

Ardgowan School Board of Trustees Meeting

Meeting minutes.

Tuesday 14th February 2023

Held in the Ardgowan School Staff Room 5:30pm

Present: Ryan Fraser (Principal), Simon Berry (Chairperson), Craig Conlan, Becca Isbister, Sarah Sutton (Staff representative), Jess Devlin. Mark Chua (Year 5 camp presentation).

Apologies: Aaron Gosney

In Attendance: Kiri Ballantyne (Minutes Secretary)

Conflict of interest: None declared

Action table following meeting

Person	Action
(1) Ryan	Check on the existence of a Post Disaster Relief provision Policy or procedure.
(2) Ryan	Add a Camp line into the budget. Board approved \$2500.00
(3) Ryan	Complete the changes to the 2023 Budget and send to the accountants.
(4) Ryan and Kiri	Code of Conduct - Create Board member agreement for signing. Send out to Board

Election of Presiding Member.

Nominated: Simon Berry

Nominated by: Becca Isbister **Seconded:** Craig Conlan.

Simon accepted the nomination.

All approved, accepted.

5:35pm. Simon welcomed all to the meeting.

Minutes from the previous meeting - 6th December

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 6th December 2022 Board meeting were approved as a true and accurate record and were taken as read.

Moved: R. Fraser **Seconded:** B. Isbister All agreed, motion carried.

Action Points Arising:

- 1 Attendance summary in BOT Drive.
- 2 Done
- 3 Actioned
- 4 Actioned, draft calendar to be approved later in the meeting.

Discussion over times for meetings, everyone happy with 5:30 but not sure for Aaron.

Camp Year 5 presentation - Mark Chua

15th - 17th March at Gunns Bush, Waimate.

Small group of 11 children going. Plenty of parent help being offered, 5 parents going.

Wednesday 8am arrive at school. Leave school at 8:30am. Car rally on the way then meet at Victoria gardens, Morning Tea at gardens, arrive at camp and set up, lunch at camp. A walk in the afternoon.

Onsite activities include water slide, frisbee golf, jenga, board games if wet. Campfire activities.

Evening games after dinner 8:30 lights out

Day 2: Breakfast 7am. Pack up 8 - 9am, 10am insect study, creek study, lunch, 1:30 YMCA archery and bubble football. Games, Dinner quiz,

Friday 10am Waimate pool. Lunch at gardens, leave for school 1 pm arrive school approximately 2pm.

Total cost \$2074.00

\$172.83 per child.

Lower numbers mean cost per child is higher than last year.

Board amount discussed. Parents paid \$70 last year.

Motion: The Board subsidy for the Year 5 camp in 2023 was agreed to as being \$70 per child, parents asked to pay \$100.

Moved: C. Conlan **Seconded:** S. Berry. All agreed. Motion carried.

Fundraising for 2023 camps to include an Easter raffle. Hold on to a trailer load of wood to raffle later on. Home and School hopefully will come on board with some financial assistance or organise some fundraising.

Camp - Year 3 & 4 presentation - Sarah Sutton.

Dansey's pass - staying 1 night, 2nd March. Duntroon Rock drawings, lavender farm lunch, gold panning (gold coin donation), potentially swimming depending on the safety aspects, ratio of parents will be well over for numbers for water.

Camp fire, bed time. 1 parent in every cabin as the cabins are quite spread and proximity to water.

Day 2: Vanished world fossils, elephant rocks lunch and guided tour.

\$1564.00 total cost.

Per Child: \$50

Adults free as they will take their own vehicles and provide transport.

The BOT discussed and agreed that with the cheap cost of the Year 3 & 4 camp that parents can cover the \$50 cost so there is no need for the BOT to subsidise this camp.

The board viewed the RAMS for both camps and Simon signed them off.

The comment was made to be wary of bonfires - loose clothing and Oodies not recommended to be taken due to safety around fire.

Board Assurance document

Ryan had reviewed the Board Assurance Document as drafted by the BOT. He commented on the following.

Section 1 - Board admin all good.

Health consultation with the Community every couple of years. Asking what people want to see to be covered in this and adjust it accordingly, Keeping Ourselves Safe, sexual education etc - action planned for this year to be noted in the document.

No Vaping and non smoking signs - we need to put up no vaping signs.
Physical restraint - new guidelines coming in 2024. Staff will do PLD with MOE when guidelines have been written.

