koen and Creo are to have a meeting to discuss the scenarios and what would work best for everyone should that scenario happen. **(5)**

People will not get behind a project that is already there, we would need to get going with fundraising for the extra well before the completion of the COLA.

New Maths Curriculum

Ryan attended a session on the new Maths curriculum run by the MOE.

There will be a choice of 4 or 5 structured maths resources (PRIME maths is one based on the Singapore model, which is in the Australian curriculum already. Caxton and Numicon are also in there as options). These will be announced in November and be available to look at. The MOE will take orders and distribute books to start in 2025. Ryan has concerns that there is so little time to make a decision and get it right the first time. We need to get it right! What if we don't make a decision within the timeframe? No penalties that Ryan is aware of.

PLD opportunities will come in 2025 but what this looks like is not yet clear.

Funds to purchase books will come in the OPs grant.

Regarding assessments - there are still no real guidelines apart from PAT and e-asttle.

There is no mention of Te Tiriti, or Te Reo, or any local curriculum anywhere in it.

Another concern is how equitable the roll out will be. Will smaller schools be able access relievers for adequate PLD sessions. What if schools opt for the cheapest approach and it is not the best approach?

We need to keep going with what is working well in our school. The new curriculum will give more guidance and learning steps, but how we get the kids there is still up to us. The workbooks will be used in conjunction with the programmes we are already running and are just one element. Can we bring someone in who has reviewed the books and give us guidance on the best option? Yes once we know what they all are. We can control our curriculum leads, these come from Dunedin and are our choice.

Barrier Free access: Nothing to report.

Literacy and Maths Targets: As above

Quality Teaching and Leadership: Rouvierre and Ryan have met to discuss the RAMS forms and risk management procedures. Updated procedures and documents have been created for consideration. As a BOT we need to decide on the critical risks essential to reporting from Ryan to the BOT.

Ryan presented the documents which Rouvierre and he had designed for the teachers to use when planning activities and assessing risk.

Risk Analysis Management Procedure. Putting this in an EOTC context. Assess the likelihood and level of risk. If a risk is initially in the Extreme or High category it must come to the board first, High, board still look over and Ryan decides, Medium - goes to Ryan to decide, Low - no issue.

Ryan went through the scenario of rock climbing with risk (extreme), controls (experienced personnel, safety gear and clothing appropriate etc, reduces risk down (mitigates).

Escalation procedure on initial risk rating or residual risk rating, how do the teachers work this out - they would use this as a reference guide while they complete the RAMS form.

If something is Extreme and remains extreme then it cannot be done.

We have to be able to prove that we have done everything we can to mitigate the risks and put all possible controls in place and have completed all our due diligence obligations.

Are we satisfied that all our critical risks are captured in our risk register? Staff wellbeing is one. This is less about daily operational risks than about out of the ordinary risks.

To be driven by staff, endorsed by the Board. Once approved, the Board would not need to see the risk register unless there is a significant event concerning the previously identified risks, or there are any changes / additions. To become a part of Ryan's board report if necessary, review the register as part of the normal review cycle. Once or twice annually.

Staff training would be needed. Put all the risks together and then decide on which are critical.

The Board identified Staff wellbeing, working at heights, any/ all EOTC, car parks and pick up times/ vehicle movements as the initial four main critical risks.

Ryan to take this back to staff and get feedback on those 4 things, then look at the controls. **(6)**

Staff have already done a lot of RAMS work for upcoming events this year. Introduce this next term, to be implemented next year. The Board agreed this is a good idea.

Motion:

The Board approved the updated Risk Analysis Management Procedure and RAMS form. This will be introduced to staff in Term 4 and implemented from the beginning of 2025.

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

Financial:

Motion: Following finalisation of the 2023 audit, Solutions and Services has provided a full budgeted Statement of Financial Position and Statement of Cash Flows based on the Board approved operating and capital budgets for 2024. We acknowledge that these reports are prepared post 2023 audit finalisation to ensure accuracy and usefulness in the 2024 annual accounts. On this basis, the Board approves the use of these documents in the 2024 annual reports.

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

Kiri to send this motion to Solutions and Services. **(7)**

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

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

Meeting closed at 7:45 pm

Signed:.....

Date:.....BOT

Presiding Member

Next Meeting Tuesday 29th October

