

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 8th August 2023

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Sarah Sutton (Staff representative), Aaron Gosney, Becca Isbister, Craig Conlan, Jess Devlin.

Apologies: Simon Berry

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	Contact Marcus Hughes - Shade Structure processes
(2) Ryan	Arrange a meeting with Hannah Levy MOE - Shade Structure permissions.
(3) Craig	Sign up for the NZSTA Giving Effect to Te Tiriti O Waitangi course.

5:30pm. With Simon away Ryan ran the meeting. Ryan welcomed all to the meeting.

Minutes from the previous meeting - 20th June 2023.

Had been circulated to the Board prior to the meeting via the Shared BOT Drive.

Matters arising from previous minutes.

Motion: The minutes of the 20th June 2023 Board meeting were approved as a true and accurate record and were taken as read.

Moved: J. Devlin **Seconder:** S. Sutton **All agreed, motion approved.**

Action Points Arising:

1 Completed - in BOT Drive. Craig was happy with the Monty report, with a few alterations. Kiri has also created a spreadsheet detailing the monthly expenditure, income and comparison between the approved budget and revised budget. This will be updated at the end of each month for Board review at the following meeting.

2 Completed - document in Drive for discussion. Ryan talked about if each teacher had a funded mental health day the cost would be \$2076.00. 6 x relieving teachers @ \$346 per day.

Board funded Unit - Ryan had talked with Hannah Levy at the MOE there is a Recruitment, Retention and Responsibility payment that the BOT can make, consultation must be made with staff regarding priorities and it must also be affordable.

We get 5 units permanent in the management structure - 1 rolls over each year Library this year, could go next year towards sports, cultural etc. Give staff more opportunities to have roles and remuneration for those extra efforts. Looking at staff retention as a priority.

Board to possibly look at this in the budget for next year?

Discussion over the possibility of looking into a transport grant for swimming? The cost to get the whole school there is huge but the benefits to the children are great. Could we get parents to ferry them down? A lot of work to get parents involved with the whole school going. There is possibly Te Manawa funding available through Sport Otago.

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

Poutama Te Reo - ERO publication about Te Reo improvement within schools.

Mark Chua - confirmation received about the Incredible Years course.

NZSTA - Election flyer and voting papers.

NZSTA - Annual Report.

MOE - Natasha May disregarded sick leave approved. COVID.

Graeme Mcann - Chair NANP - notification of Dana being eligible for the Across School Teacher appointment.

Diedre Senior - Dana appointed as AST position within the Kahui Ako.

North & East Otago attendance newsletter.

School Transport assistance - training requirements.

Diedre Senior - Sarah Sutton successful in BSLA application.

Principal's report. The Principal's report had been circulated to the Board via the shared drive prior to the meeting.

Ryan presented his report to the Board.

The roll is currently at 120 children with one just started on Monday, another three NEcoming in this term. Forecast for next year? We have 23 year 6s we are trying to keep into year 7 - historically we lose lots to OIS. An information night is happening here next week. Flyers have gone out to some primary schools who feed into OIS. Hopefully we get more staying as we have a good bit to offer. 110 would be a good starting number for 2024. This is the last big year 6 group for a while.

NAG 1 Curriculum:

School Poetry Competition: The children will be participating in a poetry competition this term driven by our neighbour across the road - Fliss Butcher. It is part of our participation in National Poetry Day on 25th August. Winners will be announced on 1st September - Fliss is donating book vouchers for the winners.

Anna Fraser has completed a report on her work for the first half of the year. Anna has been testing to highlight where the needs are for the juniors. Reading recovery data Child 1 - level 1 and was then referred to RTLIT. Child 2 referred at level 12 - two examples of where the Reading Recovery program has worked but not as well as expected. Child 3 referred to LSC - specific learning needs being identified and supports being put in place.

Children are learning to spell 'nonsense' words which aren't words but it means they have a good grasp of the phonemes they are learning via BSLA.

One group of Children had 8 weeks intensive work with significant progress in this time with one session per day. Great progress for our annual target - the goal is to get them at Mahuri level by the end of year 2.

