

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 1st April 2025

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Craig Conlan (Presiding Member), Aaron Gosney, Sarah Sutton.

Apologies: Rouviere Hattingh.

In Attendance: Kiri Ballantyne (Minutes Secretary).

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

Action table following meeting

Person	Action
(1) Rouviere, Suzy	Sign 2025 Board Code of Conduct at May meeting.
(2) Kiri	Register as Returns Officer for the Board elections and begin the process.

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

Minutes from the previous meeting 18th February 2025. Had been circulated to the Board prior to the meeting via the Shared BOT Drive.

Matters arising from previous minutes.

Action Points Arising from the February meeting .

1. Done
2. Done
3. Done. Creo has postponed the event to later in the year when more people can attend.
4. **Neither Rouviere or Suzy was present at the meeting. Still to be completed.**
5. Done

Motion: The minutes of the 18th February 2025 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.**

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

MOE - Notification of March Roll Return received.

MOE Data quality report from Roll Return, 18.18% roll increase was queried. This was confirmed as being correct.

Stella Macrae (Maheno) - WRSN Cluster agreement to be signed regarding cluster funds held. Craig has signed.

Louise Lane - Maths transition meeting.

Charities Commission - Notification of Home and School annual accounts needing to be submitted in order to remain a registered Charity.

Deidre Senior - Request for end of year data to accompany achievement challenges for the Kahui Ako. Ryan has sent this, just numbers, no names.

Rouviere Hattingh - Question around assessment procedures.
PLD Inquiries - Notification of successful PLD application for BSLA Year 4-8 training.

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. 130 students currently with 12 pre enrolments for the rest of the year. One school family has just sold their house and are moving away, we have been advised they will not be here for Term 2.

NAG 1 Curriculum:

1 Hour per day reading, writing and Maths. Teachers have reflected on their classroom programmes to ensure that 1 hour per day of reading, writing and maths has been timetabled. All classes have shared their timetables with Ryan and he is satisfied that this is being achieved.

NAG 2 Self Review:

Returning Officer for BOT Elections. BOT Elections are coming up in September again this year. Ryan has asked Kiri if she is happy to once again be a returning officer for this - Kiri has agreed.

Motion: The Board agreed they are happy to appoint Kiri as returning officer for the 2025 BOT Elections.

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

(1) Kiri to register as returning officer on the NZSTA website and start the process.

NAG 3 Personnel: Nothing to report

NAG 4: Finance and Property: 2024 Draft annual account as below.

NAG 5: Health and Safety:

NAG 6: Legislation:

Other: The first Principal Hui for the Kahui Ako was held on March 5th, while Ryan was away at camp. The Draft achievement challenges were shared for the 2025 - 2027 period, these were set in line with MOE targets. Accomplishments from the last list of challenges were discussed. A questionnaire was filled in and members drilled down into the data which translated into the new challenges for the Kahui Ako.

Attendance challenges listed will drive the work over the next three years. New leads are - Deidre Senior at Weston, and Damian Brown at Papakaio.

The benchmark is the data from last year then all schools will share data again at the end of the year.

ERO: Moeraki Marae Visit. Incorporation of the Maori Curriculum is continuing this term. To extend the children's knowledge in Te Ao Maori by booking a visit to the Moeraki Marae. Once a date is set Ryan would like to include BOT Members in the visit as it would be a great opportunity to share the learning with the Board. Ryan has just heard back from the Marae and they are looking at Term 4 as the weather is better then, especially with the number of children going (75 in the senior school).

Actions towards Goals:

Learners at the Centre:

Barrier Free access:

BSLA PLD application: Dana, Sonya and Mark will be trained in the BSLA approach for the Year 4-8 cohort following a successful PLD application through the MOE.

This enables children at all levels in the school to access the BSLA approach, we may be the only school to be able to offer this in the future.

English Curriculum PLD: The management team had a visit with MOE Curriculum advisor Maria Kawene-Edwards to discuss the new English Curriculum and how the MOE can support the implementation of it here. Specific focus will be on the writing aspect within the English Curriculum as this is historically where our writing data has been of concern. It also continues to develop the teachers' knowledge within this area of the curriculum.

Literacy and Maths Targets.

Quality Teaching and Leadership:

Cohort Entry: Ryan has received feedback from 5 out of 5 of the ECE providers regarding cohort entry. All 5 support the idea. From here Ryan will contact the MOE and discuss this intention, and look at the Policy changes that will be needed to put it into effect as soon as possible. Possibly by the end of this year.

When Ryan hears back from the MOE we will start the ball rolling.

E-asTTle assessments. The MOE has been encouraging the use of PAT and E-asTTle for testing as a nationwide test and standardised assessment tool. Now the MOE has done a U turn and is looking at implementing a Dynamic Indicators of basic Early Literacy Skills (DIBELS) as a tool for assessment in schools participating in Structured Literacy. E-asTTle no longer aligns with the current curriculum expectations, so the MOE put a tender out worldwide. We have put a lot of work into learning E-asTTle and learning the system, now it has all changed which is frustrating.

Twice a year testing is to be implemented in January 2026.

We will be sticking with E-asTTle for this year as we have put a lot of time into it.

Ryan has used it before but some staff here hadn't, some staff have done specific training for this.

One test will be used by every school and reported on - what is the government going to do with this data - publish and compare with other schools like 6 years ago with National Standards?

Property : Creo COLA Open Day - postponed.

Policy Review: Principal Performance Policy. To be updated. It is now completely different as during the last round of contract negotiations all policy intentions were changed. It now centres around professional growth cycles, professional learning group participation, and spirals of inquiry. Ryan has had a look for a policy which fits with the new legislation and also aligns to our school.

██████ - Fenwick, ██████ - Kakanui, ██████ - Five Forks are in his professional learning group which will meet to work toward these goals.

Ryan will identify areas he can learn about and bring back into the school. Possibly look at doing this with people from a private sector like CEOs from companies etc. Possibly look into this for 2026. He will share his progress with the Board as he goes.

Motion: The Board agreed to accept and approve the implementation of the updated Principal Performance Policy.

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

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

Financial End of Year accounts. Craig has had a look over and is satisfied with the reporting. The Teachers salary part of the funding is not seen by the school, but it has to be included in the budget which tends to skew things a bit. Ryan and Kiri have a meeting with the Auditor on Wednesday 2nd April.

Motion: The Board agreed to accept and approve the Draft Annual Financial accounts for 2024.
Moved: C. Conlan **Seconder:** S. Sutton. **All agreed, motion approved.**

Public excluded.

Motion: The Board moved into public excluded discussion at 6:06pm.
Moved: C. Conlan **Seconder:** S. Sutton. **All agreed, motion approved.**

Motion: The Board moved out of public excluded discussion at 6:10pm.
Moved: C. Conlan **Seconder:** S. Sutton. **All agreed, motion approved.**

General - Lion Foundation grant applications. They have money they need gone by the end of the year. Aaron has been talking to a person on their Board, money is there for class equipment, furniture, sporting etc. Encouraged us to put applications in. Chromebooks for classes were suggested.

Roofing Project underspend: We have to reimburse the MOE \$ [REDACTED] of the Roofing underspend, then we lodge the next application and we get \$ [REDACTED] back to do a major project once it has been identified and approved. Ryan will talk with Ferdi Koen to get this in motion. The deck would be a good option, do a tidy up and look at staining it to extend it's life, change colour of the boards on the edges, or add gripped capping as contrast for steps. The money needs to be spent as soon as possible. Do the deck and see what is left.

Meeting closed at 6:15 pm
Next meeting Tuesday 13th May.

Signed:.....
BOT Presiding Member

Date:.....