Include trans gender bullying in our policies.

Other personnel - police vets on time, endeavour to get these in on time but we are at the mercy of the system - sometimes it is very fast, other times it can take weeks.

Post disaster relief provision - would the nest eggs we have cover the cost of this?. Do we have a policy or procedure for post disaster checks? Ryan to check. (1)

Financial gifts. Are these properly paper trailed? - donations? Yes. Board satisfied this happens within reason.

Christine - ERO coming tomorrow to work on the Strategic Plan and bring some challenges. BOT to meet with her at 3:15pm tomorrow.

Principal's report: Had been shared to the BOT Members prior to the meeting.

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

Jo Walshe (SKC) An attendance officer has been appointed - Ryan hasn't met the person yet.

Advice of change in ORS and OT lead.

Nicky Sinclair (Barrister) requested info on a student for court reasons.

Starting numbers 104 children with 9 or 10 NE to come in during the next few months.

1 x Home school boy who may be coming back to us. Two students in Arrowtown who will come back hopefully next year.

Compared to last year we will start and end on the same numbers. If we can keep the Year 6 (going into Year 7) children it will lead to greater numbers. Depending on the drop to OIS at the end of the year it could affect staffing numbers in 2025. We need to consider the worst case scenario. We lost quite a few Y6's (20 out of 26) at the end of 2022. We need to look at this early. Get good news stories out in the media, have an info night for parents and families, do something mid year, have regular advertisements in the paper for accepting out of zone children. Work on retaining younger year groups too.

What would it take for families to stay here?

It was suggested to put out a google form to families that they can return anonymously.

Bolster the yr 7 / 8 program. Get out in the community, Observatory Village visits (Local curriculum). Get the library up and running, proposed learning space, green screen and tech area.

Encourage the kids to be excited to stay here at Ardgowan.

NAG 1 Curriculum:

2 Teacher Only days - one must be used within the first two weeks of Term 2. Planned one on 24th April which is Kahui Ako wide to be used for a Curriculum refresh. Kids would start 26th.

The Board accepted and approved the Teacher Only day on 24th. ANZAC day is the 25th.

NAG 2 Self Review:

Strategic plan review. Ryan has worked on this with the staff input and presented an updated version including:

Proof of good practice - look at the ERO evaluation indicators that match the goals. Catch phrases are working for Ryan - he is using them already in applications.

Changed the middle phrase and that seems to add more meaning with a Maori phrase added in. Ryan is looking at taking it to an SKC digital class to jazz it up, stick it up on top of the noticeboard so it is always a visible reminder.

It is always going to be a work in progress with regular evaluation and feedback from the community as to whether we are achieving the goals.

NAG 3 Personnel:

The drop this year in staffing has meant a drop in units so a Needs Review has been done in order to reallocate the 5 units we now have. Units allocated - 2 Permanent - Deputy Principal, 1 Associate Principal, 1 Permanent - Senco, 1 Fixed Term special project (library).

A Fixed Term project lasts maybe one year then changes to a different project.

6th Unit syndicate leader disestablished. All teaching staff had the opportunity to apply for any of the units. Sarah Hattingh was the only person to apply for the fixed term unit.

Time is what everyone is short of, no extra time available to sort out anything extra so has to be fitted in between daily routines.

Aidan will get a year's salary protection as her unit was a permanent one.

5 units but only two people have them - this bothers Sarah Sutton and Becca. If staffing increases again we get another unit.

Becca asked if units could be split. Permanent no, fixed term yes possibly. If we get a 6th one back in the future then look at this. Sports / cultural involvement are two big extras for teachers to take on and take up a lot of time.

NAG 4: Finance and Property: Nothing extra.

NAG 5: Health and Safety: Nothing extra.

NAG 6: Legislation:

Teachers Paid Union Meeting on 28th February at 1:30pm. School will close at 1:00. Teachers have to attend, legally they are able to go. Relief teachers unavailable as they go to the meetings too. A few schools have teachers who are not part of the union so may be able to remain open.

The BOT approved the closing of the school at 1pm for the Paid Union Meeting. Staffing contingencies will be available if parents are unable to pick up their child early - Ryan and Kiri will still be at school.