Words and code tests - seeing great improvement in the numbers of sounds they are able to reproduce.

There is impact being made - great feedback emails from some parents of the children involved.

The BOT agreed they are very happy with the progress in this area.

NAG 2 Self Review: Nothing to report.

NAG 3 Personnel: Nothing to report.

NAG 4: Finance and Property:

Small Schools Initiative - The MOE are upgrading small schools across the country - installing internal environmental monitors in classrooms to collect data around insulation, lighting and sound. We are part of the second round, we have yet to hear when the monitors will be installed. Panels on walls and ceilings at Maheno which have been incredibly effective reducing echo etc. Would be potentially very good in our classes with pitched roofs. Data will be recorded for two months.

NAG 5: Health and Safety:

NAG 6: Legislation: July Roll Return was completed and sent to the MOE.

ERO Evaluation Plan:

Learners at the Centre:

Community Meeting re: Outdoor Structure: We have had a community meeting about the plans for the shade structure - numbers were less than hoped for but all who attended were positive and fully behind the project. Ryan has started on the applications to the MOE for a Board or Third party funded project - this is on a pause for the moment - to be discussed later in the meeting. Becca has started looking into grant applications - Otago Community Trust.

Home and School Update:

The Home and School are up and running - have made some pleasing contributions to the school already, Maths Buddy, Leavers Hoodies for the Seniors, Bee Bots for Juniors. Contribution towards the end of term treat ingredients for baking. Spring fling fundraiser will go ahead under another name, no garden tour this year - time frames too short for this year to do it justice. Spring fling funds raised have been committed to go towards shade structure..

Barrier Free Access: Nothing to report.

Quality Teaching and Leadership:

Library Space Update: The space is coming together well and looking great. Cataloguing the books has proved a bigger task than thought and cannot really be rushed. There are some issues which need to be sorted in the system before cataloguing can be completed.

An application to Creatives in Schools has been completed to get funding for an artist to come in and work with the children to create an art installation in the library space. If successful this will not happen until 2024.

The library space is looking really great with some lovely new furniture and getting the bookcases filled.

Roll returns are done March and July each year, we don't want to drop numbers below 101 as we would drop another teacher the following year.

Ryan will send in a roll count to the MOE to see if we could get some extra funding. We would need to hit 126 for 10 days to apply for another teacher for the remainder of the year which is unlikely. Extra funding would help to employ more relievers or TA staff.

Property and Finance:

Fixed asset purchase amount: We need to set an amount for the fixed asset purchases and make this a policy.

Motion: The BOT agreed to the amount of \$500 being the threshold for a fixed asset purchase. A policy will be created to this effect.

Moved: C. Conlon, **Seconder:** B. Isbister **All agreed, motion approved.**

GST and accounts relating to the Outdoor structure moving forward:

We asked some questions of the accountant regarding the shade structure project. GST would be changed to 2 monthly in 2024 - currently 6 monthly. All GST would be able to be claimed as long as we had tax invoices.

Donations from Home & School must be recorded as donations so there is no GST. Home and School have committed [REDACTED] from their current funds plus extra fundraising.

Creating a bank account for the project? We have [REDACTED] in the Hall account and add [REDACTED] in from the Rapid Save account, Home and School donated funds to go in there as well.

Motion: To add [REDACTED] from the Rapid Saver account to the Hall account funds to be set aside for the shade structure. Plan to use this account for all Shade Structure financing and bill payments.

Moved: B. Isbister, **Seconder:** J. Devlin **All agreed, motion approved.**

Motion: The Board unanimously agreed to change to 2 monthly GST returns from the beginning of 2024 (currently 6 monthly).

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

Becca has been talking to the shade structure people - and also Otumoetai School Principal. Build time for them was a 5 week timeframe - their structure is twice the size of ours.

Use of local contractors? In hindsight he would have used the Shade Structure contractors as they ended up paying extra for a scissor lift and to remedy damage etc from outside contractors not having done a project of this size before. We may not make savings if we get local people who haven't worked on these structures before, warranty issues? We can give them a list of our preferred people.

Currently the two savings accounts are earning just under \$1000.00 per month in interest - this is a good way of saving money without doing anything.

The Board agreed to tag [REDACTED] remaining in the Rapid Save account for inflationary cover on the Shade Structure project. - Unanimously agreed.

This leaves a buffer of \$100,000 intact in the Rapid Saver account.

Becca has obtained an updated quote from Shade Structures which is valid for 30 days. Hannah Levy MOE has said hold on - we have to guarantee where all the money is coming from before the MOE will give the go ahead for the project to start - all money has to be verified and guaranteed by the

BOT then there is a process of departments for the application to go through at the MOE before consent will be given. Would the Board be wise to sign a contract with this in mind? Would the Board members be personally responsible for funding any shortfalls in fundraising? We need to be cautious about signing an agreement with Shade Structures without checking this out fully first.

We can start applying for funds but we really need to accept the quote to start applying the funds - Becca.

Becca is looking at applying to Otago Community Trust and Oceania at the same time.

Initial costs are about 10% to get the initial concept drawings and consents done. We wouldn't be paying for it all at once. If time goes by and the quote goes up we will have more to pay.

Motion: The Board agreed for Becca to apply to Oceania Dairies for \$100,000, and the Otago Community Trust for \$80,000 for the Shade Structure project.

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

Motion: The Board approved that Becca is able to apply for any further applicable grants for the Shade Structure project which may become available, with information regarding individual applications being sent out to Board members for approval (to be given via electronic agreement - a majority agreement to be obtained).

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

Grant options were discussed further. Lion Foundation - funding has dried up for now - apply February - March 2024 when more funds become available. This could be used for the artificial turf surface.

Network Waitaki - lighting / sound system - 2024.

If OCT and Oceania say no we may have to look at a lot more smaller grants.

It would be good to have a meeting with Hannah Levy to get an idea of if there are any barriers to building the structure beyond having the entire amount of money raised.

(1) Ryan to contact the school contact person in the North Island - Marcus Hughes - find out their processes.

Becca has to provide a budget for the project and lots of other documentation for the applications. Look at the bigger funders first then look at sponsorship levels. Let the bigger funders set the bar as to platinum, gold etc.

Oceania Gold is another sponsorship possibility. Annie Fitzgerald is the funding person to go to for this.

The original quote in March was \$299,000 - now gone up to \$308,000

Becca has applications pretty much ready to go. The Board agreed that Becca is authorised to go ahead with the applications but due to the hitch with MOE permission we are not able to formally accept the quote.

(2) Ryan to organise a meeting with Hannah Levy MOE to obtain advice on where we stand if we accept a quote then not go ahead for any reason. We also need to know how other schools went about getting consent from the MOE - did they have the money all fundraised first or is there a way around this?

Accounts.
Principal's imprest account [REDACTED]
Rapid Saver [REDACTED]
Hall Account [REDACTED]
As at 31st July

Motion: The Board approved the Principal's report as presented by Ryan.
Moved: S. Sutton **Seconder:** J. Devlin **All agreed, motion approved.**

Motion: The Board approved the financial reporting for June and July 2023.
Moved: C. Conlan **Seconder:** S. Sutton **All agreed, motion approved.**

Board Members:

NZSTA Giving Effect to Te Tiriti O Waitangi course. In person course October 12th 6 - 8pm at Weston School. Ryan asked if anyone was keen - Craig keen to do it. - has done it once before and remembers very little as it was with outside schools and was a bit overwhelming, keen to do it again.

(3) Craig to sign up to the course - link via email.

Update on bike route - Simon. No update to be had as Simon not present. Work seems to have stopped down the road. The roading manager who was there is no longer in that job so maybe no one is driving it.
Some people along the road are not keen and have done nothing with moving fences etc.

Public Excluded. No reason to go into public excluded.

General business: None.

Meeting closed at 7:05 pm

Next Meeting: 5th September 2023 5:30pm

Signed:.....
BOT Chairperson

Date:.....