Literacy Targets

Learners at the Centre:

Home and school meeting on 23rd February. It will be an open meeting which Ryan will chair to decide on the new direction going forward. Not dwell on the past, continue as is or become a stand alone entity - a lot of work involved with this but could be achieved following NZPTA advice. A new constitution will be needed either way.

What can we do to get people there? A lot of new families have come in since the old Home and School stopped operating. Put it in newsletters - this is your chance to be involved with the school. Advertise it on Facebook, at assemblies etc.

Barrier Free Access:

Quality Teaching and Leadership: Nothing extra.

Property and Finance:

Changes to budget

Reading recovery we have received extra funding from the MOE. Anna was planning 2 Literacy sessions but now back to 1 session.

ORS Teacher Aide doing an extra ½ hour per day - Health & Safety reasons. Increased \$2700 per year.

1st Aid day for the whole staff - have someone come into school. Rather than all going at different times.

Add in a camp line. Provisional amount \$2500. Senior camp is down the track a bit but a cost indication to families would be good. Parents cannot be asked for payment of anything other than food and accommodation costs. The MOE Donation scheme is for the curriculum activities. Ryan to add this line in the budget. **(2)**

Motion: That the Financial reports for December 2022 be accepted.

Moved: C. Conlan **Seconder:** S. Berry Motion approved.

Motion: That the 2023 Financial budget be approved and sent to Solutions and Services - accountants for inclusion in accounting software and reports. **(3)**

Moved: C. Conlan **Seconder:** Simon. Berry Motion approved.

Motion: That the Principal's Report as presented by Ryan be accepted.

Moved: B. Isbister **Seconder:** S. Sutton Motion approved.

The following Motions were considered and approved in order for the 2022 End of Year accounts to be processed and audited.

Motion: The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2022 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Moved: C. Conlan **Seconder:** J. Devlin Motion approved.

Motion: The Board approves the 2022 budgeted Statement of Financial Position and 2022 budgeted Statement of Cash Flows, which are both derived from the Board's approved 2022 operating and capital budget.

Moved: C. Conlan **Seconder:** J. Devlin Motion approved.

Motion: That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2022 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2022 year and will include an income amount and an equivalent expenditure budget.

Moved: C. Conlan **Seconder:** J. Devlin Motion approved.

Code of conduct: Ryan to send this out to the BOT members. At the moment there is a policy but it has no agreement for members to sign. Ryan and Kiri will work on creating and then sending out. To be signed by all BOT members at the next meeting following BOT approval. (4)

Calendar of meetings - Ryan showed the proposed calendar of meetings - it is run along the same lines as last year. To be put up on the school website calendar. All BOT members agreed they were happy with the dates.

Home and School Meeting: Discussion over how much BOT representation is needed / wanted at the H&S meeting. Members can attend as a parent. It was discussed and agreed that BOT representation at the meeting should be minimal. Ryan is intending to be really clear about fundraising for building things on school grounds they are MOE owned and to build a structure on the grounds means it would have to be an MOE approved project. The Home and School also needs to decide what will happen to funds already held. It was thought best for them to draw a line in the sand and start again - reallocate the funds and move on.

Projects Committees:

Bike route: (Simon) \$300,000 funding has been approved by Council, the project is live. Council is paying for the fences to be moved etc. Some locals were upset until they found out Council is paying for all. \$500,000 from Central govt was approved then revoked. Water mains are going in along the road, more infrastructure to go in. Gravel top finish. It will stop initially at the school then might eventually link with Redcastle and Buckleys. Speed signs will go up on the corner where there have been accidents, hedges and fences to come out, done by May / June predicted.

Outdoor structure: (Becca) Logan from Shade Structures is coming on Thursday 11:30. Dee from MOE is no longer coming. Ferdi Coen coming. We will find out if any hitches with the MOE on this day. Anyone is welcome to come along to the meeting. MOE guidelines outweigh any local council building guidelines. It is looking much easier to get this over the line than a full on structure. A sound system is highly recommended. Disco, Assemblies, lots of possibilities.

Public Excluded.

December meeting Minutes to be approved at a future meeting when the BOT goes into committee.

Public Excluded: No reason to go into Committee.

General business: None.

Meeting closed at 7.27 pm

Next Meeting: 21st March 2023 5:30pm

Signed:.....

Date:.....

BOT Chairperson